Your Library Card

Your AUT student ID card is also your library card. You must have your current ID card to borrow library items.

Your computer password is your birth date (day and month only, e.g. 05aug).

You have two accounts linked to your student ID card. These are:

Internet Account
Your account is allocated 10GB free data per month. Unused data is not carried forward. Once free data is used, your account will be charged per megabyte downloaded. You are only charged while connected to the Internet from inside AUT.

Printing and Photocopying Account
Please check Printsprint for costs involved. Students can top up their accounts online using a credit card or EFTPOS. Self-service kiosks are located at all three campuses which accept both credit card and EFTPOS payments.

Emails & Texts

All Library correspondence will be sent to your AUT email address. You can set up mail forwarding to your preferred email address. Instructions for this are available from the Library website.

Library Text Messages notify you with a free basic text message when a book is:
- Recalled
- Recalled and overdue
- A request available to be collected

Instructions are available from the Library website

Borrowing, Renewing and Self-check
Self-check machines are available at the City and North Shore Campus Libraries. Books will also be issued by staff at the Lending Desks.

Your Library Account tells you which items you have on loan, when they are due, and how to renew them.

Go to the Library homepage:
www.library.aut.ac.nz
Choose My Account.
Main Collection

Loan Periods

Main collection items:
- Undergraduates: 20 items for 14 days unless recalled.
- Postgraduates and staff: 50 items for 28 days unless recalled.

When a book is recalled, a recall notice providing the new due date (which overrides the original date) will be sent via email. You will have a minimum seven day loan period from the time you borrow a main collection book.

Recalls

Items on loan to other patrons can be recalled by you via the Library Catalogue or by staff at the Library Help Desk.

Inter Campus Requests

You can place an Inter Campus Request on the online catalogue requesting to pick up an item from another campus library at your home campus. Staff at the Library Help Desk can assist you with this.

Fines

Please return or renew items on time. Failure to do so will result in fines being charged.

The fine for an overdue recalled item is $3 per day. Overdue High Demand items are fined at 5c per minute ($3 per hour).

Cumulative Library fines will result in the withdrawal of borrowing privileges and exam results may be withheld.

You can renew items online via your Library Account – remember to check the new due date. Staff at the Library Help Desk will also renew items.

Electronic Access 24/7

Use your Internet Login and password to access the Library databases and e-journals.

To complete your student Internet registration on campus use:
www.webadmin.aut.ac.nz/studreg

Off campus use:
www.distance.aut.ac.nz/studreg.cgi

AUT Online: E-Reserve

e-Reserve is a collection of course-related supplementary readings, excerpts from books and journals, and lecture notes in digital format. Access to e-Reserve documents is via AUT online.

High Demand / Short Loan

High Demand (also called Course Reserve) is a collection of recommended course readings and textbooks. High Demand items can be borrowed for 2 hours, with a limited number of titles available for 3 days. Search for Course reserve items by Paper Number, Lecturer and Department via the catalogue or from ‘I need’ menu on the website.

Items to be Collected

AUT items from another campus (Holds and Recalls) can be collected at the Self Service Holds shelf. Non-AUT items (Inter-Library Loans) can be collected from the Library Help Desks.