Getting the best out of the Library: Tips for new postgraduate students

- Learn to use our services and resources to save yourself time and reduce stress.
- **Plan ahead** when gathering information, and don’t hesitate to contact us if you get stuck.
- Bookmark the **Library website** [www.library.aut.ac.nz](http://www.library.aut.ac.nz) and check out these sections:
  - **Subject Guides** – for resources in your subject area
  - **Guides for Researchers** – for a comprehensive overview of our research services
  - **Workshops & Tutorials** – for relevant library workshops and links to register for them.
  - **Interlibrary Loan & Document Supply** – for requesting resources not held by AUT
  - **EndNote** – for detailed support on this widely-used reference management software
  - **Referencing** – for a comprehensive guide to APA 6th that includes many examples
- Try the **Library Search** or **Catalogue** options (centre of the Library homepage) for single-search retrieval of journal articles, or books and e-books, respectively.
- Familiarise yourself with ways to ask for help including:
  - Visiting the Help Desks at any of our campus libraries
  - Making an appointment with the **Liaison Librarian** for your subject. They offer one-to-one consultations and are also available by phone and email
- Set up your **IT account** for printing/photocopying and for Internet access to electronic information resources (databases, e-journals and e-books) on or off campus. The IT Service Desk will help with usernames and passwords (drop in to Tech Central on campus or phone 09 921 9888). Click **IT Support** found on the AUT website footer for detailed ICT information.
- Bring your **AUT Student ID card** to the Library to borrow books and other materials.
- If you live more than 50km from an AUT campus register for the **Distance Library Service** [http://www.library.aut.ac.nz/i-am/a-distance-student](http://www.library.aut.ac.nz/i-am/a-distance-student). Once you’re registered we can courier books to you or scan and email chapters or journal articles from print sources.
- If you want to refresh your information-seeking skills investigate the **Library workshops** and online tutorials listed on the Library website, and also the **Research Guide** for sessions including Research Impact and Getting Published that are designed with new postgraduate students in mind.
Log in to your personal account ("My account") from the Library homepage. From here, check items you have on loan, view the status of requested items and renew loans.

Be prepared to experiment with databases you have not previously used – seek advice from the Library Help Desk or your Liaison Librarian if you have questions.

Find out how to request items that are **not held** by our Library:

- **ArticleReach** – request the full text where this is not attached to articles found in database searches
- **BONUS** – borrow books from 14 New Zealand and Australian University Libraries
- **Interlibrary Loans** – request journal articles, books, theses
- **Reciprocal Borrowing** – walk-in access to ULANZ New Zealand and Australian University Libraries (NOT University of Auckland)

Take the time to understand **APA referencing** rules, then join one of our **EndNote** (reference management software) **classes**. Basic competence with APA and EndNote **before** you start writing a thesis or dissertation can save you a lot of time.

At postgraduate level you are expected to adhere to rigorous standards of academic integrity, and should also keep up with emerging fields such as Open Access publishing. Our **Academic & Research Integrity** and **Open Access** guides will give you an idea of what is involved. If you are considering publishing your research you will find much useful information in our **Getting Published** guide.

Look on the Library website for **Tuwhera Open Theses and Dissertations** – this is where you can access AUT doctoral and master’s theses, dissertations and exegeses. It is also where you will deposit your thesis, dissertation or exegesis when you complete it!

Get a swipe card to access the **Postgraduate Study Rooms** – open 24/7 and located on all campuses (Level 5 WU building (46 Wakefield Street) **City**; Level 2 MA building **South**; and Level 2 Library building **North**), rooms are set up with PCs, a photocopier/printer, kitchen facilities and relaxation spaces. Swipe cards are issued by AUT Security (201 WO Building, City; MB Building, South; AT101 North). You can request access to all rooms, not just at the campus where you are studying.