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

Get ready

- Register your IT account for printing/photocopying and for Internet access to electronic information resources (databases, e-journals and e-books) on or off campus. Get help from the IT Service Desk in Tech Central on campus or phone 09 921 9888.

- **AUT Student ID card** – use this card to borrow books and other materials.

- If you live more than 50km from an AUT campus register for the Library’s **Distance Library Service**. Once you’re registered the Library can courier books to you or scan and email chapters or journal articles from print sources for you.

- Get a swipe card to access the **Postgraduate Study Rooms** – open 24/7 and located on all campuses: **City**: Level 5 WU building (46 Wakefield Street); **South**: Level 2 MA building; and **North**: Level 2 Library building. 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.

Learn to use Library resources and services

- Plan ahead when gathering information, and don’t hesitate to contact us if you get stuck.

- Try the Library Search, AUT Google Scholar and Catalogue options for finding journal articles, or books and e-books, respectively.

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

- Log in to your personal account (“**My account**”) from the Library homepage. From here you can check items you have on loan, view the status of requested items and renew loans.

- If you want to refresh your information-seeking skills, investigate the Library workshops, online guides listed on the Library website.

- Take the time to understand APA referencing rules, then join one of our EndNote (reference management software) or Mendeley classes. The online Managing References guide my help you choose a reference management software that suits you best. Basic competence with APA and a reference software 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.

- Use the Finding Theses & Dissertations guide to learn how to find theses and dissertations from New Zealand and overseas universities.

- 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!

- Familiarise yourself with ways to ask for help including:
  - Visiting the Help Desks at any of our campus libraries
  - Using our Online Chat Service
  - Booking a consultation with the Liaison Librarian for your subject. They offer one-to-one consultations and are also available by phone and email

- 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
  - Get Items, such as journal articles, books, theses, from Other Libraries
  - Reciprocal Borrowing – walk-in access to ULANZ New Zealand and Australian University Libraries (NOT University of Auckland)