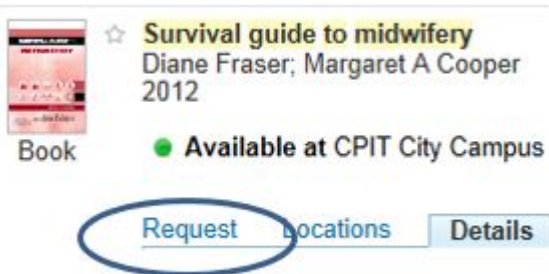


7. Request a book

- Find a book (Steps 1-3)
- Click on Request



- Click on **You must sign-in in order to place requests**
- Sign in with your network username and password.
- Choose **Off Campus**

Any Copy ▾
Off Campus ▾
18/07/16 [calendar icon] ▾
23 Main St. Nelson, 0271234567

Hold Clear Selection

- Click on **Hold**

8. Find articles in databases

- From **Campus Life** click on **Library**. (See steps 1-2)
- Click on **Subject Guides**
- Choose your subject e.g. Business
- Click on **Articles / Databases**
- Find your **Recommended databases** here



9. Register for text alerts

- From **Campus Life** click on **Library**. (See steps 1-2)
- Look for **Borrow**
- Click on **Register for text alerts**
- Follow the on screen prompts to find and fill in the online registration form.



For further assistance:

Ask a librarian
Ring : (03) 940 8089
Email : library@ara.ac.nz

Kā tautoko ako
Academic Support Services

Find it at the Library

– Ashburton campus

1. Find Campus Life.

It's at <http://campus.ara.ac.nz>



2. Click on Library

3. Use the Search box

- Enter simple keywords under

Books & More



- Click on a **topic** if it's useful

Show only

Available in the Library (154)
Full Text Online (787)

Refine My Results

Topic

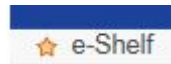
Project management (296)
Information technology (39)
Management (33)

4. Save titles to your eshelf

- Click Sign in in the top right.
- Use your network username and password to log in
- Search for your titles to save.
- Click the star next to each title you want.



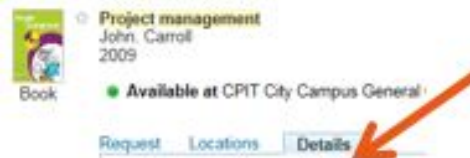
- Click e-shelf in the top right to see your saved titles.



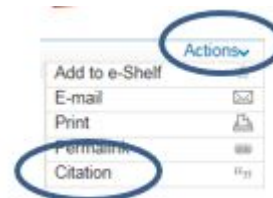
- You can email and print your items.

5. Look up the APA for a book title

- Click **Details**

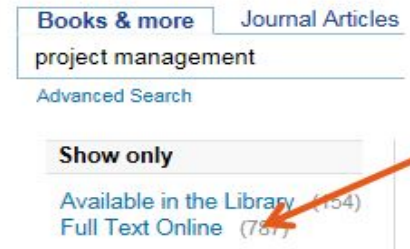


- Click Actions
- Click Citation



6. Ebooks

- Click on **Full text online** for ebooks



- Click on the title of the ebook to view it.



- Enter your network username and password when prompted.

- Click **Read Online (Available)**

- If prompted, click **Yes (Create a loan)** to keep viewing your ebook.