Request an item – Off campus

When can I make an off campus request?

- When you live more than a certain distance from one of our campus libraries (contact the library to confirm eligibility).

- When you are enrolled in any of the following courses, or are required to be away from campus for a period of time as part of your study (e.g. clinical placement):
  - Nursing, Midwifery and Medical Imaging blended delivery courses
  - Graduate Diploma in Information Design
  - Business courses – BCEX600; BCEX700; BEXE700

Steps to make an off campus request

1. Begin at My Ara: https://myara.ara.ac.nz/

2. Choose the Primo Library Search tile.

3. Enter your keywords in the search box.

   e.g.

   ![Primo Library Search](image)

   ![nursing ethics](image)

4. Click on the Search icon or press Enter on your keyboard.
5. Click on the title of the item you want to request.

![Book: Nursing Ethics](image)

[Note: Not available means the item is on loan].

6. Click on **Sign in**

    Please sign in to check if there are any request options.  

7. Click on **Student / Staff login**

8. Use your **Student email address and network / Moodle password** to log in.
   Your student email is your **username@arastudent.ac.nz** e.g. **abc123@arastudent.ac.nz**

9. Click on **Requests** and then **Request**
10. Select:

a. Select **Pickup Location: Off campus**

b. Add the date for **Not needed after**

c. In the **Comment** area type your **delivery address** and **phone number**.

d. Click on **Send Request**

9. The response is: **Your request was successfully placed.**
To cancel your request

1. Go to My Ara and click on the Primo Library Search tile.

2. Click on My Library Account.

3. Click on Requests

4. Click on Cancel to remove your request.

See if your request has been posted to you

- Check your My Ara Mail to see when your request has been posted to you or check your personal email if you have set up forwarding from your Ara Mail account.

- Access your Ara Mail from the My Ara app

For further assistance

- Ask at the Library, City campus, Christchurch.
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email: library@ara.ac.nz