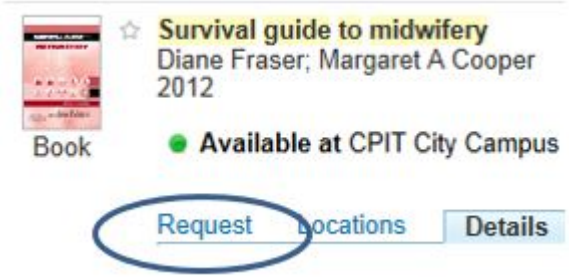
7. Request a book

a. Find a book (Steps 1-3)

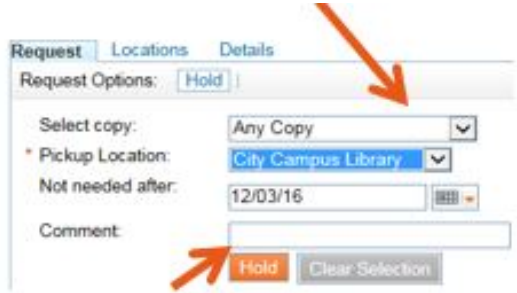
b. Click on Request



c. Click on **You must sign-in in order to place requests**

d. Sign in with your network username and password.

e. Choose your Pick up location



f. Click on **Hold**

g. When your request is ready to collect, you will get a notice in your **Student Email**.
Get your notice by **text alert** on your cellphone. (See number 9).

8.Find articles in databases

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

9. Register for text alerts

a. From **Campus Life** click on **Library.** (See steps 1-2)
b. Look for **Borrow**
c. Click on **Register for text alerts**
d. 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

- City campus

Ara
Institute of Canterbury
Ara rau, taumata rau

1. Find Campus Life.

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

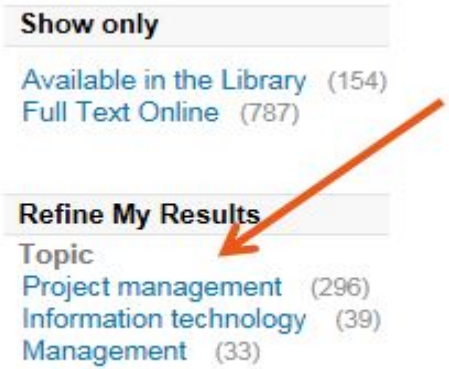
2. **Click on Library**

3. **Use the Search box**

a. Enter simple keywords under

Books & More

b. Click on a **topic** if it's useful



4.Save titles to your eshelf

a. Click Sign in in the top right.

b. Use your network username and password to log in

c. Search for your titles to save.

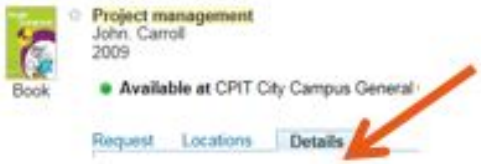
d. Click the star next to each title you want.

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

f. You can email and print your items.

5. Look up the APA for a book title

a. Click **Details**

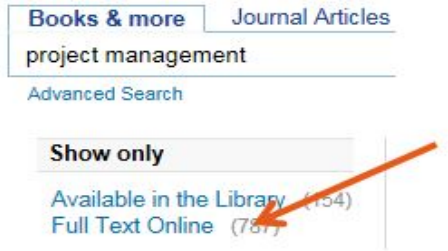


b. Click Actions

c. Click Citation

6. Ebooks

a. Click on **Full text online** for ebooks



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

c. Enter your network username and password when prompted.

d. Click **Read Online (Available)**

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