## Request a book

**7.** a. Find your book (Steps 1-3) and click on **Request**.



b. Click on



c. Sign in with your network username and password.

d. Choose you **Pick up location**: Timaru Campus.



e. Click on **Hold**.

f. When your request is ready to collect, you will get a notice in your **Student Email**. To get your notice by **text alert** on your cellphone, see number **9**.

## Find articles/databases

**8.** a. From **Campus Life** click on **Library**. (See steps 1-2).

b. Click on  SUBJECT GUIDES ›

c. Choose your subject e.g.



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.

# Find it at the Timaru Campus Library

Ara Institute of Canterbury
Ara rau, taumata rau

## Start here

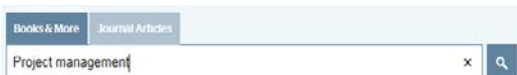**1. Find Campus Life**
It's at **http://campus.ara.ac.nz**

**2. Click on Library**

**3. Use the Search box**
a. Enter simple keywords under **Books & More**.

b. Select **Timaru Campus General Collection** if you only want to see the Timaru collection.

Collection
eResource (8,666)
City Campus General Collection (1,552)
Timaru Campus General Collection (345)
City Campus Academic Video/DVD Collection (79)
City Campus Maori and Pasifika Collection (76)
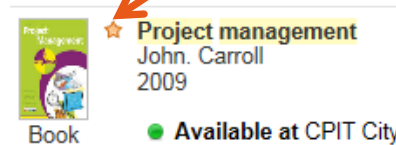More options

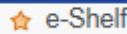## Save titles to your eshelf

**4.** 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.

Project management
John. Carroll
2009
Book
● Available at CPIT City

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

e. You can email and print your items.

**5. Look up the APA for any title**
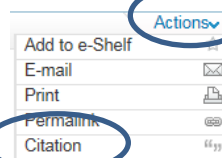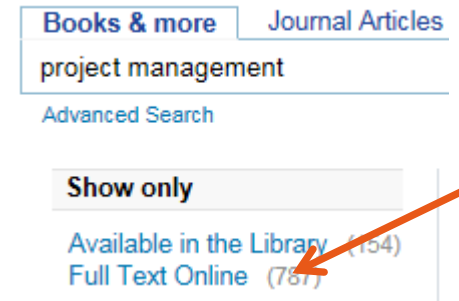a. Click **Details**.

Project management
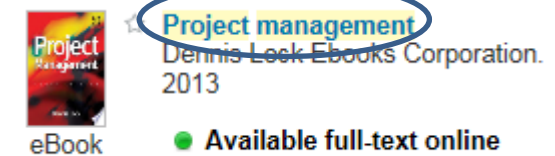John. Carroll
2009
Book
● Available at CPIT City Campus General
Request   Locations   Details

b. Click **Actions**

c. Click **Citation**

Actions
Add to e-Shelf
E-mail
Print
Permalink
Citation

## Use ebooks

**6.**a Click on **full text online** for ebooks.

Books & more   Journal Articles
project management
Advanced Search

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

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

Project management
Dennis Lock Ebooks Corporation.
2013
eBook
● Available full-text online

d. Enter your network username and password when prompted.

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

Yes (create a loan)

f. If prompted, click to keep viewing your ebook.