

## 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 **Library Search** tile.



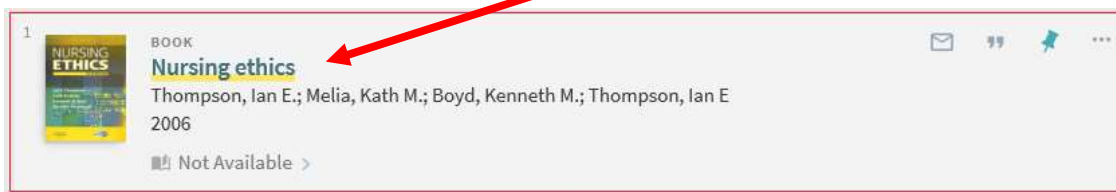
3. Enter your keywords in the search box.

e.g.

 × 

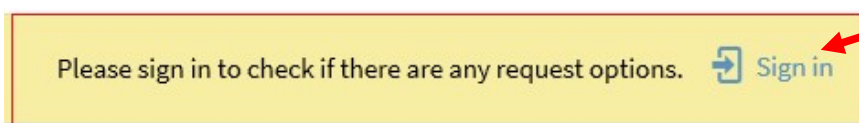
4. Click on the **Search icon**  or press **Enter** on your keyboard.

5. Click on the title of the item you want to request.

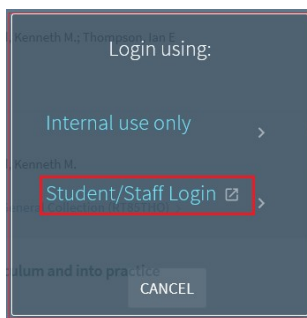


[Note: **Not available** means the item is on loan].

6. Click on **Sign in**



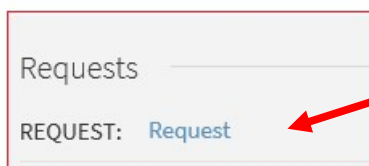
7. Click on **Student / Staff login**



8. Use your **Student email address and password** to log in.

Your student email is your [username@arastudent.ac.nz](mailto:username@arastudent.ac.nz) e.g. [abc123@arastudent.ac.nz](mailto: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**

The image shows a screenshot of a library request form with several fields and a button. Red annotations 'a.', 'b.', 'c.', and 'd.' are placed next to specific elements:

- a.** points to the **Pickup Location** dropdown menu, which is currently set to **Off Campus**.
- b.** points to the **Not needed after** date field, which is set to **31/07/2018**.
- c.** points to the **Comment** text area, which contains the text **2 Cuba St. Wellington Ph. 027**.
- d.** points to the **SEND REQUEST** button, which is a green button with a right-pointing arrow.

Other visible elements include a **Terms of Use** dropdown menu set to **3 Week Loan**, a calendar icon, and a red star icon next to the **Off Campus** selection.

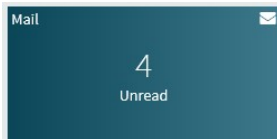
9. The response is: **Your request was successfully placed.**

## 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](mailto:library@ara.ac.nz)