

Request an item

1. Begin at **My Ara**: <https://myday.ara.ac.nz/>

2. Choose the **Primo Library Search** file.

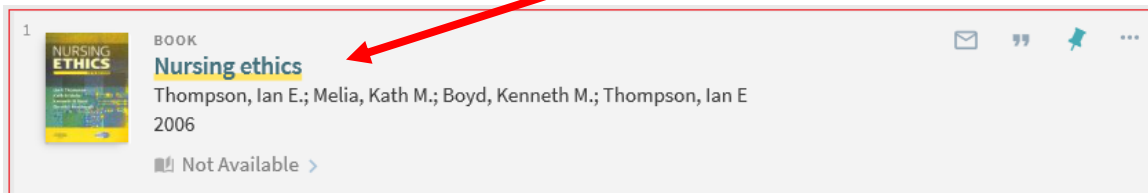


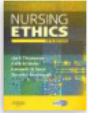
3. Enter your keywords in the **Search Books and More** box.
e.g.

 ✕ 

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

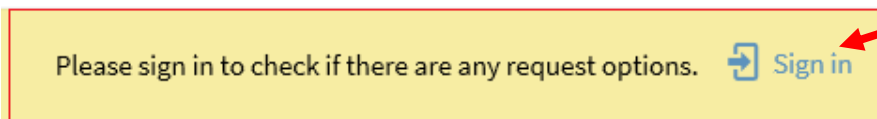
5. Click on the title of the item you want to request.


A search result card for the book "Nursing ethics" by Thompson, Ian E.; Melia, Kath M.; Boyd, Kenneth M.; Thompson, Ian E. (2006). The card shows a small book cover, the title, authors, and year. A red arrow points to the title "Nursing ethics". At the bottom, it says "Not Available >".

1  **BOOK**
Nursing ethics
Thompson, Ian E.; Melia, Kath M.; Boyd, Kenneth M.; Thompson, Ian E
2006
Not Available >

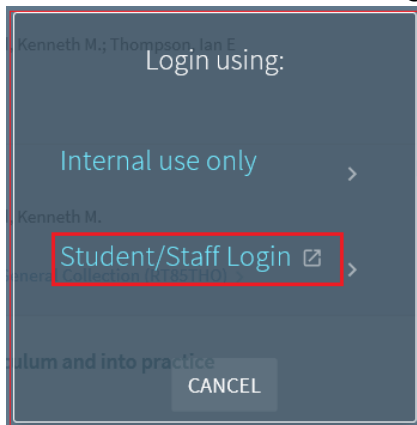
[Note: **Not available** means the item is on loan].

6. Click on **Sign in**

A yellow rectangular box with a red border containing the text "Please sign in to check if there are any request options." and a "Sign in" button with a blue arrow icon. A red arrow points to the "Sign in" button.

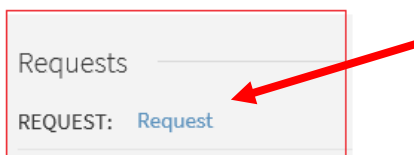
Please sign in to check if there are any request options. 

7. Click on Student / Staff Login



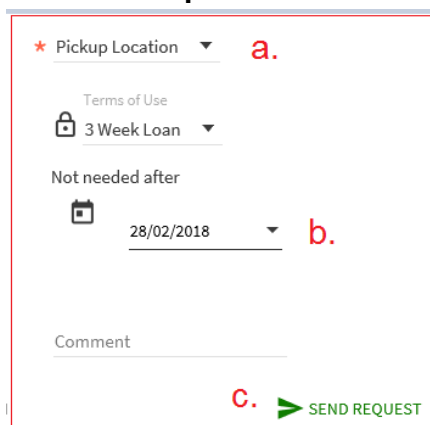
8. Use your **Ara email address and network / Moodle password** if the login box pops up. Your Ara email address is your username@arastudent.ac.nz e.g. abc123@arastudent.ac.nz

9. Click on **Request**



10. Select :

- a. your **Pickup Location:** e.g. **City Campus Library.**
- b. Your **Not needed after** date
- c. **Send request**



11. **Primo** should respond: **Your request was successfully placed.**

To cancel your request

1. Go to My Ara app and click on **Primo Library Search**.
2. Click on **My Library Account**
3. Click on **Requests**
4. Click on **Cancel** to remove your request.

Notes:

- When your request is ready to collect, you will get a notice in your Ara email address.
- Your request will be held at the Pickup Location for 3 days only.
- If you are at the Ashburton or Oamaru campuses or a distance student, choose your Pick up location as **Home address** and add your address and phone number in the **Comment** field. Your request will be posted to you.

For further assistance

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