

Same day loan service

AV Services have improved its service for Academic staff using material in venues on the University campus for the purposes of course preparation, research, and for screening to University staff and students. All AV items held in the Central Library can now be booked through the Library catalogue; loan applications are no longer required; we just ask that the item be returned the same day before closing time.

If you need an item for more than the day then you will need to discuss this with the AV Services staff between Monday and Friday from 8:30am till 5:00pm.

Please continue to advise us if you intend to refer students to AV items. Where possible we are acquiring duplicates of high demand items. We will continue to list these items under Course Reserve to assist students in locating them.

Loan applications are still required for when students need to use material in class presentations, otherwise in Library use is required and the loan period remains at three hours.

Booking AV items

Any AV items held in the Central Library may be booked up to a week in advance for the day required through using the *Reserve booking* option via *Request item* function in the Library catalogue. AV Services staff will no longer take manual bookings.

Steps to make a booking

Locate the item required in the Library catalogue
Click on the *Request the item* icon across the top menu bar
Log in with your *user name* and *password*
Choose the request type of *Reserve booking* and click *ok*
Select the *copy* required
Select the *date* required
Select *Central –Lending Desk* as your pick up location
Select the *start* and *end* times for the time the item is required.
Click on the *Submit Request* icon
Check under *My Details* to verify your bookings

Requesting AV items held at Leithst storage

AV items held at Leith St. storage can be requested through choosing the request type of *Callslip*. Items will be available at AV Services from 2pm the following weekday.

Steps to make a call slip request

Locate the item required in the Library catalogue
Click on the *Request the item* icon across the top menu bar
Log in with your *user name* and *password*
Choose the request type of *Callslip* and click *ok*
Select the *copy* required
Select *Central –Lending Desk* as your pick up location
Click on the *Submit Request* icon
Check under *My Details* to verify your bookings

If you have any problems with making a booking or call slip request then please contact the AV Services staff. Phone (479)7557 or Email audio.visual@library.otago.ac.nz.