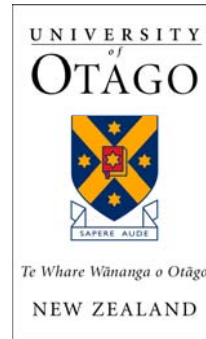


Need help in using the Library?



Information for people with particular needs...



	Have difficulty with	Possible solution	Contacts
Access	<ul style="list-style-type: none"> getting to the library 	<ul style="list-style-type: none"> Use the library from home by dialling in through the web 	<ul style="list-style-type: none"> http://www.library.otago.ac.nz/ , contact Help Desk staff or ph 479 8916
	<ul style="list-style-type: none"> getting upstairs 	<ul style="list-style-type: none"> Try the lift to the left inside the main entrance 	<ul style="list-style-type: none"> Ask at the Lending Services Desk
	<ul style="list-style-type: none"> finding wheelchair toilets 	<ul style="list-style-type: none"> On each floor 	<ul style="list-style-type: none"> Ask at the Lending Services Desk
Resources	<ul style="list-style-type: none"> locating key resources for my subject 	<ul style="list-style-type: none"> Book a tour - group/individual Dial in through the web for researching ... 	<ul style="list-style-type: none"> Help Desk/Reserve staff/email ask.library@otago.ac.nz http://www.library.otago.ac.nz/
	<ul style="list-style-type: none"> using the catalogue 	<ul style="list-style-type: none"> Ask at the Help Desk /Lending Services Desk Try the pamphlet <i>Guide to the Catalogue</i> or the tutorial 	<ul style="list-style-type: none"> Lending Services /Help Desk staff http://www.library.otago.ac.nz/pdf/2008_catalogue_guide.pdf or http://www.library.otago.ac.nz/cattut/index.html
	<ul style="list-style-type: none"> finding a dictionary 	<ul style="list-style-type: none"> Available on each floor 	<ul style="list-style-type: none"> Lending Services /Help Desk staff
	<ul style="list-style-type: none"> locating journals 	<ul style="list-style-type: none"> Available upstairs on Floor 1 	<ul style="list-style-type: none"> Reserve/Help Desk staff
	<ul style="list-style-type: none"> using the Reserve collection 	<ul style="list-style-type: none"> Ask for help upstairs at the Reserve Desk, Floor 1 	<ul style="list-style-type: none"> Phone 479 8913 or 479 8910
	<ul style="list-style-type: none"> using a database 	<ul style="list-style-type: none"> Online tutorial or personal tutorial 	<ul style="list-style-type: none"> Subject Liaison staff per library http://www.library.otago.ac.nz/
Services	<ul style="list-style-type: none"> reading print materials 	<ul style="list-style-type: none"> Scanner which translates print materials to voice or electronic files. Photocopy card for enlarging materials 	<ul style="list-style-type: none"> Your Disability Advisor
	<ul style="list-style-type: none"> copying, binding, laminating, or making transparencies 	<ul style="list-style-type: none"> Ask for staff assistance at Copying Services, Ground floor. 	<ul style="list-style-type: none"> Your Disability Advisor
	<ul style="list-style-type: none"> retrieving books from shelves 	<ul style="list-style-type: none"> The Library Retrieval Service may be an option 	<ul style="list-style-type: none"> Your Disability Advisor
	<ul style="list-style-type: none"> crowded areas 	<ul style="list-style-type: none"> The Library Retrieval Service may be an option DIS Room 	<ul style="list-style-type: none"> Your Disability Advisor Your Disability Advisor

Other Important Resources You Should Know About:

- DIS Print Disability Room
- Carolyn Freeman Room – for study
- The Library Retrieval Service

These resources located in the Central Library are managed by Disability Information & Support.

To use these resources contact your Student Advisor or phone 479 8320, fax 479 5873, or email disabilities@otago.ac.nz

We would appreciate feedback on this pamphlet.
Please contact :

Student Advisors - 479 8320
or
Thelma - 479 9020

Library Contacts:

Central Library

Circulation 479 8910 – Barbara Taylor
Reference/Tours/Tutorials – 479 9020
- Thelma Fisher

Education Library

Circulation – 479 3793 – Belinda Holdsworth
Reference/Tours/Tutorials – 479 4935
- Jacinda Boivin

Hocken Library

479 8873 - Anne Jackman

Law Library

479 5653 - Carolyn Watson

Medical Library

Circulation – 479 5435 – Trish Leishman
Reference/Tours/Tutorials – 479 7404
- Catherine Robertson

Science Library

Circulation – 479 7822 - Helen Edwards
Reference/Tours/Tutorials – 479 7827
- Melanie Remy

For Library Hours phone 479 8721, check the Library catalogue or Library homepage at <http://www.library.otago.ac.nz> .