



Central Library Fact Sheet

The Central Library is in the Information Services Building (ISB), constructed 1999 - 2001. Subjects covered: arts, humanities, commerce, physical education, social sciences, theology, general reference.

The Central Library provides:

- 2,200 study spaces in the Central Library and the Link, including facilities for users with disabilities
- 20 group study rooms and 5 group viewing rooms
- 163 PCs give access to electronic resources of the Library (databases, ejournals etc.), the internet and the University Desktop. Wireless access and ports connect registered laptops to the network
- Nearly 1,000,000 items - over 400,000 books, over 300,000 ebooks, 1,737 print journals, 170,000 microforms and audiovisual media, and Special Collections comprising over 28,000 volumes
- Access to over 100,000 electronic journals
- 3 Seminar Rooms for learning information skills.

The ISB: Architects, Hardy Holzman Pfeiffer (Los Angeles) in association with OCTA and Opus International Consultancy. The ISB project cost \$46 m. Other occupants are the Student Learning Centre, ITS Teaching Facilities Services including audio and video conferencing, Director of Information Technology Services, University Information Service, Careers Development Centre, and the Summer School office.

Library hours

Semester hours

Mon – Fri	8:30 am - 11 pm
Sat	9:00 am - 11 pm
Sun	10:00 am - 11 pm

Summer School Hours

Mon – Fri	8:30 am – 10 pm
Sat	11:00 am – 5 pm
Sun	11:00 am – 9 pm

For all other Library hours www.library.otago.ac.nz/hours/index.php

Collections, resources, facilities

The Library Catalogue records all Library resources. The Library web pages give access to the Catalogue, electronic resources (e.g. databases) and more information. www.library.otago.ac.nz

Audiovisual (all except Health Sciences)	2nd Floor
Books: classifications A to K	1st Floor
Books: classifications M to Z	2nd Floor
Caroline Freeman and Visual Resource Rooms (for users with disabilities)	Ground Floor
Electronic Resources Area - ERA (databases, web and computer resources)	Ground Floor
Journals, Newspapers	1st Floor
Recent arrivals	1st Floor
Reference (e.g. dictionaries, maps, NZ statistics, parliamentary publications)	Ground Floor
Reserve	1st Floor
Special Collections, de Beer Gallery, Otākou Press, Charles Brasch Court	1st Floor
Theses	Ground Floor

Services & contact numbers

University Librarian	479-8932	Māori Resources	479-8972
Audiovisual Services	479-7557	UniPrintShop	479-4068
Book loans & renewals	479-8910	Distance Services	479-8940
Classes, tours	479-9020	Reserve Desk	479-8913
Document Delivery/Interloan	479-8376	Special Collections	479-8330
Lending/ i-desk	479-8910	Theses	479-8910
Information Resources	479-5223	Web pages	479-4083

Other Library branches & contact numbers

Dental Library	479-7050	Library Bindery, Leith Lending, 109 Leith St	479-8924
Education Library	479-3793	Medical Library	479-5435
Hocken Collections	479-8873	Science Library	479-7822
Law Library	479-8837		

ID card & username (your ID card is your Library card)

Present your ID card when you

- borrow an item, or use A/V services
- take out a Reserve item
- consult a Thesis
- use the Self-Checkout machines

Use your ID card as a swipe card to

- photocopy (add money using Library autoloaders)
- use Library printers
- access Computer Resource Rooms after hours

Enter your username & password

- when using the Catalogue to
 - view your Account details, save items
 - request Recall of books
 - use Callslip for Storage and Hocken items
 - Make a Request for a Borrow Direct Library item
- use the web, Library databases, ejournals, ebooks
- book Group Study Rooms
- access networked computer printer

Enter your username

- on document delivery (interloan) request forms

Further information and guides www.library.otago.ac.nz/

Leaflets available in the Library include:

Audiovisual Services

Quick Guide to Walk-in Reserve

Borrow Direct

Advanced Searching: Library Catalogue

Finding Printed Books & Journals in the Library

How to find journal articles

Loan entitlements

Number of items on loan at any one time

Staff & PhDs	50 items for 12 weeks, including 5 bound journals for 7 days
Masters & final year Honours	30 items for 42 days, including 5 bound journals for 7 days
Undergraduates	20 books for 14 days, including 5 bound journals for 7 days

Charges

Photocopying

Black & white photocopying self service	7c per page Library-wide
Black & white staff-assisted photocopying	30c per A4 page, 40c per A3 page @ Uniprintshop
Colour copying	47c per A4 page @ Uniprintshop

Printing

Library Printers & Microforms	10c per b/w A4 page, colour 50c per A4 page
Computer Resource Rooms	10c per page

Fines

Book or Journal	20c per day
3 Day Loan	\$1 per day
Reserve item	5 c per minute
Recalled material	\$1 per day
Audiovisual item	\$1 per hour
Borrow Direct item	50c per day
Borrow Direct Recalled item	\$3 per day

Document Delivery/Interloan

NZ & Overseas copies - free
NZ & Australia loans – free; other Overseas loans \$25 + GST