

What is Borrow Direct?

- ◆ University of Otago staff and students can borrow books from LCoNZ libraries, either on-site with their university ID card or by requesting the items via the Library Catalogue. Borrow Direct is a free service offered by LCoNZ.
- ◆ LCoNZ stands for “Library Consortium of New Zealand”. Current members are:
 - AUT University
 - University of Otago
 - University of Waikato
 - Victoria University of Wellington
- ◆ Borrow Direct requests are made online via the Library Catalogue and you can pick up your requested items at any of the LCoNZ libraries. You can track the progress of your Borrow Direct requests via **My Details** on the Library Catalogue. <http://otago.lconz.ac.nz>
- ◆ The owning library determines which items can be borrowed, but generally reference, journals, special collections and reserve material are excluded.
- ◆ If you have trouble getting an item through Borrow Direct, use Interlibrary Loan instead www.library.otago.ac.nz/onlineforms/docdel/docdelrequest.php
- ◆ Questions related to Borrow Direct should be directed to Lending Services lending.central@library.otago.ac.nz

Searching LCONZ catalogues

- ◆ Check the Otago Library Catalogue first to see if we own the item. If we own it, a Borrow Direct request is not necessary.
- ◆ From the Library Catalogue, click on the **Other Libraries** button and select from the **LCoNZ Libraries** list. Use the [Ctrl] key to select multiple catalogues to search simultaneously. Then click on the **Connect** button.
Note: When you are connected to other libraries, the banner at the top of the screen shows the library from which you initiated your search. The libraries you are searching are listed below this.
- ◆ Choose any of the available search options. Click **Show** to view the search results.
Note: Search options may vary between catalogues.

Requesting Items

- ◆ From the list of records displayed, click on the title of the item you wish to borrow to view the full record. Check the **Status** of the item. The status must be **Available**, or **Just Returned** to be eligible for requesting.
- ◆ Click on the **Request Item** button. Enter your University of Otago username and password, and click on **Login**.

- ◆ Select **Borrow Direct** and click **OK**.
- ◆ Complete the request form.:
 - If multiple copies are available, you can select a specific library and copy.
 - Choose which location and library you wish to pick the item up from.Click **Submit Request**.
- ◆ You should see a message saying **your request has been successful**. Contact the Lending Desk for help if your request was not successful – 03 479 8910 or lending.central@otago.ac.nz
- ◆ Click on **Back to Record** to return to the item record. To place a further request click **Title List** and follow the previous steps or click **New Search** to start a new search.
- ◆ When finished, click on the **Logout** button.

Checking Your Requests

- ◆ Logon to **My Details** via the Library Catalogue and scroll down to the section headed **Request Information**. This is the quickest way to learn when requested items are available.
- ◆ The library will send email notification after the item has arrived. The notice will be sent to your University of Otago email address.
- ◆ Requested items will be held for pick up at the lending desk for **6 days**.

- ◆ You can cancel your requests at any time. Login to **My Details** via the Library Catalogue, place a tick in the box before each title you no longer require and click on the **Cancel Requests** button.
- ◆ If your request is not filled at one LCoNZ library, it will be automatically forwarded to other LCoNZ libraries that hold the same item.

Borrowing Requested Items

- ◆ Use your University of Otago ID card to borrow items from any LCoNZ library.
- ◆ Items may be borrowed for 14 days for undergraduates and 28 days for staff and postgraduates.
- ◆ The loan period may be reduced if an item is requested by another borrower. A recall notice will be emailed to you advising of the new due date.

Returning Items

- ◆ Borrowed material can be returned to any LCoNZ library. Once checked in at a LCoNZ library, you are no longer responsible for the item.

Renewing Items

- ◆ Borrow Direct items may be renewed twice unless recalled by another borrower.
- ◆ Login to **My Details** via the Library Catalogue, place a tick in the box before each title you wish to renew and click on the **Renew Items** button.
- ◆ Be sure to check the status information before you logout. If an item has been renewed, the status will change to **renewed**, followed by the new due date. If the item is unable to be renewed, the status will display **Not Renewed** in red.
- ◆ Library staff are unable to view or renew Borrow Direct items at the desk, this must be done via **My Details** on the Library Catalogue.

Fine Payment

- ◆ Return or renew items before the due date to prevent fines.
 - \$0.50 per day for overdue items.
 - \$3.00 per day for overdue recalls.
- ◆ Borrow Direct fines must be paid to the library that item belongs to. For fines queries please contact:
 - aut_library@aut.ac.nz.
 - library-lending@vuw.ac.nz
 - libycirc@waikato.ac.nz

BORROW

DIRECT



**Information
for University of Otago
Staff and Students**

Lending Services