A GUIDE TO ACCESSING LIBRARY ONLINE SERVICES
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INTRODUCTION

The Library & Information Services mission statement is to achieve excellence in the provision and promotion of information services to support and enrich research, education and teaching needs of Te Whare Wānanga o Awanuiārangi. Library & Information Services are responsible for providing tailored high quality information services in a fast, efficient and cost-effective way to Te Whare Wānanga o Awanuiārangi across a variety of broad areas of knowledge and information environments encompassing the following major functions:

- Library Management (online and physical)
- Records Management
- Archives
- Copyright & Educational Readers

Te Whare Wānanga o Awanuiārangi has a main campus Library in Whakatane and a small library collection at the Tamaki campus. The Library acquires resources that support the curriculum taught at Te Whare Wānanga o Awanuiārangi with a special emphasis and priority to acquire resources that pertain to the Mataatua rohe.

The (new) Library & Information Commons, Te Kōputu Kōrero a Tā Hirini Moko Mead was opened on the 7th of December 2012 by Te Arikinui Tā Tumu Te Heuheu (Te Heuheu Tūkino VIII). The building ensures students, staff and the wider community, access to a world class Library with a range of information services and resources. The Information Commons has 40 computers available for student use, with full Internet access. You will need your login and password details to access the computers. There are 3 Study Rooms available in the Information Commons which can be used for quiet study and for group work. Two rooms have Smart TV capability, where you can watch videos, programmes and audio-visual material related to your study. Bookings are essential and can be made from the Library Information Desk.

NGĀ UARA

Te Whare Wānanga o Awanuiārangi defines its values as:

- Manaakitanga – To respect and care for our students, our manuhiri, our communities and each other
- Whanaungatanga - – To value all relationships and the kinship connections with our students, our communities and each other
Kaitiakitanga – To ensure the ongoing sustainability of our organisation and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whanau, hapu and marae

Pūmautanga – To commit to excellence and continuous improvement in everything we do

Tumu wahakaara – To inspire and ethically lead through example and outstanding practice

These values are embedded and woven through the activities we undertake to enrich the total study experience in the Library and Information Commons, a learning environment anchored by āhuatanga, tikanga and mātauranga Māori. This approach will provide improved access to information and increased responsiveness to staff, tauira and other key stakeholders.

LIBRARY COLLECTIONS

- Archives Collection
- DVD/CD-ROM Collection
- Māori Land Court Minute Books (Whakatane & Opotiki)
- Periodical Collection
- Picture Book / Fiction Collection
- Photographic Collection
- Theses Collection

SPECIAL COLLECTIONS

- Sir Harawira Gardiner Book Collection
- Sir Hirini Moko & Lady June Mead Collection
- Evelyn Stokes Indigenous Book Collection
- Raupatu Document Bank
- Waitangi Tribunal Reports Research Collection

LIBRARY SERVICES

- Photocopying, Laminating & Binding services
- Library tutorials
- Video/DVD room
- Study rooms for individual and group study
- eTV
• Online Databases

OPENING HOURS
Monday – Friday: 9.00am – 5.00pm
Extended Library hours and weekend openings are available during Noho-Marae
Library is closed on Public Holidays, Wānanga holidays and over the Christmas/New Year period.

LIBRARY MEMBERSHIP
Students who are enrolled on Te Whare Wānanga o Awanuiārangi programmes are provided with free membership to the Library, however, programme fees must be paid prior to borrowing from the collections. Student ID cards must be presented to borrow from the collections.
HOW TO ACCESS THE LIBRARY WEBSITE

The Library website is accessible via the Wānanga homepage: www.wananga.ac.nz.

Click on the ‘Library Tab’

From here you can access online Library & Information Services that includes: Library catalogue; Online Databases; Electronic Resources; Pathfinders; and Information Guides
HOW TO REQUEST BOOKS ONLINE

The Library Catalogue contains bibliographic records of every item that is held in the Te Whare Wānanga o Awanuiārangi Library. You can request books via the Library Catalogue. 

*Click on ‘Library Catalogue’*

*Click on ‘Please click here’*

You must logon to the Library catalogue to be able to request books online.
Click on Login

Username: [Student ID number] Password: [awanui]

If your details do not allow you to logon then please contact the Library
0508 WANANGA or library@wananga.ac.nz
The next step is to search the library catalogue for books to assist with your studies

Searching options include: basic, guided or advanced. Basic search is the general option to use. Always search broadly first rather than being too specific to get a look at what information is available. If there are too many hits you can then add further search terms or try an ‘Advanced search’ where limits can be set.

The following screen is the results of a basic search using the terms ‘tuini ngawai ngoi’. There are 3 results. To request the 3 items:

*Click in the box/ boxes next to the title/s to request the item*

Once you have selected the items you wish to request, *Click on this icon*
If details are correct click on this icon 🔄 ✗ Use this icon to cancel the request

Koina! And that’s it! Your request is emailed to the Library in Whakatane. The Library has a 48 hour turnaround in which the request is received and actioned. Items will be couriered to the address as per your enrolment form. If your address details have changed please let the Library know. It is the borrowers responsibility to return items to the Library by the due date.

Process for returning books via free courier bag/label

The Library delivers course-related books to your address (via courier) and also pays return postage within New Zealand. A free Self-Address courier bag will be provided to Distance Students for the return of books. If you misplace or lose the courier bag, return post will be at your own cost. Tamaki and Whangarei will no longer be a drop off point for book returns, unless they are in the courier bag/or labelled as provided.
Courier Bags

1. Students return books in Courier bag provided.
2. Drop package off at your local Post Shop or they can be returned to a Te Whare Wānanga o Awanuiārangī Campus (must be in the courier bag provided)

Courier Labels

Courier Labels will be sent out for books that will not fit into a Courier bag.

1. Students are to package up books (Please make sure the packaging is robust).
2. Fix the return address label to the package
3. Peel the backing sticker off courier label and attach to package
4. Drop package off at your local Post shop or at a Te Whare Wānanga o Awanuiārangī Campus (including the courier label)
HOW TO ACCESS ONLINE DATABASES

The library subscribes to a variety of online databases. Some contain full text publications including journal articles, books, conference proceedings or technical reports. Online databases enable students and staff access to a broad range of electronic learning support resources on a 24-7 basis. The databases may be used only for the purposes of research, teaching or private study. To access this area, you must be a student or staff member of Te Whare Wānanga o Awanuiārangi. A username and password is required in accordance with the conditions of license agreements.

Online databases are accessible via the Wānanga homepage: www.wananga.ac.nz.

Click on the ‘Library Tab’ and then the ‘Online Databases’ tab
You must logon to access online databases. If you do not know the logon and password then email library@wananga.ac.nz

Databases are listed alphabetically

Click on the title of the database you wish to search
HOW TO ACCESS E-RESOURCES

An electronic resource is defined as materials that require computer mediation in order to access the content and make it useful. They include both "born digital" material that has been produced directly online, and print resources that have been subsequently digitised. This electronic resource collection provides access to free e-resources which complements the Library’s physical collections.

E-Resources are accessible via the Wānanga homepage: www.wananga.ac.nz.

Click on the ‘Library Tab’ and then the ‘Electronic Resources’ tab

Electronic resources are listed under the following subject areas:

- Indigenous
- Journals & Newspapers
- Māori Resources
- New Zealand - General
- Research/Theses Repositories
HOW TO ACCESS

- eTV is a Library of over 20,000 video recordings which grows daily (30-80 programmes are added each day). Footage dates back to 2009. Transcoding of videos dated before 2008 is on-going. TV Recordings are from Free to Air, Sky and International Channels.
- eTV is delivered in the ‘Cloud’ and therefore accessible from any internet connection (a mobile learning resource with no hardware requirements).
- eTV works better on ‘Chrome’ or ‘Firefox’
- eTV offers ‘Live’ streams of TV channels (no one else in NZ offers access to ‘live’ channels (not even TV on Demand)), TV on Demand is available for 4 weeks only – then the programme goes off air. You can even rewind ‘Live’ TV (11 hour rewind).
- Students can self-register on the eTV website

To Register:


Click on ‘register’

Select institution name (TWWOA)

Select ‘Student’

Enter first part of your Wānanga email address (do not enter ewananga.ac.nz as it is pre-set)

Fill out the rest of the fields and then click on ‘Register’

An email will be sent to you to activate your account (you must activate by going on to your email and clicking on the link within the email sent from eTV. This must be done within 24 hours).

Once initiated you have full access to the suite of video-recordings available
CONTACT DETAILS

Te Whare Wananga o Awanuiarangi Library
Private Bag 1006 Cnr. Domain & Francis Roads
WHAKATANE
Ph: 307 1467 or 0508 WANANGA (9262642)
Website: http://library.wananga.ac.nz/library/intro.html
Email: Library@wananga.ac.nz

Library Staff: Mereana Coleman, Kahupora Puutu, Bev Paul