

What is Borrow Direct?

- ◆ University of Otago staff and students can borrow books from LCoNZ libraries using their university username and password 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
 - Waikato Institute of Technology
- ◆ 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 also track the progress of your requests via **My Details**.
- ◆ *The owning library determines which items can be borrowed, but generally reference, journals, special collections and reserve material are excluded.*
- ◆ If you cannot obtain an item through Borrow Direct, use Interlibrary Loan. <http://www.wnmeds.ac.nz/infoserv/libraryservices/forms/docform.html> or email medlibref.wsmhs@otago.ac.nz with your request.
- ◆ Questions related to Borrow Direct should be directed to Lending Services library.wsmhs@otago.ac.nz

Searching LCONZ catalogues

- ◆ Check the Otago Libraries catalogue first to see if we or another campus Library holds the item. If the University of Otago hold it, a Call-Slip/Recall request should be used.
- ◆ From the Library Catalogue, click on the **Other Libraries** button and select from the **Borrow Direct** Libraries. Use the [Ctrl] key to select multiple catalogues. Click on the **Connect** button.
Note: the banner at the top of the screen shows the library from which you have initiated your search.
- ◆ When searching more than one library at a time, 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 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 **Login**.
- ◆ Select **Borrow Direct** and click **OK**.
- ◆ Complete the request form:
 - If multiple copies are available, you can select a specific library and copy.
 - To collect from the Wellington Medical Library select ***WM-Circulation Desk**

as your “choose your pick up library” location.

Click **Submit Request**.

- ◆ You should see a message saying **your request has been successful**. Contact Lending Services for help – 04 385 5914 or library.wsmhs@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, remember to click on **Logout**.

Checking Your Requests

- ◆ Logon to **My Details** via the Library Catalogue and scroll down to the section headed **Request Information**. This will display requested items available.
- ◆ The library will send you an email notification when the item arrives. The notice will be sent to your email address on your library record.
- ◆ Please collect promptly 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 beside 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 username and password 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

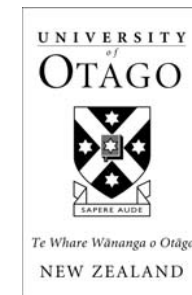
- ◆ Borrow Direct items may be renewed twice unless recalled by another borrower.
- ◆ Login to **My Details** via the Library Catalogue, place a tick in the box before each title you wish to renew and click on the **Renew Items** button.
- ◆ Be sure to check the status information before you logout. 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 the item belongs to.
- ◆ For details about paying fines please contact the Borrow Direct library:
 - **AUT University**
Email: aut_library@aut.ac.nz
Phone: (09) 921 9999, ext 8628
 - **University of Waikato**
Email: libycirc@waikato.ac.nz
Phone: (07) 83 4466, ext 6514
 - **Victoria University of Wellington**
Email: lending-BorrowDirect@vuw.ac.nz
Phone: 463 6186 or 463 5249
 - **Waikato Institute of Technology**
Email:
Phone: 07 834 8800
 - **Auckland University**
Email: lending.library@auckland.ac.nz
• Phone: 373 7599

BORROW DIRECT



Library Information for
University of Otago
- Wellington
Staff and Students

Lending Services