



# University of Otago Distance Learning

## 2020 Distance Learning Guide to the Library

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### University of Otago Libraries

The University of Otago has a world-class library to support staff and students engaged in teaching, learning and research.

Library resources are increasingly available online as e-journals and e-books and these are particularly useful for Distance students.

Subject Guides are a valuable resource and Subject Librarians can help you in your area of study—click on the "Subject Guides" link on the [Library](#) home page to select from the range of topics and for librarians contact details at

[otago.ac.nz/library/search-library/index.html](https://otago.ac.nz/library/search-library/index.html)

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### Distance students and the Library

The Library has been supporting Distance students for more than 30 years, as long as the University has been offering distance courses.

We understand the challenges that go with studying off-campus and have developed a guide to Library services for Distance students. You can find a link to this on the Library's home page: [Guide for Distance students](#)

On the guide you can find information about how to request books using Library Search | Ketu, to be sent to your home address (a free service within New Zealand), and have scans

of articles and book chapters emailed to you.

Contact us at any time if you have any queries:

Email: [ask.library@otago.ac.nz](mailto:ask.library@otago.ac.nz)  
Tel 0800 347 826 (0800 DISTANT) within New Zealand  
Tel 03 479 8940

Subject Librarian Theology & Religion:  
Judy Fisher  
[judy.fisher@otago.ac.nz](mailto:judy.fisher@otago.ac.nz)  
Tel +64 3 4797404

Address:

Central Library  
University of Otago  
Private Bag 1973  
Dunedin 9054  
FreePost 108584

### Visiting University of Otago campus libraries

All students who are currently enrolled can use any of the University of Otago libraries on the Dunedin, Christchurch, Wellington or Invercargill campuses. All [Library locations](#) can be found via the Library website.

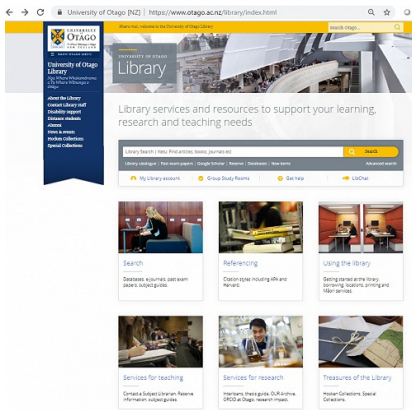
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## Visiting other New Zealand University libraries

Through the ULANZ (University Libraries of Australian and New Zealand) reciprocal borrowing agreement, you can borrow in person from other participating New Zealand and Australian university libraries (except the University of Auckland).

For more information about reciprocal borrowing, see [caul.edu.au/caul-programs/ulanz](http://caul.edu.au/caul-programs/ulanz) or visit your local university library (with your student ID).



## Library Services, Resources, & Guides

The Library provides access to a range of services and resources for your time at university.

Useful links for distance students on the Library website:

**Distance Students** - [otago.libguides.com/Distance](http://otago.libguides.com/Distance)

Find out about the Library services offered to distance students:

**Library Search/Ketu** - [www.otago.ac.nz/library](http://www.otago.ac.nz/library)

Use Library Search/Ketu to search the Library collection for journals, e-journals, articles, books, e-books, DVDs, music and much more).

- Tip: Make sure you sign in before searching because it improves your results!

**Subject Guides** - [otago.libguides.com](http://otago.libguides.com)

These guides act as gateways to relevant article databases, books, and other research resources for various subject areas.

### Article Databases

Use these to search for articles across hundreds of academic journals, magazines, and newspapers:

- Dunedin: [www.otago.ac.nz/library/databases](http://www.otago.ac.nz/library/databases)
- Canterbury: [www.otago.ac.nz/christchurch/library/databases](http://www.otago.ac.nz/christchurch/library/databases)
- Wellington: [www.otago.ac.nz/wellington/library/otago018435.html](http://www.otago.ac.nz/wellington/library/otago018435.html)

**Interloans** - [www.otago.ac.nz/library/interloan.html](http://www.otago.ac.nz/library/interloan.html)

Place requests for books, book chapters and journal articles that are not available through the University of Otago Libraries:

**Library Self-help guide** - [otago.libguides.com/selfhelp](http://otago.libguides.com/selfhelp)

Access a range of video tutorials and pdf guides to help you use the Library's resources and services.

**Borrowing entitlements** - [www.otago.ac.nz/library/quicklinks/borrowing](http://www.otago.ac.nz/library/quicklinks/borrowing)

Find out how much you can borrow and for how long:

**Subject Librarians** - [otago.libguides.com/liaison](http://otago.libguides.com/liaison) (look under Distance)

Find out who the Subject Librarian for your research area / course is and contact them for assistance with using the library databases, referencing, developing your information search skills and more.

**LibChat** - [www.otago.ac.nz/library](http://www.otago.ac.nz/library)

Chat online with Library staff during core business hours, Monday- Friday 9am - 4.30pm.

**FAQs - AskLibrary** - [www.otago.ac.nz/library/help/gethelp.html](http://www.otago.ac.nz/library/help/gethelp.html)

Search our FAQs to see if we have the answer you need. Or Submit a question and we'll get back to you ASAP.



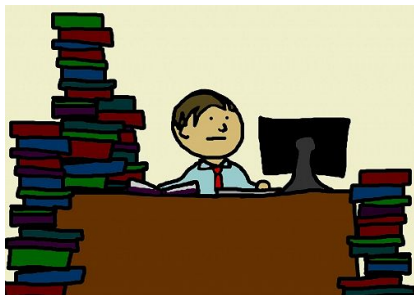
## Visiting Campus Libraries

All students who are currently enrolled can use any of the University of Otago libraries on the Dunedin, Christchurch, Wellington or Invercargill campuses

You'll find information about all of the University libraries here:

- [www.otago.ac.nz/library/locations/](http://www.otago.ac.nz/library/locations/)

Clicking on Hours will show you the street address on the right of the screen.

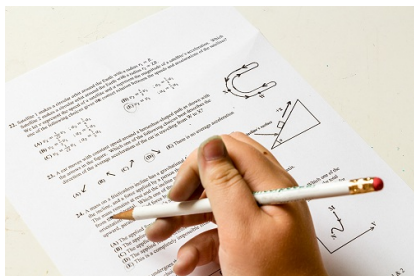


## Requesting Library Material

Library material can be requested via Library Search | Ketu

You can request books to be sent to your home address (a free service within New Zealand) and have scans of articles and book chapters emailed to you.

Instructions for requesting library books, book chapters, journals articles, DVDs, and more are available on the Distance Students guide: [otago.libguides.com/distance](http://otago.libguides.com/distance)



## Past Exam Papers

You can access past exam papers from the Library.

Past exam papers are available from the Library at [www.otago.ac.nz/library/exams/](http://www.otago.ac.nz/library/exams/)

If an exam has been "Embargoed" by your Department you will not be able to view it.



## Borrowing Information

for information on the types of material you can borrow and for how long.

### Loan periods and restrictions

Information about the number of items you can borrow and for how long is available from the Library homepage under Borrowing entitlements:

[otago.ac.nz/library/quicklinks/borrowing](http://otago.ac.nz/library/quicklinks/borrowing)

### Renewals, Recalls, Overdues, Library Fines and Library Notifications

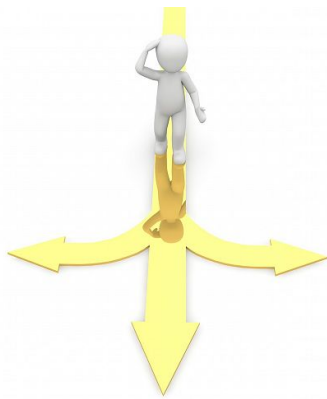
- Due dates: Most books will automatically renew a few days before they are due, our Library system will renew books up to three times before they need to be returned.
- All books may be Recalled by another borrower, at any time, and an earlier due date automatically assigned.
- A fine of \$3 per day will be charged for any item that has been recalled and becomes

overdue.

- Replacement costs will be charged for all lost books, these charges will be waived if the book is returned.
- Notification of recalled and overdue items is sent to your student email account: [otago.ac.nz/studentmail](mailto:otago.ac.nz/studentmail) – please check it regularly or get these emails redirected to an email account you access regularly.

### The Recall process and how it affects you as a borrower

- Library items that are “On Loan” can be recalled (requested) by another library user at any time.
- If an item you have on loan has been recalled, you will be notified by email (sent to your university email address)
- The item that has been recalled will be given a new return by date.
- Library users have seven days to return a recalled item (but this can vary).
- “Overdue recall” items are fined at \$3 per day so it’s important to get them back for the due date to avoid fines.
- Distance students who live in areas with mail delays should contact the library if they are not able to get their recalled books back the due date.

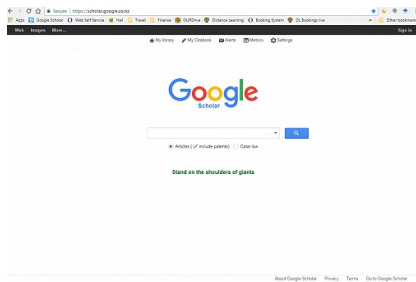


## Tips for Effective Searching

The Librarian for your Subject area is a great person to talk to for help using specific databases

You'll find a list of Subject Librarians via the [Library](#) home page.

If you want more general search tips, check out the Library Self-help guide [otago.libguides.com/selfhelp](http://otago.libguides.com/selfhelp), especially the Searching & Evaluating and Finding Books & Articles pages (as shown below).



## Google Scholar as a Research Tool

Google Scholar limits web search results to academic, peer reviewed literature.

It's great for getting a broad idea of the research in your topic area, finding related research, and you can even set up email alerts to new research.

Use the link to Google Scholar on the databases page of your campus Library website:

- **Dunedin:** [www.otago.ac.nz/library/databases](http://www.otago.ac.nz/library/databases)
- **Christchurch:** [www.otago.ac.nz/christchurch/library/offcampus/](http://www.otago.ac.nz/christchurch/library/offcampus/)
- **Wellington:** [www.otago.ac.nz/wellington/library/](http://www.otago.ac.nz/wellington/library/)

By using this link to Google Scholar, you will be able to see which results are available through the Library's database and e-journal subscriptions (they will have Otago Article Link next to them as shown below). Items that don't have the Otago Article Link can be requested using the Library Interloans service.

The Otago Article Link in Google Scholar results will redirect you to the article record in Library Search / Ketu and provide a link to the article in one of the Library databases.

See the screenshot in the photo gallery below.



## Finding Related Research

Use the **Cited by** and **Related articles** links in Google Scholar to find related research.

Found an article that is spot on for your topic? Search for it in Google Scholar and use the Cited by link to access other research that has cited it. The Related articles link will help you find other articles on a related topic.

Click the image below to see it more clearly.

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## Google Scholar Email Alerts

If you'd like to be alerted to additional research matching a search you've done in Google Scholar, use the create alert link to set up an email alert.

The graphic below shows the alert link.

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## Library eBooks in a nutshell

The Library subscribes to a large number of eBooks which are available at any time.

The e-books in Library Search/Ketu results some from a variety of publishers and most can be read online or downloaded to your computer and a variety of iOS and android devices (although some can only be downloaded for specified time).

The e-books you have access to are in the version of Library Search/Ketu on your campus Library website (i.e., Otago, the Canterbury Medical School Library or the Wellington Medical

School Library).

Although the e-books may have a different look and functionality, depending on the provider, many require that you install free Adobe software if you wish to download them:

- Computers, laptops and notebooks require Adobe Digital Editions: [adobe.com/solutions/ebook/digital-editions/download.html](http://adobe.com/solutions/ebook/digital-editions/download.html)
  - Mobile devices require Adobe Bluefire Reader: [bluefirereader.com/ios-and-android-apps.html](http://bluefirereader.com/ios-and-android-apps.html)
  - If you have any problems using the Library e-books, please email: [ask.library@otago.ac.nz](mailto:ask.library@otago.ac.nz) or phone 0800 DISTANT
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## Finding a Thesis

Theses can be very useful sources of unpublished research, but they can also be hard to locate.

### Theses from the University of Otago

OUR Archive ([ourarchive.otago.ac.nz](http://ourarchive.otago.ac.nz)) is the University of Otago's research repository and that's where you can search for recent University of Otago theses.

### Theses from other New Zealand institutions

NZ Research ([nzresearch.org.nz](http://nzresearch.org.nz)) lets you search across the research repositories of other NZ tertiary institutions, including OUR Archive.

Te Puna ([tepuna.on.worldcat.org](http://tepuna.on.worldcat.org)) enables you to search across all NZ library catalogues and this makes it great for finding NZ theses published before 2010. A search tip: make sure you add *thesis* to your search (e.g. thesis nursing mental illness). Request theses found on Te Puna, and not available online, using the Interloan service.

### International Thesis Databases and Repositories

These are listed in the Thesis Information Guide ([otago.libguides.com/thesisinformation](http://otago.libguides.com/thesisinformation)) on the Find page. If you can't access the entire thesis online, make a request using the Interloan service - [www.otago.ac.nz/library/interloan.html](http://www.otago.ac.nz/library/interloan.html)

### Charges for requesting theses

Requests for theses held in New Zealand and Australia are free. There may be a charge of \$25 for overseas thesis requests, but the Interloan team will always check with you first.



## References, Citations Styles, and Reference Management Software

A reference (also called a citation) provides publication details about a source of information so it can be found by others.

### Citation Styles

There are a variety ways to format references, and these are often referred to as citation styles. Academic departments tend to use different citation styles and the Library has an online Citation/Referencing Styles guide -

[otago.libguides.com/managingreferences](http://otago.libguides.com/managingreferences) - for the

following styles:

- APA (American Psychological Association)
- Chicago A
- Chicago B
- Harvard
- MLA (Modern Language Association), and
- Vancouver

If you need any help with referencing, contact your Subject Librarian: [otago.libguides.com/liaison](http://otago.libguides.com/liaison)

### Reference Management Software – EndNote

Reference management software can retrieve and store the publication details of your sources of information (e.g., books, articles, websites, theses, etc.) and help you create reference lists and bibliographies for your assignments/thesis. The University provides subsidised access, training, and support for the reference management software EndNote.

EndNote is available from ITS, and ITS and the Library can help you use it. You'll find information about getting and using Endnote from the Managing your references page under Endnote: [otago.libguides.com/ managingreferences](http://otago.libguides.com/managingreferences).

There is also open source reference management software such as **Mendeley** and **Zotero**. Information about these is also available at: [otago.libguides.com/managingreferences](http://otago.libguides.com/managingreferences) where can download the software and access plenty of training and support from their websites.

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## Copyright

The Library, and you, are required by law to ensure fair use of material that has been copied for study and research purposes.

### Legal use of scanned and photocopied documents

All Library Scans are supplied to you for your private study/research. You may only make one copy and no distribution is permitted by electronic transmission or any other means.

### Copyright Act

The Copyright Act allows library staff to copy or scan material under sections ss.51, 52.56., and 56B. The Library must observe the following conditions:

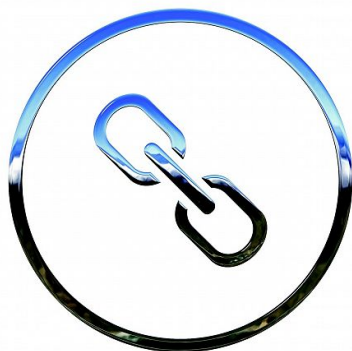
- A copy shall be made only for the purposes of private study or research.
- A "reasonable proportion" of any literary, dramatic or musical work, including any artistic work that appears within the proportion copy (i.e., we can't copy a whole book for you).
- The whole of a journal article, or more than one article from an issue if it's on the same subject.
- Except in the case of an artistic work, no copy shall extend to more than a reasonable proportion of a complete work.

As a rough guide the Library will generally copy one chapter or one journal article.

### More information about copyright

[www.otago.ac.nz/administration/copyright/otago016316.html](http://www.otago.ac.nz/administration/copyright/otago016316.html)

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## Useful Library Links

The University of Otago Library has a vast number of useful web links for you to explore.

University of Otago Library homepage: [otago.ac.nz/library/](http://otago.ac.nz/library/)

Distance Library Service: [otago.libguides.com/distance](http://otago.libguides.com/distance)

Journal article databases:

[otago.ac.nz/library/databases/index.php](http://otago.ac.nz/library/databases/index.php)

- Self-Help guide: [otago.libguides.com/selfhelp](http://otago.libguides.com/selfhelp)
- Subject Librarians: [otago.libguides.com/liaison](http://otago.libguides.com/liaison) (go to Distance)
- Subject Guides: [otago.libguides.com/browse.php](http://otago.libguides.com/browse.php)
- Interloan service: [otago.ac.nz/library/interloan.html](http://otago.ac.nz/library/interloan.html)
- Reference/Citation Styles guide: [otago.libguides.com/citation\\_styles](http://otago.libguides.com/citation_styles)
- Managing Your References guide: [otago.libguides.com/managingreferences](http://otago.libguides.com/managingreferences)
- Thesis Information guide: [otago.libguides.com/thesisinformation](http://otago.libguides.com/thesisinformation)
- Google Scholar: <https://scholar.google.co.nz/>
- Book recommendation form: [otago.ac.nz/library/onlineforms/IR/book\\_recommendation.php](http://otago.ac.nz/library/onlineforms/IR/book_recommendation.php)

- Homepage: [otago.ac.nz/christchurch/library/](https://otago.ac.nz/christchurch/library/)
- Article databases: [otago.ac.nz/christchurch/library/databases/](https://otago.ac.nz/christchurch/library/databases/)
- Off-campus access to databases: [otago.ac.nz/christchurch/library/offcampus/](https://otago.ac.nz/christchurch/library/offcampus/)

#### **Wellington Medical & Health Sciences Library**

- Homepage: [otago.ac.nz/wellington/library/](https://otago.ac.nz/wellington/library/)
  - Article databases: [otago.ac.nz/wellington/library/otago018435.html](https://otago.ac.nz/wellington/library/otago018435.html)
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