

University of Otago
Christchurch

**Canterbury
Medical
Library**



Guide to External Membership

External Membership of the Library

Canterbury Medical Library is the library of the University of Otago Christchurch and the Canterbury District Health Board (CDHB).

Practicing health practitioners in Canterbury, and PHO staff, who are not directly employed and paid by either CDHB or the University of Otago may apply for membership of the library.

Individuals currently studying towards a professional health qualification may also apply for library membership.

Registration is required if you wish to become a member and to use the library.

Membership

A registration form may be obtained from the library, by visiting between 8:30am – 5.00pm on a weekday.

A copy of a current practicing certificate should be provided with your registration, or other documentation as requested.

There is a membership fee of \$46 (incl GST) per annum and fees are charged for

some services. Ask for our schedule of prices or check current rates on the library webpage.

Services

External members may access Canterbury Medical Library and use its collections, computers, photocopiers and printers.

The library's online databases and electronic journals are generally available on library computers. Library staff will log you on.

The following services are available to external from members, 8:30am – 5.00pm weekdays.

Information desk – a quick reference service available on a first come first served basis.

Training and research services are available (see page 4).

Bookings may be required for computers or services if demand is high.

Article Delivery Service

Don't have time to visit the library? Our article delivery service may be the option for you.

The fee is structured according to the number of articles you will receive per annum.

Note: Email delivery is only possible where permitted by library's licence agreements with the publisher of the journal.

What's not included

Off-campus access is not available

Online resources are only available within the library not from your home or office.

Evening or weekend access to the library

If you want access to the library when it is open after 5.30 at night or on weekends you will need to apply for a security card (cost is \$20).

Payments

As the library does not have EFTPOS all payments should be made in cash or by cheque.

Note that an ATM machine is available on the ground floor at Christchurch Hospital.

Regular users may have an account but the minimum invoice fee is \$25.

Finding your way around library resources

The library website is a central point to a range of resources and training:
www.otago.ac.nz/christchurch/library/

Opening hours

A schedule of opening hours can be picked up from the library Loans Desk, obtained from the website or by phoning the library.

Printing & Photocopying

Printing is available from the public copiers at 10 cents per page. Computer printouts must be picked up from and paid for in cash at the Loans Desk (see 'Payments' section on page 2).

Bring a Memory Stick (USB Drive)

If you bring a USB drive with you to the library you will be able to download and print materials on your own printer.

Databases

General health databases available include:

Cochrane Library
CINAHL
Embase
MEDLINE
TRIP
UpToDate

Journals

The library has over 500 journal subscriptions but has online access to an extended range of online journals through package deals (over 70,000 journals).

Electronic journals

The Electronic journal portal is available from the library website for use within the library:
<http://www.otago.ac.nz/christchurch/>

Online Catalogue

The catalogue will help you to locate books, journals and other material held by the University of Otago libraries in Christchurch, Dunedin and Wellington.

Journals listed in the catalogue have separate records for print or online formats, and where online full text is available there is a direct link to it.

The catalogue is available from:
www.otago.ac.nz/christchurch/library

Navigating the resources

Staff on the library Information Desk can help you to locate and to navigate library resources, databases and online journals.

Training in the use of all library resources is available. See the page 4 of this guide.

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Research and Research Skills

Need Help?

Unsure about using the resources or finding specific information? Help is available from the library's Information Desk weekdays between 8.30am—5.00pm.

Library reference staff can assist you with searching for information on your topic.

Call at the desk or phone 03-364-0504 if you need assistance. Service is on a first-come first-served basis.

Book for a training session

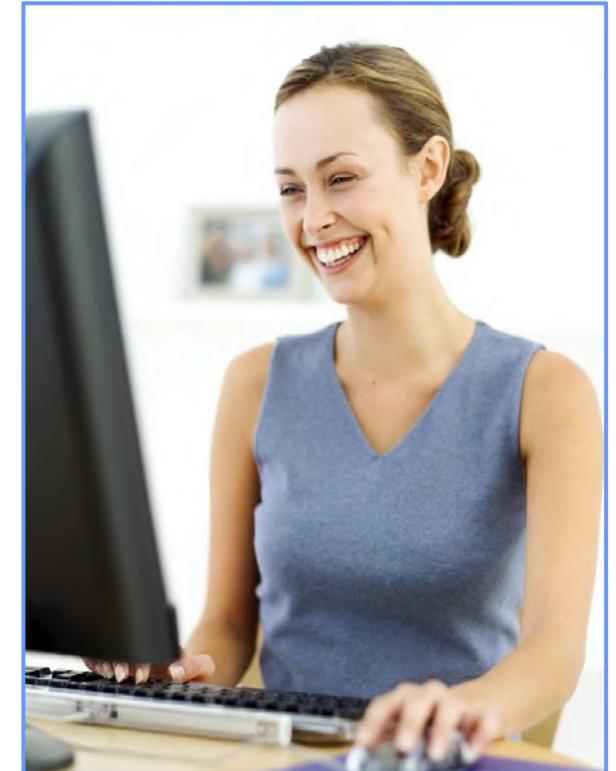
All new members may be entitled to one introductory training session free of charge. Further training can be arranged to meet your needs but there may be a charge. Sessions may be one-on-one or group sessions.

Research services

The library's information specialists are able to undertake some research on behalf of members.

This service is dependent upon the availability of library staff. Where search results are required urgently the library will try to accommodate this but an urgent fee will be charged. Service users are asked to contact the library early.

The service is intended for clinical and research needs only. Students are expected to undertake their own research for study purposes.



Save time - avoid frustration

Come in and discuss your search topic and strategy with library staff—or book for a training session.

We offer sessions on searching for information:

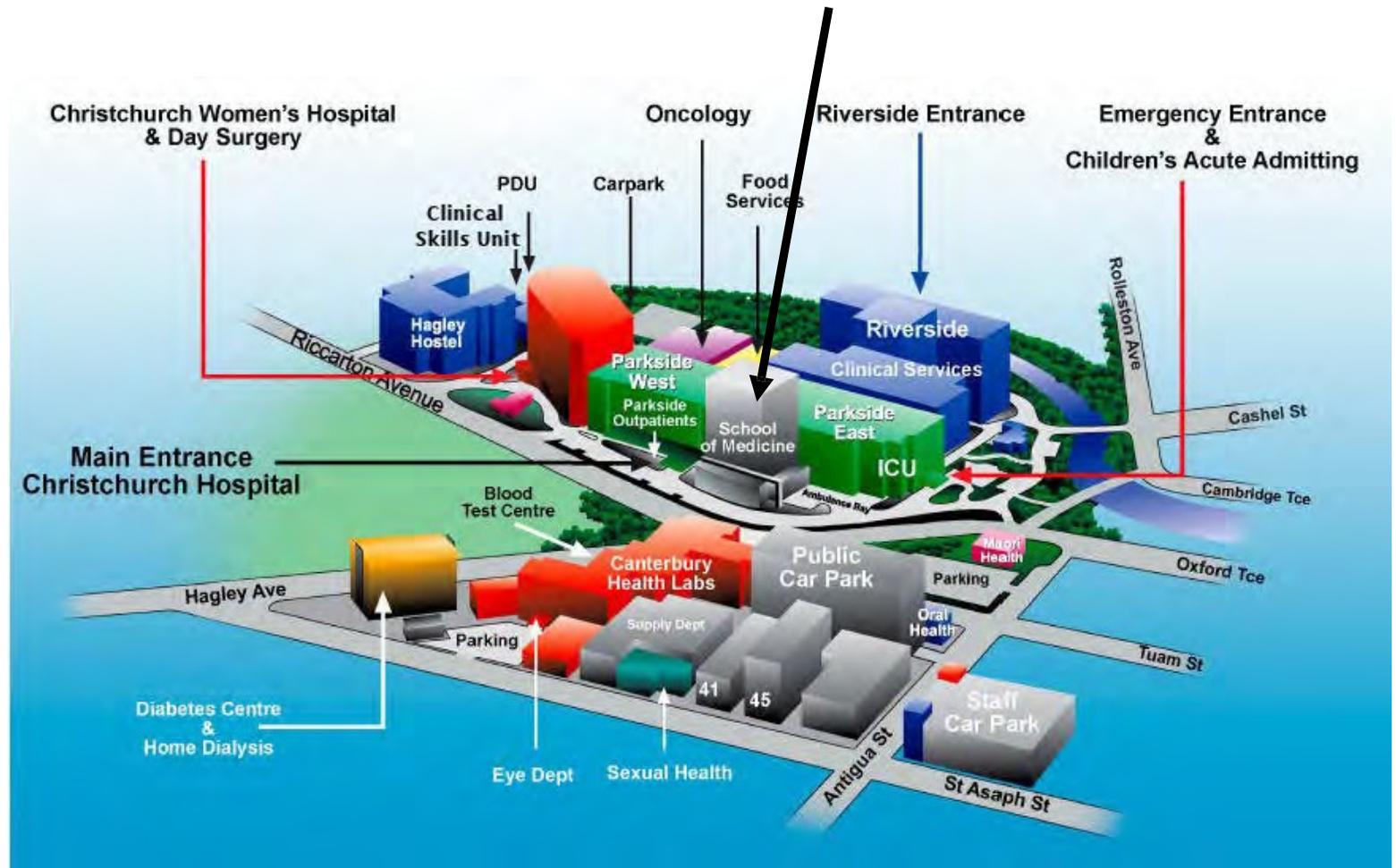
Library catalogue

MEDLINE, CINAHL, EMBASE and PsycINFO databases

Electronic journals

Where is the library located?

The Library entrance is on the 6th Floor of the University of Otago Christchurch's **School of Medicine & Health Sciences** building at Christchurch Hospital.



Contact Details

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2 Riccarton Avenue
P O Box 4345
CHRISTCHURCH 8140

Main Desk: 364 0500
Reference: 364 0504

Email: librarycml.uoc@otago.ac.nz