



Flexible Service for the Faculty of Medical and Health Sciences

REGISTER FOR FLEXIBLE SERVICE

You must register and be approved for Flexible Services at the beginning of each Semester. Once registered with the Library as a **Flexible student**, you may use the special support services provided.

If visiting the Library, always bring your student ID card. It functions as your Library card and may only be used by you personally to borrow items.

To register for the flexible service:

- From the **Libraries & Learning Services** homepage: <http://www.library.auckland.ac.nz/>
- Click on **About**, and then on **Borrowing and Requesting**.
- Click on **Flexible Service**, and then **Register for Flexible Services**.

KEY SERVICES

Request delivery of library resources:

- Books and other borrowable resources that you identify and request through *The Catalogue*, may be couriered to your home, or another nominated street address.
- Copies of journal articles and chapters from books that you identify and request through *The Catalogue* will be scanned and emailed as PDFs.

CHARGES

Borrowable resources are couriered to you without charge and **electronic copies (pdfs)** of chapters and articles are supplied without charge. However:

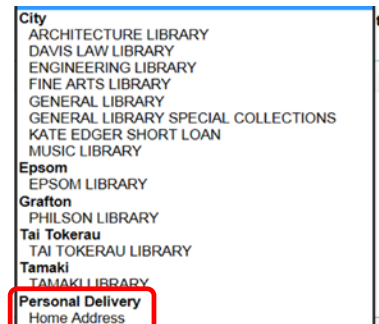
- You are responsible for the costs of returning borrowable resources to the University of Auckland Library before the due date.
- Items that are delayed or mislaid while being returned to the Library are your responsibility, and you may incur overdue fines. You will also be responsible for replacement costs for lost items.
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LOGGING IN / REQUESTING

You will need your **username** and **password** to login and place requests.

You may request items on loan (Recall) or items available at any University of Auckland Library:

1. From the Library's homepage click on **The Catalogue**
2. Click on **Sign In** (to access your Library Account) and log in with your username and password. Your name appears in the top right corner.
3. Search for the item you want to request in **The Catalogue**.
4. Click on the **title** of the item or edition you want.
5. Below the item details you'll see **Find in Library**.
6. EITHER,
Click on **Get item** to request a borrowable item with the status: **On Loan** or **Item in place**
OR,
Select **Get Part**, to request a chapter or article.
Enter the article or chapter details in the **Part to Digitize** box.
7. Select a **Pickup Location** if picking up from a Library.



- For home delivery, under **Personal Delivery**, select **Home Address**.

If the *Personal Delivery* option is missing, please email

philson.iclds@auckland.ac.nz, NOTE: add *Flexible* in the subject line.

- **Please enter your courier address** into the **Comment** box. This must be a **street address**.

BOOK
Pharmacology for health professionals
Bronwen Jean Bryant Kathleen M Knights (Kathleen Mary), author.
Chatswood, N.S.W. Elsevier Australia a division of Reed International Books Australia. 2015. 4th edition..
Available at PHILSON LIBRARY Main Collection (QV4 S163 2015) >

TOP
SEND TO
FIND IN LIBRARY
DETAILS
LINKS
TAGS
BROWSE SHELF

Send to

E-MAIL REFWORKS ENDNOTE EXPORT BIBTEX EXPORT RIS PERMALINK PRINT

Find in Library


Details of title you requested:

Description: cop. 5
Material Type: Book
Loan period: 60 Day Loan
Pickup Location: * Home Address
Not Needed After: X
Comment: 3 Samsung Ave, Tipperary, Auckland 1010

CANCEL REQUEST

8. Click on **Request**.

MANAGING ITEMS ON LOAN

- Items you have borrowed may be recalled by other students. When a resource is recalled, you will be emailed a shortened loan period. The recalled item must be returned by the new due date.
- Undergraduates may borrow up to 25 items at any time and Postgraduates 50 items.
- Regularly check what you have on loan and when it is due back using My Library Account (the person icon  on the top right of the Library's homepage or **Sign in**, then click on your Name, top right of The Catalogue page, then click on My Library Account). From my Library Account click on Loans.
- **Renew** resources you still need before the due date by using My Library Account. Renewals cannot be done via telephone or email. You cannot renew items on limited loan, or items that have been recalled.
- Check your **university email** regularly and respond to all library notices, giving urgent attention to all **Change of due date** notices.
- Ensure **returned** items reach the library by the due date.
- If you are unable to return borrowed items in person, we strongly recommend you return them to the Library by trackable **courier** service. Please courier items to:

Flexible medical
Philson Library
Faculty of Medical and Health Sciences
85 Park Road
Grafton
Auckland, 1023

FINES

You are responsible for all items borrowed on your card.
Please note requested (recalled) items incur fines of \$3.00 a day.

For further information

- From the **Libraries & Learning Services** homepage.
- Under **About** Click on **Borrowing and Requesting**.
- Click on **Borrowing**.
- Click on **Fines**.
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CONTACT

Library Flexible Service
DIRECT DIAL: (09) 923-6125
EMAIL: philson.lclids@auckland.ac.nz **NOTE: Add *Flexible* in the subject line

FOR MORE INFORMATION

- From the **Libraries & Learning Services** homepage.
- Click on **About** then click on **Borrowing and Requesting**.
- Click on **Flexible Service**