

Request an item – Off campus

When can I make an off campus request?

- When you live more than a certain distance from one of our campus libraries (contact the library to confirm eligibility).
- When you are enrolled in any of the following courses, or are required to be away from campus for a period of time as part of your study (e.g. clinical placement):
 - Nursing, Midwifery and Medical Imaging blended delivery courses
 - Graduate Diploma in Information Design
 - Business courses – BCEX600; BCEX700; BEXE700

Steps to make an off campus request

1. Begin at **My Ara**: <https://myara.ara.ac.nz/>

2. Choose the **Primo Library Search** tile.



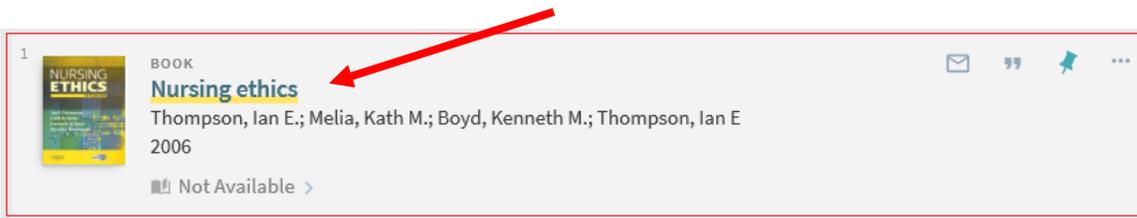
3. Enter your keywords in the search box.

e.g.

 x 

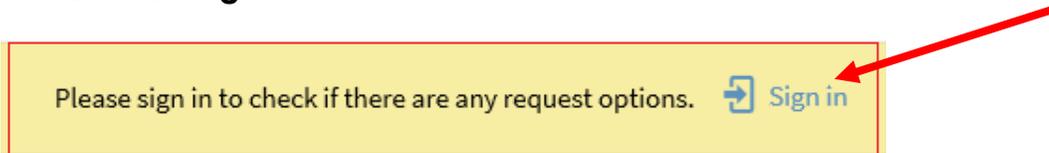
4. Click on the **Search icon**  or press **Enter** on your keyboard.

5. Click on the title of the item you want to request.

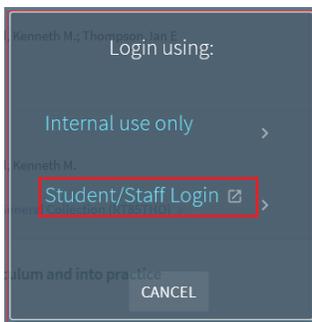


[Note: **Not available** means the item is on loan].

6. Click on **Sign in**

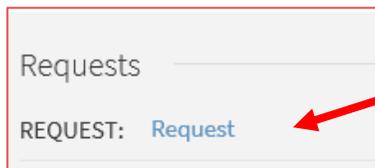


7. Click on **Student / Staff login**



8. Use your **Student email address and network / Moodle password** to log in.
Your student email is your username@arastudent.ac.nz e.g. abc123@arastudent.ac.nz

9. Click on **Requests** and then **Request**



10. Select:

a. Select **Pickup Location: Off campus**

b. Add the date for **Not needed after**

c. In the **Comment** area type your **delivery address** and **phone number**.

d. Click on **Send Request**

The screenshot shows a library request form with the following fields and annotations:

- Pickup Location:** A dropdown menu with "Off Campus" selected. A red "a." is placed to the right of the dropdown.
- Terms of Use:** A dropdown menu with "3 Week Loan" selected.
- Not needed after:** A date field with a calendar icon and "31/07/2018" entered. A red "b." is placed to the right of the date.
- Comment:** A text field containing "2 Cuba St. Wellington Ph. 027". A red "c." is placed to the right of the text.
- SEND REQUEST:** A green button with a right-pointing arrow. A red "d." is placed to the left of the button.

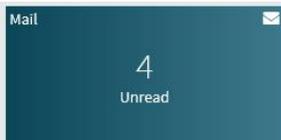
9. The response is: **Your request was successfully placed.**

To cancel your request

1. Go to **My Ara** and click on the **Primo Library Search** tile.
2. Click on **My Library Account**.
3. Click on **Requests**
4. Click on **Cancel** to remove your request.

See if your request has been posted to you

- Check your **My Ara Mail** to see when your request has been posted to you or check your personal email if you have set up forwarding from your Ara Mail account.
- Access your **Ara Mail** from the **My Ara** app



For further assistance

- Ask at the Library, City campus, Christchurch.
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : library@ara.ac.nz