

Library Service for CPANZ Members

The Ministry of Education Library is offering CPANZ members who are not Career Services staff access to its library service for work-related use. This will provide access to the Career Services library collection which has now been merged with the Ministry's collection. This access will be reviewed annually from March 2009.

This library service comprises:

1. Online access

The Education Library site at <http://library.education.govt.nz> gives you access to library resources including the library catalogue. Contact education.library@minedu.govt.nz to request a login and password for this site.

2. Requesting books, articles and other items

If you need a specific item, or information on a particular topic, you can search the library catalogue on the Education Library site and request the item online, or send your request to education.library@minedu.govt.nz, letting us know as much detail as possible (eg, author, publisher, publication date). We will advise you if we are unable to supply any requested items.

When you request items from the Library, please indicate that you are a CPANZ member. We will need your full contact details: your name, email address, street address, and PO Box number.

3. Regular updates

The Library's monthly new resources bulletins, *New Journal Articles* and *New Catalogue Additions*, can be accessed from the Education Library site. To request material from the bulletins, follow the instructions on this site.

Conditions of service

When using the library materials, the following conditions apply:

- CPANZ members must not distribute library resources to any other individuals or groups;
- CPANZ members will be charged for any losses of library items for which they are responsible;
- The library service provides access to the Ministry of Education Library collection only: inter-library loan services are not included;
- Items are issued for one month, or shorter periods for items in high demand;
- Library resources should be returned to the library by mail or courier in appropriate packaging.

Copyright

The Ministry of Education Library can supply a maximum of one article from any issue of a journal unless all the items are on the same subject. If you require more articles from that issue please send in a separate request. Copies of journal articles are supplied for personal use and research. Additional copies should not be made.

Contact the library

Email: education.library@minedu.govt.nz Fax: 04 463 8942
 Phone: 04 463 8926 or 04 463 8162 Mail: PO Box 1666, Wellington 6140
 Street address: Level 11 Vogel building, Aitken St, Thorndon, Wellington
 Education Library at <http://library.education.govt.nz>