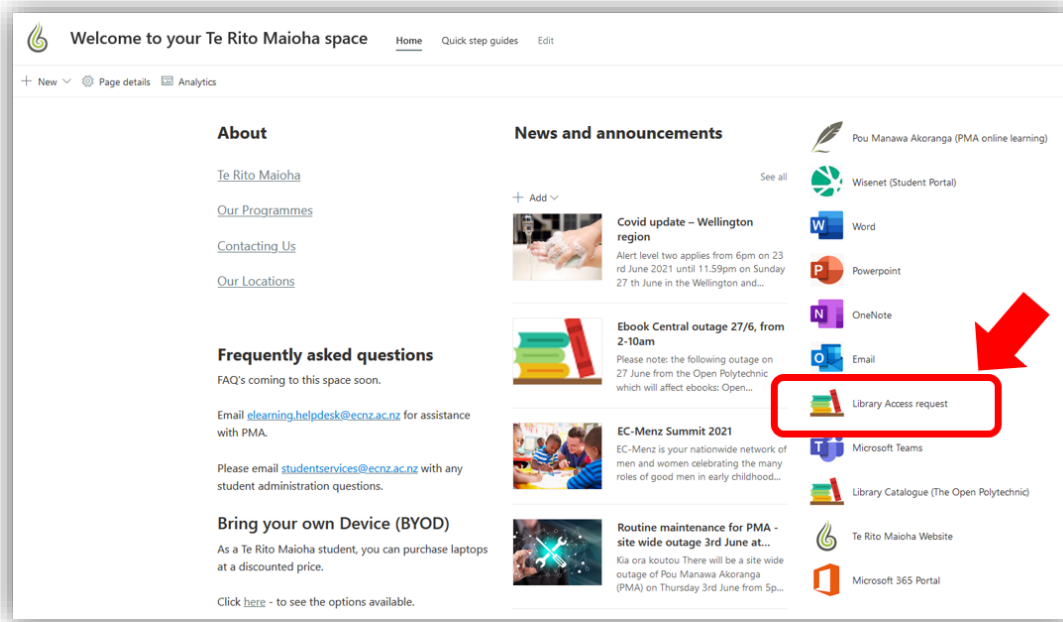


# How to access and use the library

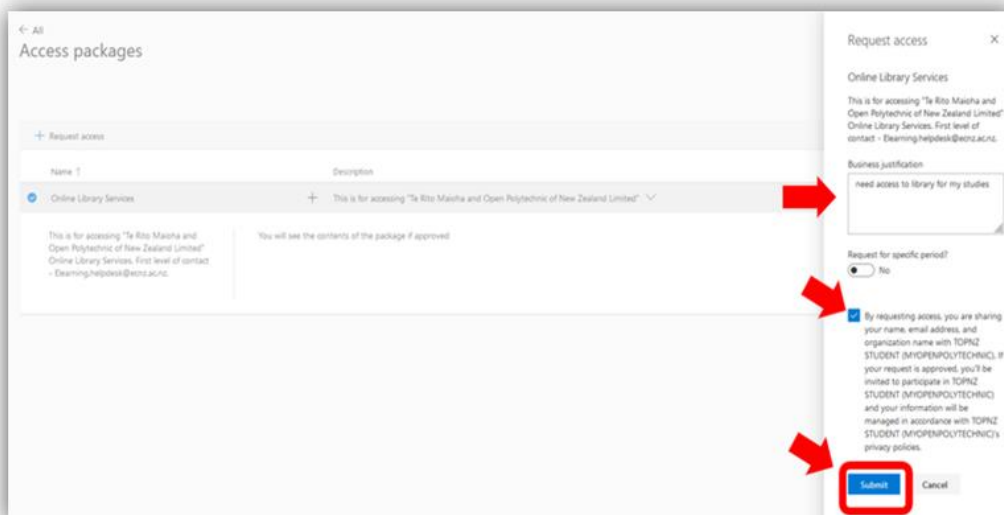
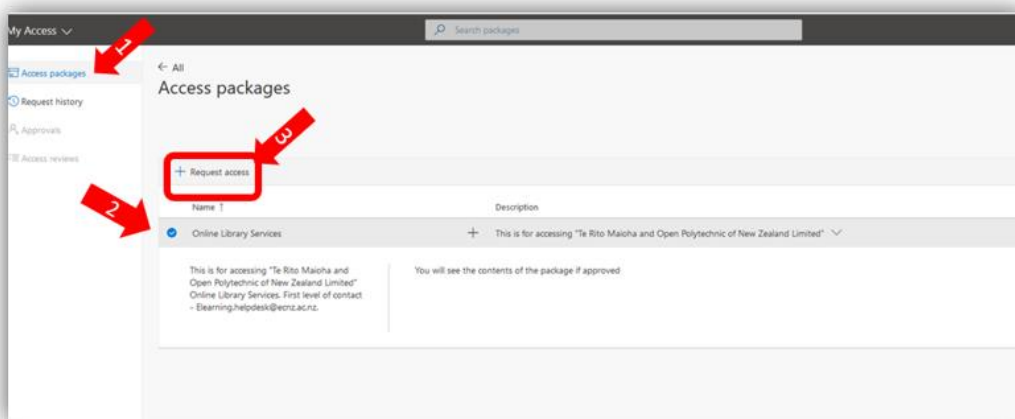
You will need to complete a one off set up to access and use The Open Polytechnic Library.

## Requesting access to the library

1. Go to the [Student Landing Page](#) and click on the Library Access request link

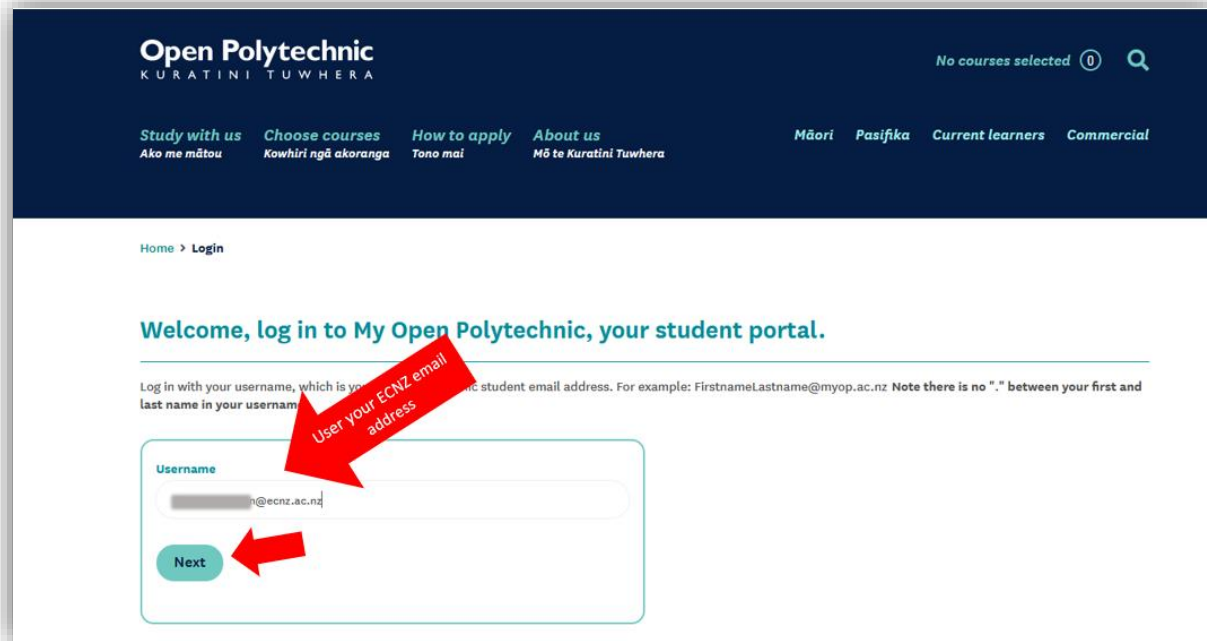


2. Type in the reason to access (i.e. TRM student access), then accept the policy tick box and Submit



Your request will go through an approval process. Once approved, you will receive a confirmation email to your ECNZ email account. Approvals are actioned during normal business hours and in most cases will be actioned within 24 hours.

**From this point, when you are asked to login to the library, as long as you are logged into the student landing page, you will only enter your ECNZ email address – no password will be required – followed by selecting next.**



If you are prompted for a password, use the same password that you use to login to the student landing page.

**Please note**, prior to 12<sup>th</sup> July 2021, you may have used myop email login for the library, from 12<sup>th</sup> July 2021 you will need to request access to the library and use your ECNZ email address.

If you require assistance, please email [elarning.helpdesk@ecnz.ac.nz](mailto:elarning.helpdesk@ecnz.ac.nz)

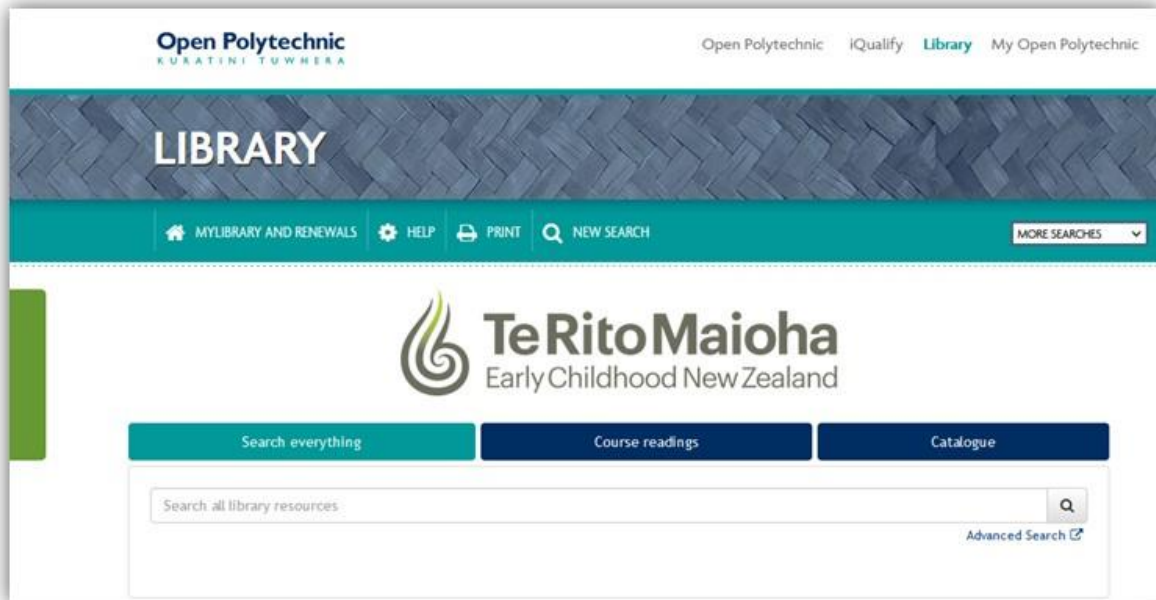
## Search Box benefits

**The new search box** now defaults to **Search everything**. This runs a simultaneous search across the library collection as well as all research databases, such as EbscoHost, Taylor & Francis etc. Your results will include articles, ebooks/books and more. You can then use the filters on the left to refine your results.

You can still run a separate library Catalogue search (primarily for ebooks/books) or a course readings search by clicking those tabs before entering your terms/course code. [Contact the Library](#) with questions or feedback.

Databases can still be searched individually, if preferred. We trust that you will find this enhancement more useful.

**See below for a screenshot of what the new library search looks like**



If you would like to request a physical book from the library, please follow the steps in the Frequently Asked Questions (FAQ's) <https://library.openpolytechnic.ac.nz/screens/faqs.html#request>