

Electronic resources

The National Library website is the gateway to all our online resources, including those that support teaching programmes. These resources can be accessed online from anywhere and at any time from www.natlib.govt.nz. Our site can be navigated in English or Māori.

Most resources are free to access. However, some require registration through Te Kete Ipurangi - The Online Learning Centre at www.tki.org.nz.

The fact sheet *Electronic Resources* also details these electronic resources and is available from your nearest National Library centre.

Contact us

Curriculum Information Service - Auckland

83 Remuera Rd
Private Bag 99936
Newmarket, Auckland 1149
T. 0800 356 000 or 64-9-523 1091
F. 0800 356 001 or 64-9-524 3850
E. AkReq@natlib.govt.nz

Curriculum Information Service – Palmerston North

1015 Tremaine Ave
Private Bag 11032
Palmerston North 4442
T. 0800 17 17 17 or 64-6-353 0475
F. 0800 907 600 or 64-6-350 0961
E. cisreq@natlib.govt.nz

Curriculum Information Service – Christchurch

300 Manchester St
PO Box 1380
Christchurch 8140
T. 0800 928 000 or 64-3-366 1075
F. 0800 661 108 or 64-3-366 1108
E. chch@natlib.govt.nz

National Library of New Zealand

Te Puna Mātauranga o Aotearoa
Corner of Molesworth and Aitken Streets
PO Box 1467
Wellington 6140
T. 64-4-474 3000
F. 64-4-474 3035
E. School_Services@natlib.govt.nz
W. www.natlib.govt.nz

CURRICULUM INFORMATION SERVICE

LOOKING FOR MORE SCHOOL CURRICULUM RESOURCES?



When you need curriculum resources to support your teaching programme, contact the National Library's Curriculum Information Service.

This free service supports primary, intermediate and secondary teachers by providing a range of curriculum resources on loan, to supplement those already available in schools.

The Curriculum Information Service is part of School Services and operates from centres in Auckland, Palmerston North, and Christchurch.

Service Enhancements

In order to encourage the use of digital/online resources in classrooms we are offering three service enhancements.

- **Digital/Online Resources only requests:** If you want to be sent some suggestions for quality digital/online resources to support your topic studies the Curriculum Information Service will email you links to suggested resources by the next working day.
- **Books Plus Loan:** When you request a selection of resources to support your topic studies we will provide you the best possible combination of books, audiovisual resources and digital/online resources. Links to digital/online resources will be emailed to you on the same day as your books are despatched.
- **Hot topics on the website:** During the year we will be providing links to websites on current or "hot" topics on the National Library website, www.natlib.govt.nz/schools

Resources available for lending to schools

We can provide:

- loans of curriculum resources to support teaching and learning.
- curriculum resources in a variety of formats, including books, videos and dvds.
- books covering a variety of genres – non fiction, fiction, picture books, graphic novels.
- links to websites and online/digital resources.

Loan policy

- Classroom teachers may borrow up to 30 items.
- Loans of resources are delivered free to schools. The cost of return freight is the responsibility of the school.
- Individual student requests are accepted when placed through a school librarian, teacher librarian or classroom teacher.
- Resources are issued for 35 days from the date of issue.
- Loans sent in response to requests received at least two weeks before the end of a school term will be due 35 days from the start of the new term.
- In some circumstances we may be able to renew your loan for a short period. Please phone us to discuss.

Requesting resources

You can specify the items you require or let our staff select the resources that best meet your topic needs.

You can phone or fax a request to your nearest Curriculum Information Service Centre on our freephone numbers.

If you want to email us your request, please complete the online form available on our website, www.natlib.govt.nz/schools

When making your request, please provide as much information as possible so we can better assist you. Be sure to include:

- school name
- teacher's full name and contact details
- the topic and its scope
- student reading ages
- curriculum area

- date when resources are required
- valid email address for receipt of links to digital/online resources.

Response time

We can respond to your request for a specific item by the next working day, provided this item is available.

If you specify that you want to be sent links to websites and other online resources ONLY we will also send these by the next working day.

For all other requests we suggest you allow at least 2 weeks notice to ensure you receive your resources in time.

Please remember that the type and number of items we select for you will be influenced by the resources available, other teacher demands for the topic and how the resources will be used (for example whole class, group or individual).

Returning items

Please return items by the due date so that other teachers can use them.

Ensure that all items we send you are returned. A list is provided with each loan so that you can check you have returned everything. The list will include any other items still outstanding from previous loans.

We also ask that you return items to us in the state that you received them. If there are any missing or damaged items you may be charged for these.

Remember that the cost of the return freight is the responsibility of your school.

Overdue notices

We will email a notice of any overdue items to your school if we have not received them by the due date.

Please phone, fax or email us if you have any questions about this notice and include a copy of the overdue notice so that we can respond promptly.