

## Borrowing and extension dates

The borrowing period for resources is normally 30 days. The due date will be stamped into the publication when it is mailed out to you. It will also be displayed in the "My details" section of the on-line library. The maximum number of items you can borrow at any time is 20.

If you wish to renew resources, please contact the library. If the item has been requested by another member, we will be unable to extend the due date for you.

## EPIC databases

The EEO Library is part of EPIC (electronic purchasing in collaboration) along with 170 other New Zealand libraries. This means EEO Employers Group members can access a range of electronic publications including local and international journals, newspapers and magazines through the members area of the website.

## How to become an EEO Employers Group member

The EEO Trust has approximately 390 EEO Employers Group members who endeavour to recruit and reward employees on the basis of merit. Members strive to be seen as "Employers of Choice" by applicants, employees, clients, the media and the public. Research has shown that EEO Employers Group members are more likely to be more active in diversity and EEO activities than employers who are not members.

Benefits of becoming an EEO Employers Group member include:

- Access to the latest national and international information or benchmarking data on EEO/diversity issues.
- Tailor-made information provided on request.
- Members' briefings and workshops.
- Support in developing EEO strategies, goals and performance measures.
- Recognition of members' commitment to EEO via the EEO Trust's publications and promotions.
- Monthly email updates on current EEO/diversity issues, research and events.
- Special offers and discounts on conferences and resources.
- Licence to use the EEO Employers Group logo in recruitment advertising and other media.
- Framed EEO Employers Group certificate.
- Special rates for the internationally acclaimed Diversity Game.

The annual membership donation is based on the number of employees in the organisation. To complete an application form, contact the EEO Trust or visit [www.eeotrust.org.nz](http://www.eeotrust.org.nz)

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# EEO Library



[www.eeotrust.org.nz](http://www.eeotrust.org.nz)

The EEO Library catalogue contains over 5000 research papers, books, reports and articles. Each search result includes a brief summary or abstract of the publication, source information, availability and loan status. You can also download more than 500 electronic items in the collection.

Everyone can browse through the EEO Library catalogue but only EEO Employers Group members can borrow resources.

[www.eeotrust.org.nz](http://www.eeotrust.org.nz)

### Using the EEO Library catalogue is easy

Like most library catalogues, you can search the EEO Library by simply typing in the word you are looking for, then clicking OK. If you are using multiple search terms, there is no need to use “and” between them. For example, if you type in “diversity women”, the search result will list all items that have “diversity” and “women” in the record.

### Search tips

You can type in a complete or partial title, an author’s name or surname, or subject. The advanced search function is the most effective and allows you to search by item type, publisher, and publication date. If you want to enter a partial word, add an asterisk\* or a percentage symbol %, at the end of the word. A variation of results will come up, for example “two tower\*” will retrieve “the two towers”, “two white towers”, “a tower and two cities”.

Example of a search result:

Summary	Item Count	Status	
<input type="checkbox"/> 'Cultural diversity in organizations: theory, research and practice' Taylor Cox, Jr. - 1994 - Berrett-Koehler Publishers San Francisco Book	1		<input type="button" value="Request"/>

When you have entered your search items, a list of selected resources will appear. You can “collect” the items of interest to you by putting them in your Book Basket - just click the check box in the left column, and then click on the “Add checked items to Book Basket” button. You can then continue with other searches, adding selections to your Book Basket as you go. Print off your Book Basket list or email a copy to yourself to assist with future searches. The selection cannot be saved in the Book Basket and when you exit the library this list is cleared.

### Search assistance

If you need help with your search, for example, advice on the best search words to enter, please call 09 525 3023 or email [library@eeotrust.org.nz](mailto:library@eeotrust.org.nz)

### Borrowing publications

EEO Employers Group members can borrow selected publications by checking the box next to the title, and clicking on the request button in the Book Basket section or in the search section. A log-in screen will appear:

Card number

Password

Enter your card number and password as they appear on your personalised EEO Library card. These details are case sensitive. If you do not remember your log-in information, please call 09 525 3023 or email [library@eeotrust.org.nz](mailto:library@eeotrust.org.nz). Click on the submit request button and a table will appear indicating which publications you have reserved.

Any requested resources will be posted to your address on our database so it is important that this address is accurate. To update your address click on the “Update Record” button or enter “My details” section. The EEO Library will validate these details. The new details will therefore not automatically update on your screen.

### How many books do I have out?

If you want to check how many publications have been issued on your card or their due dates, click on the “My details” tab after you have logged in. A table will appear stating, for example:

You have 1 item currently issued.

Title	Author	Due date	Item type	Barcode	Charges	Renewable
Elements of a successful 'diversity' process: part I & II	R. Roosevelt Thomas Jr	05/07/05	Miscellaneous Paper/Article	6240	No	No

Remember to log out once you have completed your search and requests.