

[February 2009]

## **My Reading History**

### **What is 'My Reading History'?**

This is a list of all the resources that you have borrowed from the Export Library & Information Service. It is **only** accessible by you because it is password protected. Because ELIS is staffed by a registered information professional of the Library & Information Association of New Zealand Aotearoa (LIANZA), and because the New Zealand School of Export supports the ethical stance taken by LIANZA, you are also protected by the *Confidentiality of Library Records* statement adopted by the Council of the New Zealand Library Association, November 15, 1984 – see:

<http://www.lianza.org.nz/about/governance/statements/confidentiality.html>

### **How could it be useful?**

We often forget where we have read about a useful or challenging idea, or, we forget the names of books we have read. 'My Reading History' can jog your memory – it is a kind of reading diary!

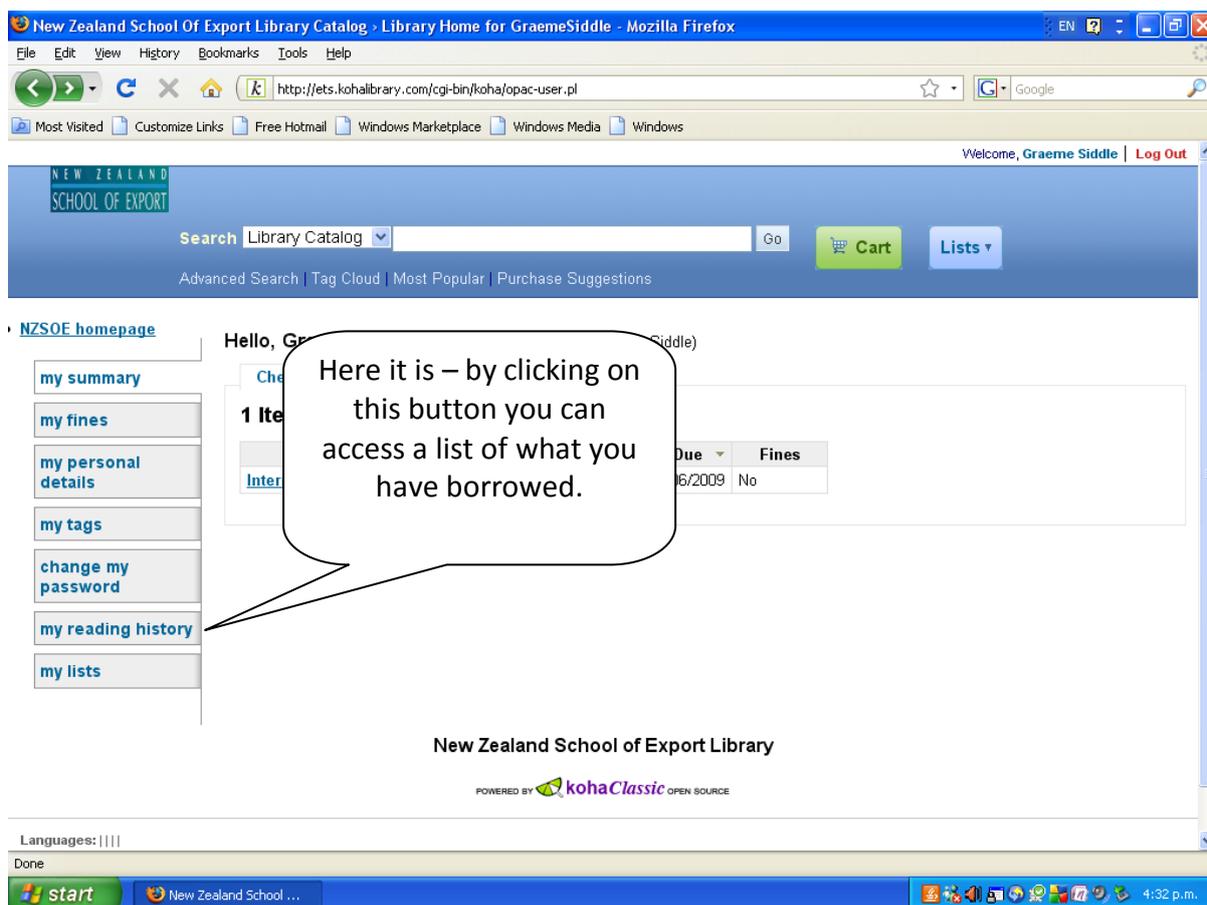
Also, if you are writing an assignment as part of your Diploma studies and haven't kept a record of the titles of resources used, you can find them by using 'My Reading History'.

### **Can I Place a Hold from My Reading History?**

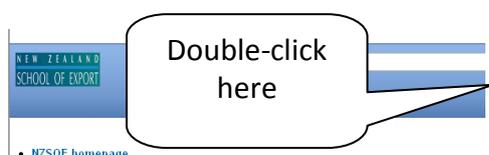
Should you want to borrow any one of these resources again, you can click on the title and you will be able to Place a Hold by clicking on that phrase on the right hand side of the description of the resource.

### **How do I access 'My Reading History' ?**

You must first log in using your ID and password. That will give you access to a screen like this:



## How can I return to the homepage of the ELIS catalogue?



## Need More Help?

If you have difficulty logging in to the ELIS Catalogue and using any of its functions, please ask for help by emailing [library@export.ac.nz](mailto:library@export.ac.nz) or telephone 06-356-5656 ext.701

Print and file this in your Guide to Study for further reference.

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[www.export.ac.nz](http://www.export.ac.nz)