

KIPPENBERGER RESEARCH CENTRE

Library Information Sheet for School Visits

When a school visits the Kippenberger Research Centre, it is requested that the following is adhered to:

- Evacuation procedures must be followed under the direction of the library staff.
- No food, drinks, lollies, or gum to be consumed in the library.
- No pens are to be used in the library. Please ask library staff for a pencil if required.
- No school bags or backpacks are to be brought into the library.
- A teacher or adult supervisor is to remain in the library with the students at all times. If a student is to leave the library at any time, the student is to inform the teacher or the adult supervisor.
- Mobile phones are to be on mute/vibrate when in the library.
- Noise levels are to be kept low, especially when sitting in groups. Normal conversation level is acceptable.

Photos

Students are permitted to take photos of the information they require using mobile phones/cameras.

Photocopying

Photocopying is available in the library for students. There is a limit of 15 pages per student. The following charges apply: A4: 50c, Colour: \$1.00, A3: \$1.00.

Students requiring photocopying are to complete the form provided by the library staff. This is also a good record of resources the students have utilised in their research.

Please note that photocopying charges of \$10.00 or less will not be invoiced. This must be paid on the day. The Museum gift shop can do cash out or credited to the library account with eftpos or credit cards.

Internet

There are three internet computers available for research only. These computers are connected to a printer and the charges for printing are: A4: 50c, Colour: \$1.00.

Free Wi-Fi

To connect to the National Army Museum Te Mata Toa free Wi-Fi please look for:
Museum_Guest_Wifi