Introduction to the Catalogue

www.catalogue.library.auckland.ac.nz

Kia ora,

Welcome to the new look Library Catalogue. See our tips for getting started below. For more support see **Catalogue Help**, check out **Learning Essentials - Finding Information**, or enrol in a Libraries and Learning Services **workshop**.



Start searching

- 1. Enter your **search terms** into the **search box** to start searching. Results will open in the **Library Catalogue**.
- Click collection links to search Library Collections Databases Search for and connect to databases.
 Exams Search University of Auckland exam papers from
 - **Exams** Search University of Auckland exam papers from the last five years.
 - Manuscripts and Archives Search the archives.
 - **TV and Radio** Search and view Over 100,000 hours of Television and Radio.
 - **More** Connect to Worskshops, Subject guides, Interloans, Google Scholar or search Journals or Special Collections.





- Request items.
- View your personal information in My Library Account.
- Access all options relating to saving records and searches (section 6).

When signed in, click your name to see My Library Account or to sign out.

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My Library Account

- Shows what you have on loan, any requests you have placed, fines or fees you may have, and messages or blocks from the library.
- You can renew items and pay your library fines here.



What am I searching in the Catalogue?

· Library Catalogue searches for resources held in our library: books, journals, images, audio-visual content, maps, music scores and exam papers.

• Articles and more searches for resources from a vast number of journal publishers and databases.

• Search all searches for resources held in our library plus articles from a vast number of journals and databases.

Keyword searching

- Type keywords from book titles, authors, subjects or article titles.
- Select Library Catalogue, Articles and more, or Search All from the drop-down list.



Looking for a book or journal title

• Type the title in as a phrase using quotation marks.

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Te Tu	nu Herenga Libraries	and Learning	9 Services							November 2022

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Viewing results

- 1. **Refine your results** using filters to see what is available in different formats, locations and publication dates.
- 2. Lock a filter so it persists in your current session.
- 3. Use filters to **exclude items**.
- 4. Use the quick action links to email or pin (save) an item.
- 5. Click a title to view the full record and access the full range of action options.

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Introduction to the Catalogue



The full record



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6 Save

Save records, save searches and setting alerts

- 1. **Save a record**, using the Pin, to keep the details of an item.
- 2. Save your search to see the list of results later.
- 3. You can also save a search and run it on a regular basis to keep up to date with new publications. Results can be sent to you in an email or RSS feed. See My favourites in section 7.

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Need more help?

- Visit your **Student Hub** or submit an <u>Ask us</u> form.
- Attend Libraries and Learning Services workshops.
- For more in-depth information, read End User Help.