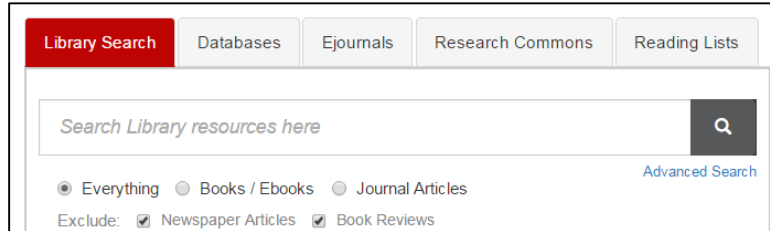



# Library Search

## OVERVIEW


- Library Search enables users to search the Library's online and print resources through a single search box




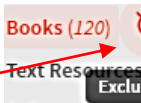
## ACCESSING LIBRARY SEARCH

- Go to the Library homepage [www.waikato.ac.nz/library](http://www.waikato.ac.nz/library)
- Type the title of the book, title of the journal article or subject keywords in the search box. Hit enter or click the **magnifying glass icon** 

## TIPS FOR SEARCHING KNOWN ITEMS

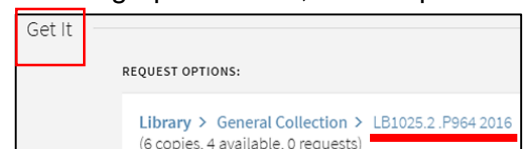
- If you know the title of a book or journal article, type it in the search box of **Library Search**. It will search our **print** and **online** resources. Punctuation and capital letters are not necessary. Hit enter or click 
- If a known online journal article title does not appear, search by **journal title** using the Ejournals tab
- For further help see the **General Tips** section


## TIPS FOR SEARCHING A TOPIC USING KEYWORDS & SUBJECT TERMS

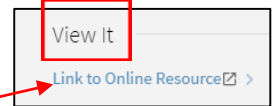
- Type keywords in the search box e.g. professional practice teaching. Hit enter or click 
- A results list will display. Usually a large number of results are returned
- Refine your results by choosing filters on the right. Reapply filters every time a new keyword is added. Filters limit the results by Resource Type, Subject, Author, Publication Date or Library Location etc.
- Click on terms listed under the filter headings to include that term or type. Click **show more...** to expand the list of terms. Exclude terms by hovering the cursor over the term, then clicking the red circle 
- Use subject headings found in the full record for alternative search terms
- For further help see the **General Tips** section

## GENERAL TIPS



- Sign in** to get complete results and to request items
- If an item's brief record says **available at**, it is a physical copy
- If an item's brief record says **online access** or **full text available**, it is an electronic or digital copy. You can click the **online access** or **full text available** links to access the item
- Click the title of the item to see its full record. This includes its bibliographic details, a description of its contents, holdings information and its availability status
- A physical copy will say **Get it** in its full record. Use its call number or the *show location on map* feature to locate the item on the shelves. If it is issued out or in storage, click 'Request' under **Request Options** and fill out details



- Use the **virtual browse** function to find physical items on the same subject as your original item
- The Library subscribes to databases that give online access to journal articles
- An electronic article will say **View it** in its full record. To access the full text, click the **Online Resource** link. You will be taken directly to the article, or a list of databases that hold the article. Check the date and availability information carefully to help you select the appropriate database. Once you are in the database, click the PDF link to read, print, or save the article
- Occasionally you are taken to the journal. You need to dig down via the year, volume and issue to the table of contents. Locate the article's title, then click the PDF link to read, print, or save
- If you have trouble accessing an article via the steps above, take note of the journal title and search for it using the **Ejournals** tab. Another option is to search specific databases via the **database** tab on the [library homepage](#)
- To reference an item, click the **citation** button and choose the relevant referencing style. Machine generated cite functions often miss elements required for referencing. Always check citations carefully and refer to referencing guides available on the [Library website](#)
- To email a link and bibliographic details of an item, click the **email** button, type an email address then click send. You can copy and paste the item's citation into the notes field
- Click **Chat** in the black bar to chat with a Librarian via instant messaging
- Search for **High Demand** items (previously Course Reserve) using your paper's course code e.g. type ACCT301 in the search box. Hit enter or click . A list of items held in the high demand room will display. This list will show only when the semester starts
- To access **My Account**, sign in and hover the cursor over your name. To access loan history from December 2016 onwards, select loans, click the drop down arrow and then *previous and historic loans*



## KEEPING TRACK OF SEARCHES

- Save individual items to **My Favorites** by clicking the pin symbol next to the title
- After you have finished searching, click the pin symbol (**My Favorites** folder) at the top of the page to import saved items to a referencing software or email them to yourself
- Once you are in **My Favorites**, select saved items. An option to add a label to selected items is available. Click the 3 ellipses (...) to view different actions available to you. Choose your action. Click the 3 ellipses to make the action tab disappear
- Keep track of search terms by clicking **Save query** under the search box. Terms will save in **My Favorites** under **Saved searches**.
- You can view the **search history** of a session by clicking  located at the top of the page. This history disappears when you close that session unless you click the pin symbol to save
- Click the  in the black bar at the top of the page to return to your search



## ADVANCED SEARCH TIPS

- Search using **Any field** or choose a specific field by clicking the down arrow i.e. title, author or subject
- Click the arrow next to **contains** for options such as *is (exact)* or *start with*
- Select Material type, Language and Publication Date where necessary