Library Search
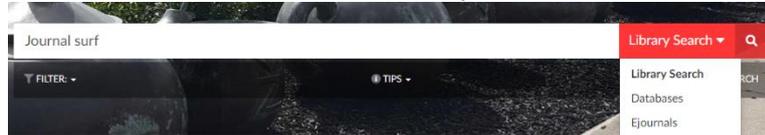
OVERVIEW

- 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
- 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**

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.** Punctuation and capital letters are not necessary. Hit enter or click [🔍] This will search all the Library's **print** and **online** resources
- If a known online journal article title does not appear, search by **journal title** using the **Ejournals** option from the **Library Search** menu

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. Refine your results by choosing filters on the right. Filters limit the results by Resource Type, Subject, Author, Publication Date or Library Location etc.
- Retain individual filters within a session by clicking a term or type. It will display under the active filters heading. Hover the cursor over the term then click the padlock. Remove by clicking the cross
- Click **show more...** to expand the list of terms. Select multiple filters by clicking the term's corresponding box, then the *Apply filters* tab
- Exclude terms by hovering the cursor over the term, then clicking the red square
- Use subject headings found in the full record for alternative search terms
- Click *Expand your search* to include items that exist outside our collections. These can be requested via Interlibrary loan
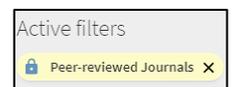
GENERAL TIPS

- **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
- If an item's brief record says **Check availability** or **No full text,** it is not available in our Library. Click the item's title to go to its full record. Under *Get it,* click the link to request the item from another library through Interlibrary loan
- An item's full record displays 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 click **Map** to locate the item on the shelves. If it is issued out or in storage, make sure you are signed in, then click the *Request* link next to **Request Options** and fill out your 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 of the article click the **database** name. Often a list of databases displays. 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
- You may be taken directly to the journal. Dig down via the year, volume and issue to the table of contents. Locate the article 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 using the **Ejournals** option from the Library Search menu. Another option is to search specific databases via the **databases** tab on the library homepage
- To reference an item, click the citation button and choose the relevant referencing style. Machine generated citations 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 during office hours
- Search for **High Demand** items using your paper's course code e.g. type ACCTN202 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 click on your name. To access loan history, select **Loans**, click the drop down arrow and then previous and historic loans
- Check out the Library Search Tips and Guide to Library Search webpage for further help
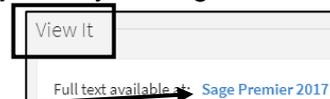
KEEPING TRACK OF SEARCHES

- Sign in to save individual items to **My Favorites** by clicking the pin symbol next to the title
- After you have finished searching, click the pin symbol at the top of the page to access your **My Favorites** folder. Saved items can be sorted by author, date added or title
- There is the option to assign a label to selected saved items. Click the numbered box next to a title, then the pen icon. Click the 3 ellipses (…) to view different actions available to you e.g. importing items to a referencing software, print or email. Click the 3 ellipses to make the action tab disappear
- Click the 🔍 in the black bar at the top of the page to return to your search
- Keep track of search terms and filters by clicking **Save query** under the search box. Terms and filters will save in **My Favorites** under **Saved searches**
- You can view the **search history** of a session by clicking �途 located at the top of the page. This history disappears when you close that session unless you click the pin symbol to save

ADVANCED SEARCH TIPS

- Search using **Any field** or choose a specific field by clicking the down arrow i.e. title, author, subject
- Click the arrow next to **contains** for options such as *is (exact)* or *starts with*
- Select Material type, Language and Publication Date where necessary
- Find information on a topic within a specific journal by selecting title under **Any field**, *is (exact)* under **contains**, and typing the journal's title. On a new line, add keywords relating to a topic
- Click Search