Library Search: Introduction

This sheet guide covers basic information on Library Search. For more advanced information, including using filters, saving searches, and using advanced search, please see the **Library Search: Advanced** guide.

OVERVIEW

- Library Search enables users to search the Library's online and print resources through a single search box
- Library Search is located on the Library homepage www.waikato.ac.nz/library. The search box is the white search bar in the centre of the page, and looks like this:

- To conduct a search, enter the title of the source you are looking for or keywords into the search box, then either hit **enter** or click on the magnifying glass on the right of the search box. Punctuation and capital letters are not necessary.
- Search for **High Demand** items using your paper's course code, e.g. LEGAL105.

SORTING YOUR RESULTS

- A results list should then appear. Refine your results by choosing filters on the right. Filters limit the results by Resource Type, Subject, Author, Publication Date or Library Location etc. (More information on how to use the filters can be found in the advanced search guide).
- Library Search will then limit your search to whichever filters you choose, and will show as an active filter near the top of the page.

HOW TO ACCESS RESULTS

- This is an example of a Library Search result. The results list only contains a brief record. For further information click the title to see more:

- This item is a physical book. If the brief record says **Available at** then it is on our shelves and is available to issue. If it says **On loan – Requestable** then it is on loan, but can be requested.
- If an item's brief record states **Online access** or **Full text available** then it is a digital copy which can be viewed online.

ACCESSING AND REQUESTING A PHYSICAL ITEM

- Clicking on the title will show the full record for the item, including bibliographic information, a list of contents, holdings information and availability:

Yellow horizontal bar – sign in here

- For items in the Hamilton Campus Library, you can find where the item is located on the shelf by clicking on [⚲ MAP] and a map will appear showing which floor and shelf number the item is located on.
- To request an item that is on loan, to be put on hold, or sent to Tauranga, make sure you are signed in first. To do this click on 'Sign in' in the yellow horizontal bar shown above, enter your username and password if requested.
- In place of the yellow bar should be a request option. Click on this, then select a pickup location and send the request. We will email you when your item is available to pick up.

ACCESSING AND REQUESTING AN ELECTRONIC/DIGITAL ITEM

- The Library subscribes to databases that give online access to journal articles and ebooks.
- An electronic item will say **Full text available** in its full record, or **Online access**. To access the full text of the item, click the **database** name. Often there are multiple databases to pick from. Select the appropriate database, and you should be able to access the item from there.
- You are usually taken directly to the article itself, but you may sometimes be taken to the journal homepage. To get to the article, 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.

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