**Overview**

- **Index New Zealand (INNZ)** is a key resource used to find New Zealand and South Pacific material published in New Zealand journals, magazines, and newspapers.
- INNZ does not contain many full text articles, but articles may be available through the University of Waikato Library.

**Accessing Index New Zealand**

- Go to the Library website [www.waikato.ac.nz/library](http://www.waikato.ac.nz/library).
- Click on the **Databases** tab.
- Type **INNZ** in the search box and click **Search**.

**Using the Simple Search**

- Select the **Index New Zealand** tab.
- Type keywords into the search box to find information on a general topic.

**Using the Advanced Search**

- Use the **Advanced Search** to find information on a specific topic. Click on the **Advanced Search** tab.
- Enter keywords into the search boxes and use the drop down menu to search by keywords in the title, by author, subject or within the source journal.

- The words or phrases are automatically connected with **AND** between the search boxes but can be changed to **OR**, or **NOT** by clicking on the down arrow between search boxes.
- INNZ does not use limiters such as scholarly or peer-reviewed although a search can be limited to research articles by clicking the drop down menu next to Material Type. Searches can be limited by Publication Year and Date, type of material or language.
**Tips for using INNZ**

- As INNZ is a New Zealand database, there is no need to use Zealand as a search term.
- INNZ is a general database. Include a subject specific keyword to increase the relevance of the results e.g. *early childhood education* rather than *early childhood*.

**Managing single search in INNZ**

- Select Actions to email, print or export record to Endnote (need to open an account first).

**Managing multiple search results in INNZ**

- Tick the box to the left of the article title to manage several article records at once.
- Click *My Saved Items* at the top of the screen, and the 'basket' of items will appear in the centre of the screen where they can be emailed, printed or exported to a referencing database. eg Endnote.
- If exporting to EndNote open an account first.

**Locating a journal article using Library Search**

- Most entries in INNZ are not full text. Therefore, once you have found an article you want to read, you will need to locate a full text copy of it from another source.
- Open a new browser window and go to the Library webpage [www.waikato.ac.nz/library](http://www.waikato.ac.nz/library).
- Make sure the *Library Search* tab is selected.
- Type the *article title* in the search box.
- Hit enter or click the magnifying glass.
- Often if the article is available electronically, it will appear near the top of the results list. You can save, email or print the article.
- If it does not appear, search for the *journal title*. To do this, type the *journal title* in the search box of Library Search.
- Some journals are electronic journals, which can be accessed online by clicking on the eJournal link provided in the search results, then drilling down to locate the volume and issue number required.
- If the journal is a physical copy held in the library, the *Call number* and *Location* will indicate where to find the journal on the library shelves. (Distance students can request articles by emailing the required information to library@waikato.ac.nz)
- If a journal, or the particular issue of the journal, is not held by the Library, the article may be interloaned. Allow 7-10 days for interloaned articles to arrive.

**Locating a newspaper article**

- Refer to the *Database Guide Newztext Plus* to learn how to locate a newspaper article online.

For further help, see the Library video guides

[www.waikato.ac.nz/library/study/video-guides](http://www.waikato.ac.nz/library/study/video-guides)

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