# Introduction to the Catalogue

www.catalogue.library.auckland.ac.nz



# Sign in for full functionality

- Request items.
- View your personal information in My Library Account.
- Access all options relating to saving records and searches (section 5).

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** includes items held in our Library: print and e-books, journals, images, streaming audio and video, maps, manuscripts and archives, music scores and exam papers.
- Articles and more includes items from a vast number of journal publishers and databases.
- Search all includes both options.

#### **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.

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#### Looking for a book or journal title

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

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Tumu Herenga   Libraries and Learning	Services							November 202



## **Viewing results**

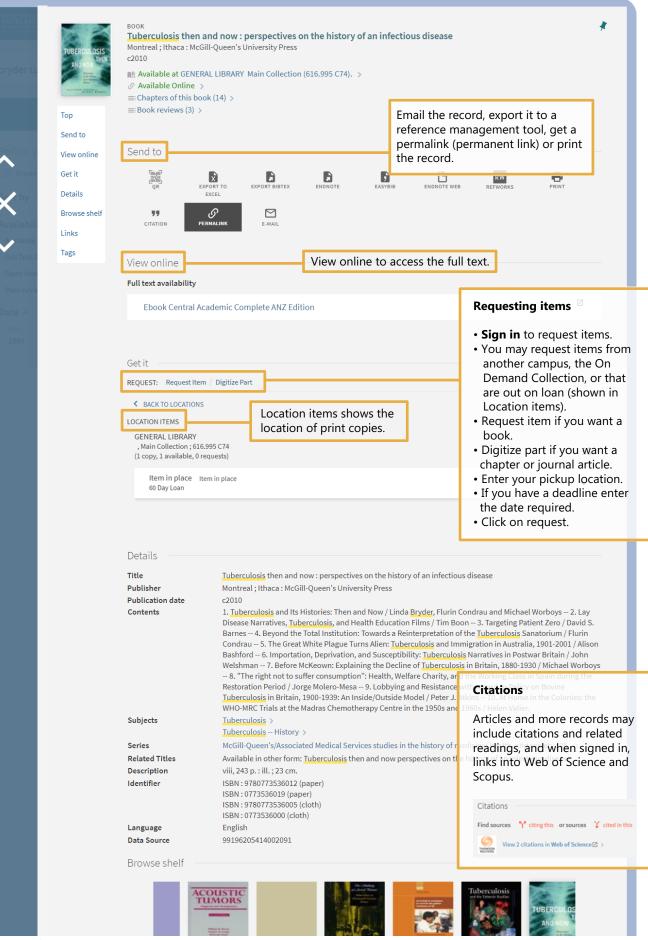
- 1. **Refine your results** using filters to see what is available in different formats, locations and publication dates.
- 2. Lock a filter so it persists in your current session.
- 3. Use filters to **exclude items**.
- 4. Use the quick action links to **email or pin** (save) an item.
- 5. Click a 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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#### 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 6.

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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.