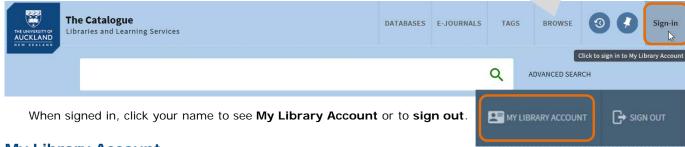
Introduction to the Catalogue

www.catalogue.library.auckland.ac.nz

1. 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).

Browse lists of subjects, authors, titles and call numbers.



My Library Account

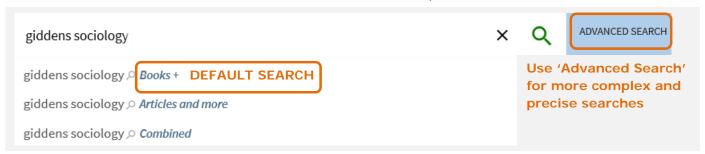
- Shows what you have on loan, any requests you have placed, fines or fees you may have, and messages
 or blocks from the library.
- You can renew items and pay your library fines here.

2. What am I searching in the Catalogue?

- **Books+** 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.
- Combined includes both options.

Keyword searching

- Type **keywords** from book titles, authors, subjects or article titles.
- Select Books+, Articles and more, or Combined from the drop-down list.



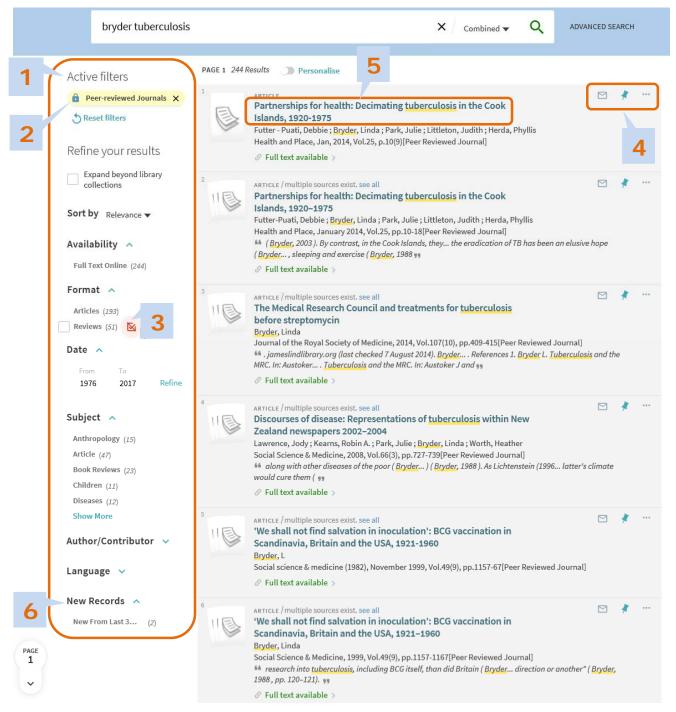
Looking for a book or journal title

Type the title in as a phrase using quotation marks.



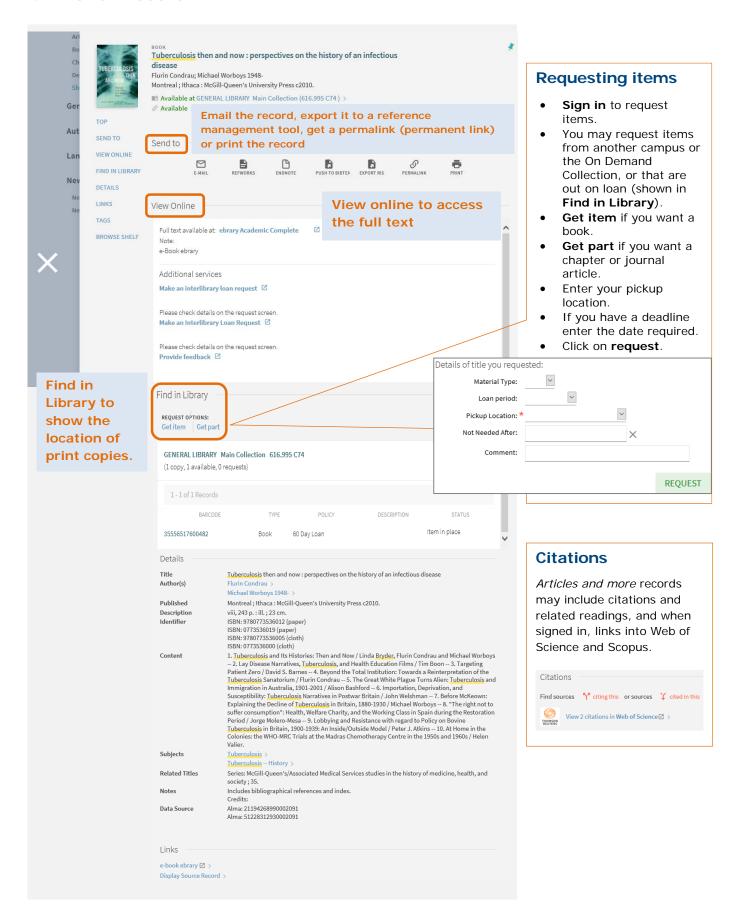


3. Viewing results



- 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.
- 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.
- 6. Keep up to date using the New Records filter at the end of the list.

4. The full record

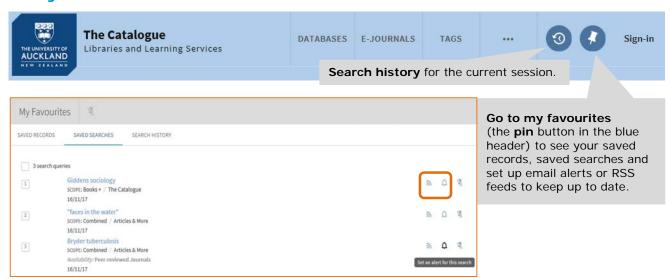


5. Save records, save searches and setting alerts



- 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.

6. My favourites



Note: To work with your previous Saved Searches, use the old Library Search Catalogue. Library Search Catalogue will remain until these features are available in the new Catalogue in 2018.

7. Need more help?

- Visit your Library Information Desk or email askalibrarian@auckland.ac.nz
- Attend Libraries and Learning Services workshops
- For more in-depth information, read End User Help