

Request an item using Recall or Callslip

To request an item already on loan, or available at another location:

1. Click on the title to display the full record.
2. Click **Make a Request** then complete Login.
3. Select **Recall** if On Loan, or select **Callslip** if Available at Storage, Hocken Collections, or in a University of Otago Library in another city.
4. Select the **Copy, Pick-up Library, and Not Needed After Date**. Pick up Hocken items at Hocken.
5. Click **Submit**.

Use My Account

When you enter your username and password, you can:

- check personal details, i.e. your name, address, charged items on loan, items on request, messages and fines
- edit and use your own search preferences
- check your list of saved items and saved searches
- renew items on loan
- cancel pending requests no longer needed.

Click **Logout** to prevent other users accessing your account.

Email, print, and save catalogue results

To email, print, save, or export your search results to EndNote, or add to a **Saved Items** list:

1. Use the check-boxes to select the items to email, print or export.
2. Choose to Print, Export, E-mail or Add to Saved Items.
3. To Export choose the **EndNote Citation** format.
4. To email records, type your email address and click **E-mail**.
5. To **Add to Saved Items** select records from your search results then view the new list under My Saved Items. Choose to Print, Export or E-mail .
6. Click the browser **Back** button to return to your search results.



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<http://www.library.otago.ac.nz>

LIBRARY CATALOGUE: ADVANCED SEARCHING

<http://otago.lconz.ac.nz>

This guide covers:

- basic search
- advanced search
- subject search
- author search
- Course Reserve
- renew an item
- request an item using Recall or Callslip
- use My Account
- email, print, and save catalogue results

Library

Basic search

This is for quick searches.

Enter keywords, title, author, call number, or combine keywords. Use the **Limit To:** choices to narrow your search results.

For example, EBooks; Dunedin Campus

Keyword

Search for keywords in all areas of the catalogue records. For example, title, author, subject, contents page

Title begins with...

Enter the first words of the title. For example, *the power and the glory*.

Author

Search for works by an author, editor, organisation, or government department.

Enter the author's last name, then the first name or initial. For example, *Smith John*

Call Number

The call number on the book spine indicates its location, subject area and shelving order. Enter as much of the call number as you can.

For example, *HD257 .M616*

Keyword Boolean

Use AND, OR, NOT to combine search terms.

Use brackets to group search terms.

For example, *employ? AND (law OR legal)*

Tips

Use double quotation marks for phrases.
For example, "world wide web"

Find items using **all of these** keywords.
For example, *fish production farming*

Use **?** to include variations of a word.
For example, *child?* finds *children, childhood*

Advanced search

Advanced searching allows you to build a search using keywords and/or phrases, step by step.

Use the other fields to narrow your search when you enter your terms, or edit your search.

Basic Advanced Subject Author Course Reserve New Books

treaty of waitangi as a phrase within Subject

AND

claim? disput? any of these within Keyword

AND

settlement all of these within Keyword

Search

Year: All Years From To

Location: All Locations

Type: All Types

Format: All Formats

Subject search

Subject headings are specific terms allocated by the library. Search on broad subject keywords to explore all subject heading subdivisions

For example, *information technology* finds results including *business—information technology* to *information technology—Taiwan*

See also: or alternative terms are suggested
For example, *information superhighway*

Author search

Use an Author search to find works by a specific author, editor, organisation, or government department.

Enter the author's last name, then the first name or initial. For example, *Smith John*

Enter a company or organisation in the last name field. For example, *british museum*

Course Reserve search

Find items using your course code.

Basic Advanced Subject Author Course Reserve

Select Locations: University of Otago Library

Lecturer: Any

Department: Any

Course: ANTH 103: Anthropology, Culture and Society

Library: Any

Some items will be available by E-Reserve.

1 Section E-Reserve Instructor Barber, Dr I. G. Department ANTH: Anthropology
[Anthropology : a perspective on the human condition \[extracts\]. \(E-Reserve\)](#)

Renew an item

To Renew items:

1. **Login** with your username and password.
2. Click **My Account**.
3. View your **Charged Items** on loan.
4. Click the box beside items to be renewed.
5. Click **Request Renewal**.