

Request an item using Recall or Callslip

To request an item already on loan, or available at another location (e.g. Storage):

1. Click on the title to display the *full record*.
2. Click **Make a Request** then complete Login.
3. Select **Recall** if item is 'On Loan', or select **Callslip** if the item is available in *Storage* or *Hocken Collections*.
4. Click **Submit**.

If you require an item held at a University of Otago Library in another city, please complete an interloan/document delivery request form:

<http://www.library.otago.ac.nz/billrobertson/interloans.htm>

Use My Account

(please contact Library staff about getting the Catalogue Password mentioned below)

When you enter your Surname and Catalogue Password, you can:

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

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

Email, print, and save catalogue results results

To email, print or save, your search results:

1. Use the check-boxes to select the items to email, print or save.
2. Choose to Print, E-mail or Add to Saved Items.
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, or E-mail .
6. Click the browser **Back** button to return to your search results.

Can't log into the catalogue? / Don't know what your Catalogue Password is?

Contact the Robertson Library Staff and they will give you one.

or

Phone: 479 3793

Email: lending.billrobertson@otago.ac.nz

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<http://www.library.otago.ac.nz/billrobertson/index.html>

LIBRARY CATALOGUE SEARCH TIPS FOR OTAGO POLYTECHNIC BORROWERS

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

This guide covers:

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

**The
Robertson
Library**

Basic search options:

Use these for quick searches.

Enter the keywords and use the '**Limit To:**' choices to narrow your search results (e.g. to: Journals or Videos/DVDs).

Keyword

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

Title begins with...

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

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, *641.5 THO*

Keyword Boolean

Use AND, OR, NOT to combine search terms.

Use brackets to group search terms.

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

Course Reserve search

Find items in the Course Reserve collection using the course code option.

Select Locations: University of Otago Library

Lecturer: Any

Department: Any

Course: BN 509000: Bachelor of Nursing Programme

Library: Any

Advanced search

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

It also lets you limit a search to the Robertson Library.

As a phrase: use this if you want words searched together as a phrase

Any of these: use this if listing words that mean the same thing

All of these: use this to search all your words in any order.

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 Click here to limit to the Robertson Library

Location: All Locations

Type: All Types

Format: All Formats

Tip

Use ? at the end of a word to retrieve variant endings. For example, **child?** Retrieves: child, childbirth, children, childhood, etc...

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*

Subject search

Subject headings are specific terms used to organise the Library collections. 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:' suggests alternative terms. For example, *information superhighway*

Renew an item

please contact Library staff about getting the Catalogue Password mentioned below)

To Renew items:

1. **Login** with your *Surname* and *Catalogue Password*.
2. Click **My Account**.
3. View your **Charged Items**.
4. Click the box beside items to be renewed.