

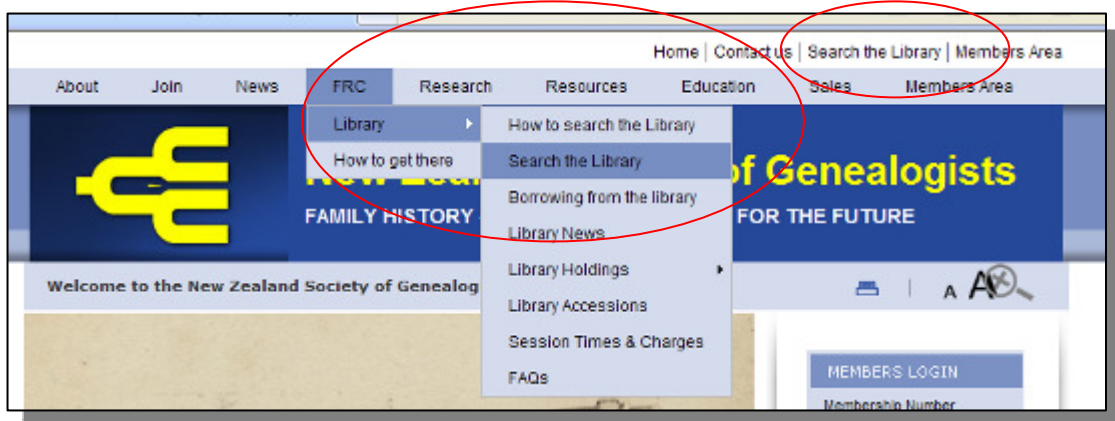
New Library System – Tutorial

Part 1 – Searching the Catalogue

Getting to the library system:

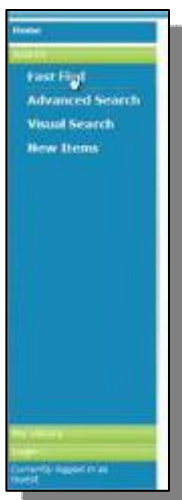
You don't need to be logged on as a member to view and search the Library catalogue, however you do need to be logged on to borrow or reserve an item.

Start by going to the NZSG website www.genealogy.org.nz. Click on "Search the Library" or use the drop-down menu.



This will open up the new Library catalogue page. This is called the webOPAC. This stands for web **O**nline **P**ublic **A**ccess **C**atalogue

On this front page will be Library news, interesting links and other Library notices. Down the left hand side is the menu



The first menu bar is 'Search'. This contains several methods of searching the library:

Fast Find

To use Fast Find, a simple search box will appear.

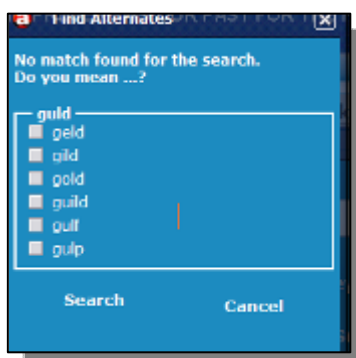
Type in a word, (or part word and abbreviations – see below), and press the enter key. Several fields can be searched:

Title & keywords, title only, Subjects only, Keywords only, Author only, Series only, or all fields. The default is title, subject and keywords.



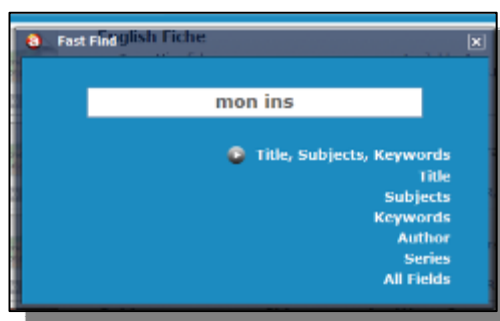
Spelling:

Access-it can offer spelling suggestions for misspelt words:



Abbreviations:

Access-It has approximate search functionality e.g. mon ins (for monumental inscriptions):

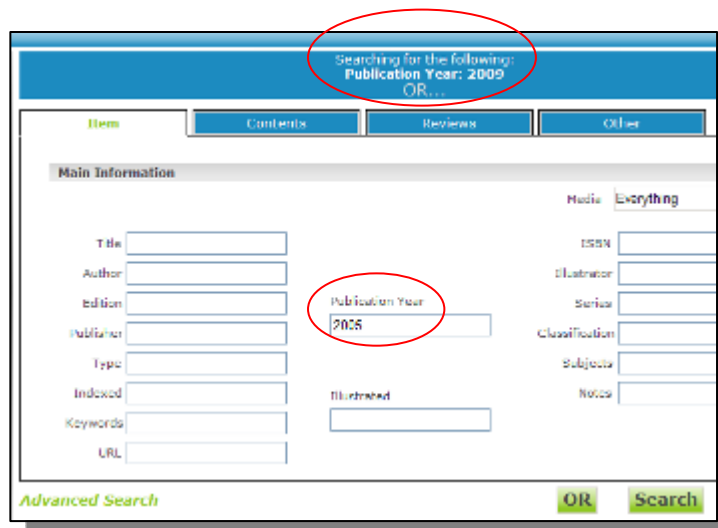


A list of items that match your search will be displayed:



Advanced Search:

The advanced search feature shows all the catalogued fields to search on.



'Or' searches:

Using the 'OR' button will allow searches of more than one criteria. Enter the first set of criteria and then a second. In this example a search is being done for all items published in 2009 or 2005.

Scroll down in this screen to read more about 'AND' searches and 'NOT' searches.

Note the 4 tabs across the top of the screen:

ITEM: Within advanced search you can search on most catalogued fields, as well as selecting a 'media' type to help narrow down your search.

CONTENTS: This is the contents page from a book and is searchable

REVIEWS: reviews written by members can be searched

OTHER: This tab contains the physical information about an item and is searchable

Visual Search

The visual search buttons are useful for searching by topic. For example, if you are looking for all New Zealand Cemetery records, click on New Zealand down the left hand side, then select the cemetery button from the right hand side. This will display a list of all the records available.



New Items:

Click on 'new items' and this will display a list of items accessioned in the last 30 days.

