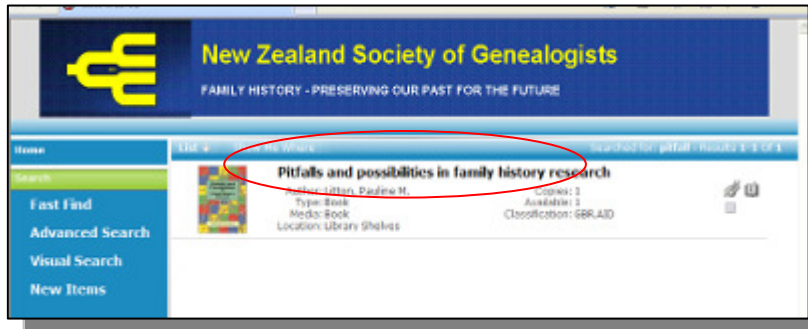


New Library System – Tutorial

Part 3 – Other Features

Going further into each record for more information:

Click on the title to take you to more details.



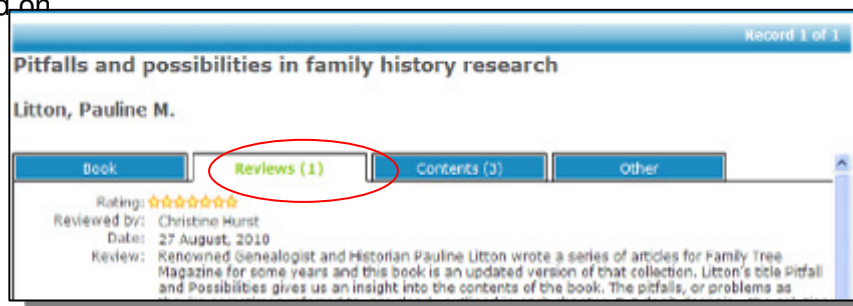
There are four tabs across the top containing more information:

Tab 1: This tells you more about the item and will be named as per the type of item it is e.g. periodical, book, resource, etc. In this example the tab is 'book'.

Note that in the first tab, there may be a URL. This is a 'live' link. A new window will open up that website.



Reviews: this is where you can read reviews written by other library users. To write reviews you must be logged on.



Contents: If a contents page, or index, has been catalogued it will show here.

Record 1 of 1

Pitfalls and possibilities in family history research

Litton, Pauline M.

Book Reviews (1) **Contents (3)** Other

Index: 1
Title: Introduction

Index	Title	By	Matches
1	Introduction		-
2	Possibilities		-
3	Census		-

Other: Further information about the item is shown here.

Pitfalls and possibilities in family history research

Litton, Pauline M.

Book Reviews (1) Contents (3) **Other**

Title: Pitfalls and possibilities in family history research
Uniform Title: -
Physical Description: xiii, 276 p. : ill. ; 25 cm.
No. of Pages: 276
Size: A4
Cover: Limp
Binding: Perfect

- Click on the forward and backward buttons at the bottom of the screen to move to the next or previous record.
- Click the bottom right corner X to close the window.



You do not need to be logged on to view all of the above.

Renewing:

From the borrowing details screen you can also manage renewing an item. Click on the word 'RENEW'. As long as no-one else has the item reserved, it will be automatically renewed for another three weeks.

Note: you can only renew an item once.

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Home Borrowing Details for Christine Hurst (024120) Logout

Search

Fast Find
Advanced Search
Visual Search
New Items

1 item on loan
2 items in loan history
1 item on reserve

Items on Loan (1) Borrowing History (2) Reserves (1) My Contact Details

 **Genealogy Guide to New Zealand** [Renew](#)

Date Issued: 26/06/2010
Date Due: 09/09/2010
Barcode: 10000015

Classification: NZ.AID
Type: Book

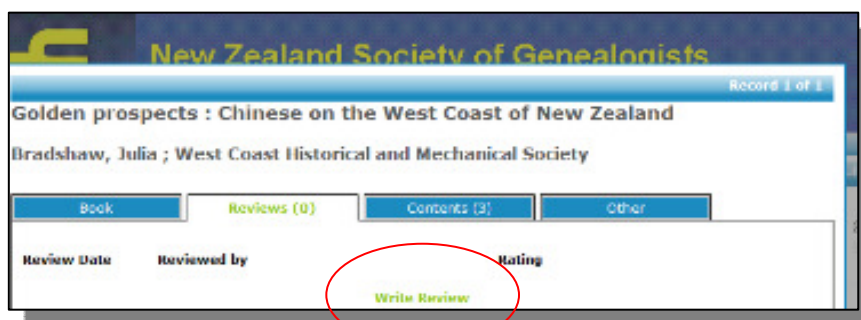
Reviewing:

Members can write reviews on any library item.

Search for the item and click into the title. The 2nd tab is the review screen. Click on the words "Write Review".

This is a great way to share your evaluation of a resource. If something was useful, easy to use and helpful please share that with others. If something wasn't very helpful, the source suspect or something else, please share that too.

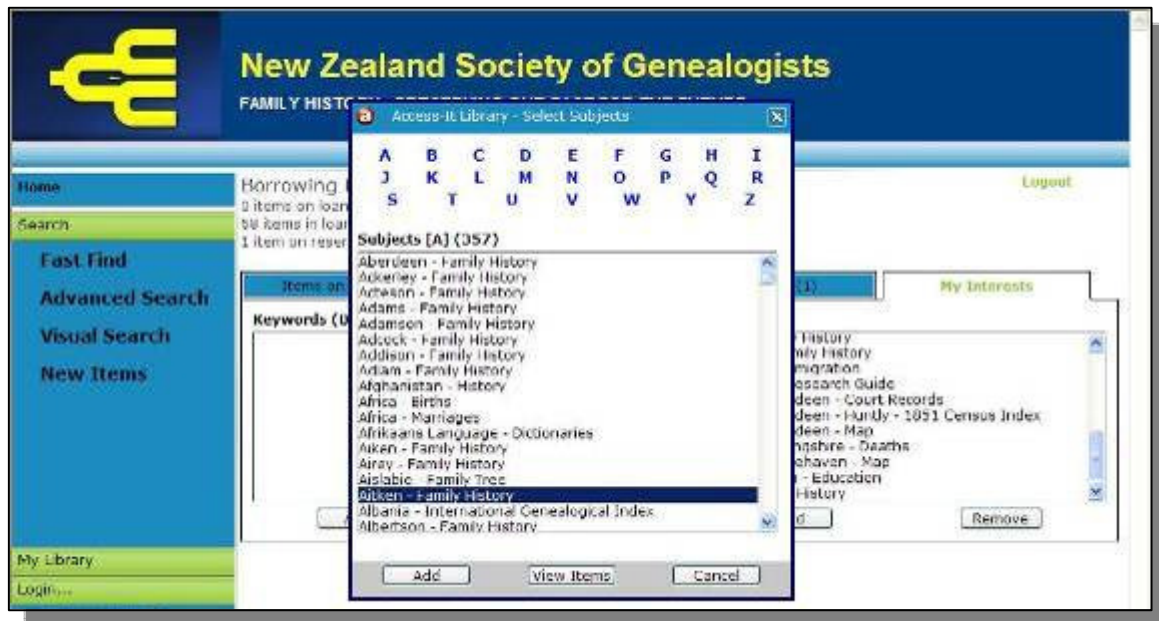
Please don't use offensive language. The Librarian will approve all reviews before they are made viewable by others.



My Interests:

In the *My Library* Menu, under *Borrowing Details* there is a tab called My Interest.

This is where members can register interests using either keywords or subject headings. When an item is accessioned using those keywords or subject headings, you will be notified by email that items of interest have arrived in the library.



1. Click on the My Interests tab
2. Under subjects, click on 'add'. This will bring up a list of subject headings using letters of the alphabet.
3. Click on a letter, for example if you are looking for Scotland click on S and a list of subjects starting with S will appear
4. Scroll up and down to find the subject heading of choice. Click once on that line.
5. Press 'Add'. A message box will appear asking if you want to add that subject. Click Yes

Hints:

- Keywords are very broad. If you are interested in marriage in Kent, England and added the word 'England' in the keyword field, you would be notified of all new items that use the word England in the keyword field and the topic range would be too broad.
- Subject headings are more specific, so if you are looking for England – Kent – Marriages, search for that subject heading and you will be notified of only items that use that subject heading
- You can add as many subject headings and keywords as you like
- You can remove them at any time
- You can select multiple subject headings at one time – click on a subject heading once, then change the letter and click on another and so forth. Click on 'View Items' to see all the subject headings you have clicked on and press 'Add'.

