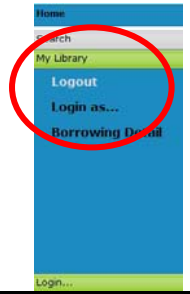


# Library Catalogue Tip Sheet



To get access to the library catalogue, go to the NZSG website [www.genealogy.org.nz](http://www.genealogy.org.nz) and click on 'Search the Library' at the top right-hand side.



**To log on:** Go to the 'My Library, Login as...' menu NOT the Login menu at the bottom

**To Search using Fast Find:**

- The default search is on *Title & Subject*, so type in either the title or subject & press enter
- To select title only click on title, subjects only click on subjects, and so on
- All Fields will search all the fields in the catalogue. Useful for names and unusual words e.g. Zimmerman, or Palmerston North. Tip: don't use this field for broad terms like England or New Zealand
- Tip: you can type in part sentences. e.g. typing in *monu inscr* using the title search will find all the monumental inscriptions (as well as any other title with those combination of letters)

**To use Advanced Search:**

- There are 4 tabs: Item, Contents, Reviews, Other
- 'Item' is useful to find items by publisher & publication year
- 'Contents' tab is used to search books with contents pages listed
- 'Reviews' tab is used to search items with reviews
- 'Other' tab is useful to search for the physical information about a book

**To Search Visual Search:** Use visual search to quickly find topics by country. Click on the country icon down the left hand side, then click on a topic icon

**New Items Search:** This will show all new items that have been added to the catalogue for the last 30 days

**To Borrow an Item:**

- Once you have narrowed down your search, put a tick in the little box on the right-hand side of the screen, for each item you wish to select.
- Hover mouse over the word 'List' & a dropdown menu will appear. Click on 'Request Items'

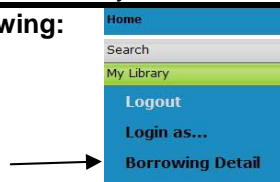


**To Reserve an Item:** Repeat as per above, but click on Reserve.

**To View Citations:** Repeat as per above, but click on View Citations. You can print the list, or copy & paste it into a word document or family history programme.

**Tip for working with Lists:** If you don't go ahead with reserving or requesting, to start a new search click on 'Clear My List' first to clear ticked boxes.

**To Manage your Borrowing:**



- Go to the 'My Library, Borrowing Details' menu
- There are 4 tabs: Items on Loan, borrowing History, reserves, My Interests
- 'Items on Loan' is used to renew items currently on loan. Click on the blue word 'renew' to extend loan for 3 weeks
- 'Borrowing History' is used to see what items you have borrowed in the past
- 'Reserves' will show any items on reserve for you & where you are in the queue. Tip: based on a 3-week lending period, you can work out when to expect it e.g. 4<sup>th</sup> in the queue: 4x3 = 12 weeks
- 'My Interests' tab: add keywords & subject headings that you are interested in & when an item is next added using those terms, you will be emailed

For full tutorials on how to use the library system, go to [https://www.genealogy.org.nz/Library\\_News\\_294.aspx](https://www.genealogy.org.nz/Library_News_294.aspx) or click on the link on the library catalogue front page.

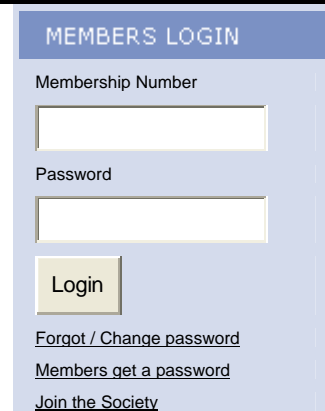
**Please turn over for information about the NZSG website, and getting a logon.**

The address of the NZSG website is:

[www.genealogy.org.nz](http://www.genealogy.org.nz)

## 1 IF YOU HAVE NEVER HAD A PASSWORD

- Go to the home page of [www.genealogy.org.nz](http://www.genealogy.org.nz)
- Ignore both white boxes for Membership Number and Password at this stage and the Login button
- **Click on the middle link beneath the Login button:**
- **“Members get a password”**  
[Members get a password](#)
- Follow the instructions to register for a password
- Check your email box (including spam box) for a response
- Keep your password safe as you are the only person who knows it



MEMBERS LOGIN

Membership Number

Password


Login

[Forgot / Change password](#)

[Members get a password](#)

[Join the Society](#)

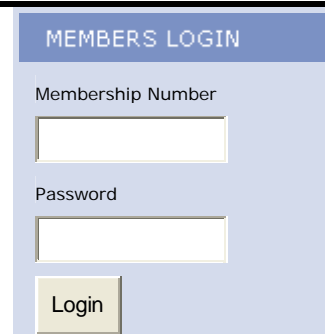
Fig 1

- If you have previously registered and received a password, you will see a bright yellow box with this message 
- Reset your password by following the instructions in note 3 below

Initial registration has already been completed. Please check you email for your password or contact the NZSG.

## 2 TO LOGIN TO THE MEMBERS' AREA OF THE WEBSITE

- Enter your membership number
- Enter your password and click the Login button
- Didn't work? Recheck that you have typed the correct membership number
- If it is still not working please reset your password by following the instructions in 3 below



MEMBERS LOGIN

Membership Number

Password

Login

## 3 TO RESET YOUR PASSWORD IF YOU WANT TO CHANGE IT, CAN'T REMEMBER IF YOU EVER HAD A PASSWORD, OR HAVE FORGOTTEN WHAT IT WAS

- Some members find the old system-generated password difficult to use and remember (note: these are no longer used – you set your own password)
- You can change your password at any time by clicking on the 'Forgot/Change Password' link – see location of link on Fig 1 above
- Please note that the email address you enter on the NZSG website, for security reasons, must match that on your membership record
- If your email address has changed, please email the new address to [membership@genealogy.org.nz](mailto:membership@genealogy.org.nz) – for security reasons members cannot change their email address on the website
- Passwords are generated by members and known only to the members

[Forgot / Change password](#)

For further assistance email either [webmaster@genealogy.org.nz](mailto:webmaster@genealogy.org.nz) or [membership@genealogy.org.nz](mailto:membership@genealogy.org.nz)