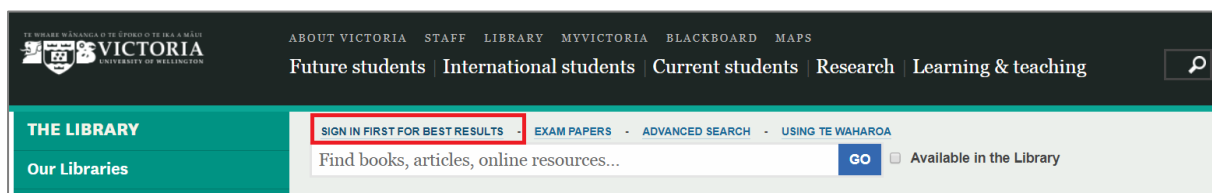


Welcome to [Te Waharoa Online Help](#). This guide contains an overview on how to use the library search tool to find the resources you need.

- [Sign in](#)
- [Everything Search](#)
- [Advanced Search](#)
- [Browse Search](#)
- [Results Display](#)
- [My Favourites](#)
- [My Account](#)
- [Databases A-Z](#)
- [Subject Guides](#)
- [Ejournals A-Z](#)

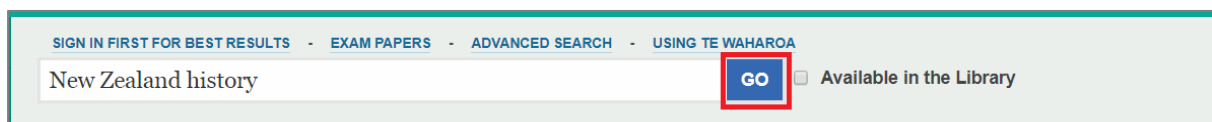
Sign in

Before you start searching, sign in to Te Waharoa to locate comprehensive results and access a variety of features.

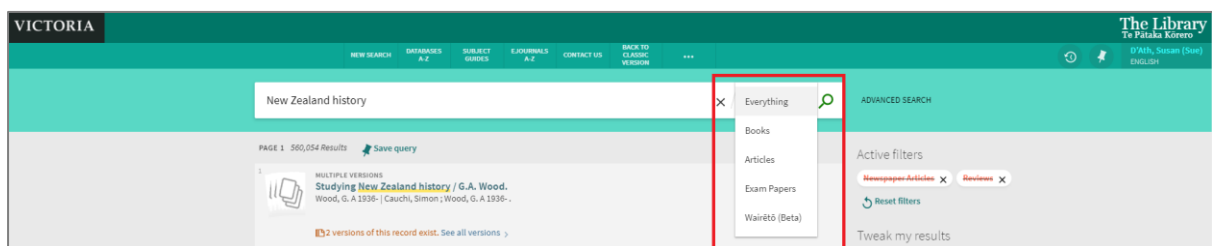


Everything Search

Searching is easy in Te Waharoa. Just type one or more words into the search box then click the **Go** button.



At the results screen you can do more searches and also limit by resource type (books, articles, exam papers) or limit your search to Wairētō, our digital archive.



Searching for a Phrase

To search for a phrase, type quotation marks around the words. This will find the exact words you have typed in your search, in that order.



Searching for alternative words (synonyms)

You can search for items that contain at least one of the words or phrases you have typed in the search box. This is useful when searching for synonyms. To do this, type **OR** (in CAPS) between the words or phrases.

teenager OR adolescent OR youth

Excluding Words or Phrases

You can exclude items that contain specific words or phrases. To do this, type **NOT** (in CAPS) and then type the word or phrase that you would like to exclude.

irish NOT celtic

Searching for different word endings

Enter an asterisk (*) to retrieve different word endings based on the word stem. This is useful for retrieving both singular and plural forms of words.

For example, type **cultur*** to search for records that contain words that begin with the stem **cultur**, such as culture, cultural, and culturally.

Searching for different spellings of a word

Enter a question mark (?) to replace any single character within a word.

For example, type **wom?n** to search for **woman** OR **women**.

Grouping keywords

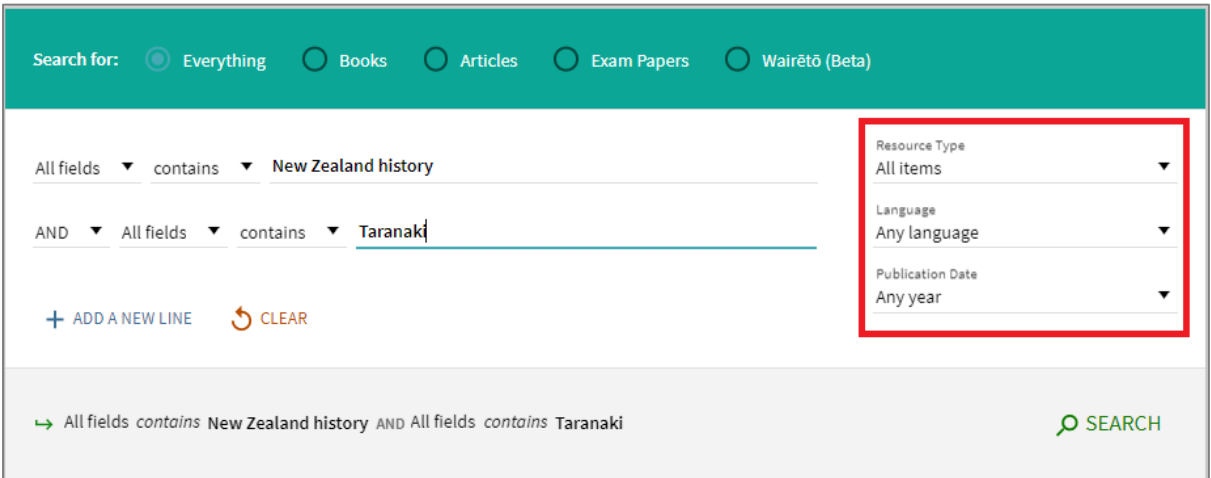
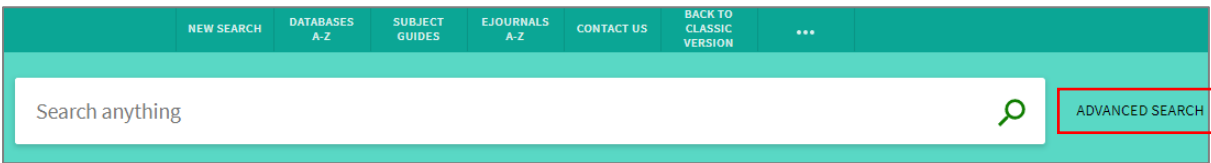
You can use brackets to group keywords. For example, to search for Shakespeare and either tragedy or sonnet, type the following in the search box.

shakespeare (tragedy OR sonnet)

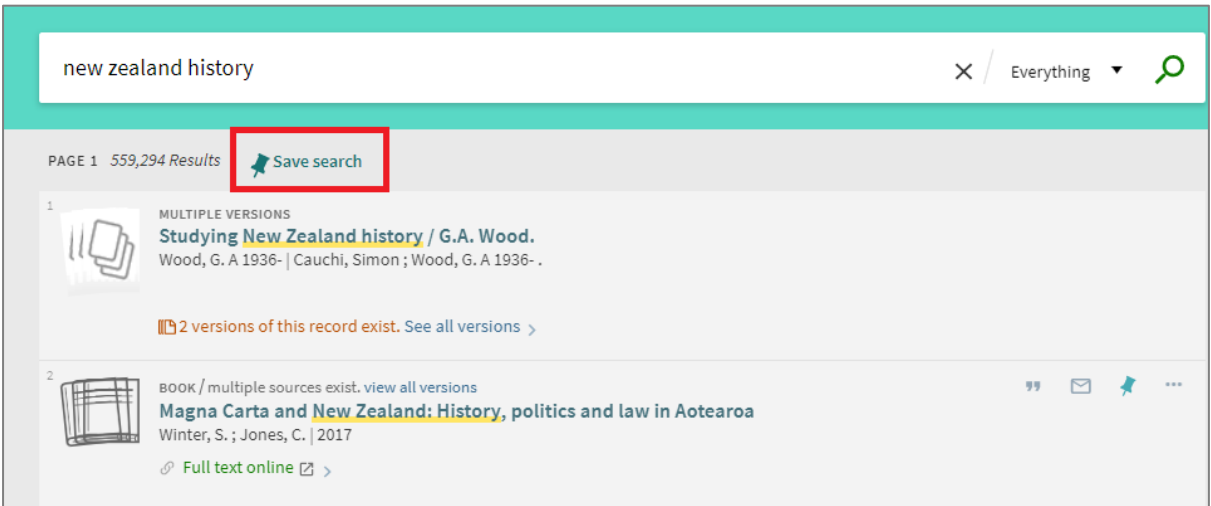
Note: **AND** searching is automatic. The above search is the same as Shakespeare **AND** (tragedy OR sonnet).

Advanced Search

Advanced Search allows you to search using a phrase or a combination of words appearing in specific fields such as the title or author field. You can also limit your results to Resource Type, Language or Publication Date.



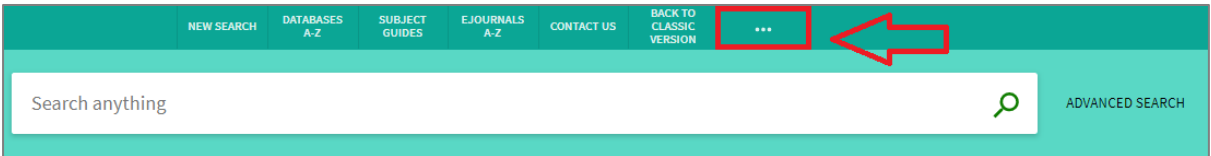
To save a search, Click on the Save search icon at the top of the results screen.



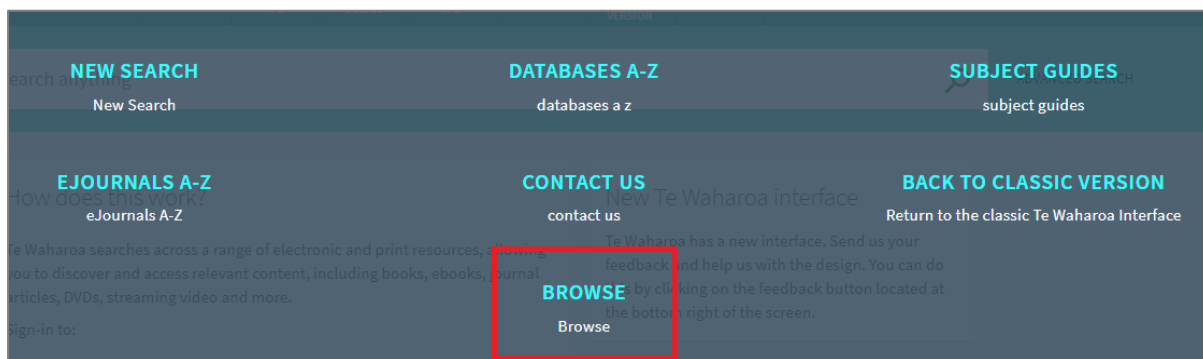
Browse Search

Browse search allows you to find library items using subject, author, title or call number. It displays a list of results beginning with your search term.

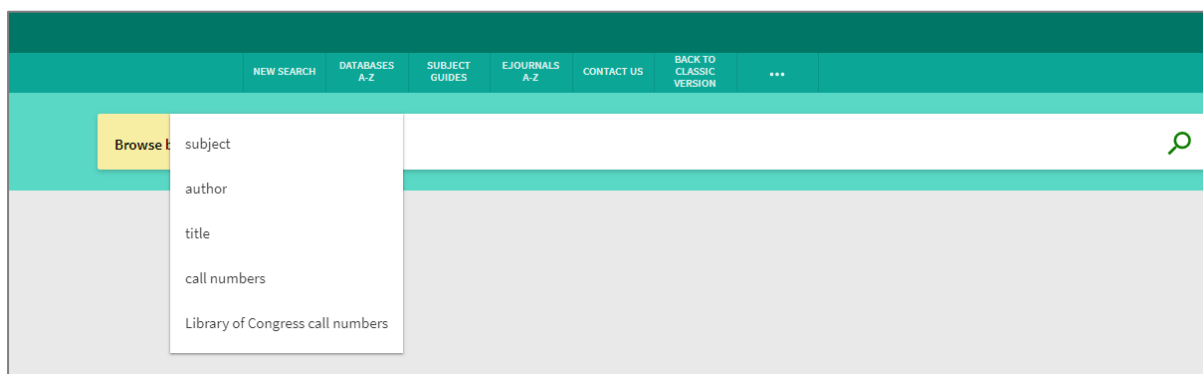
To view the Browse option click on the Show More (...) tab



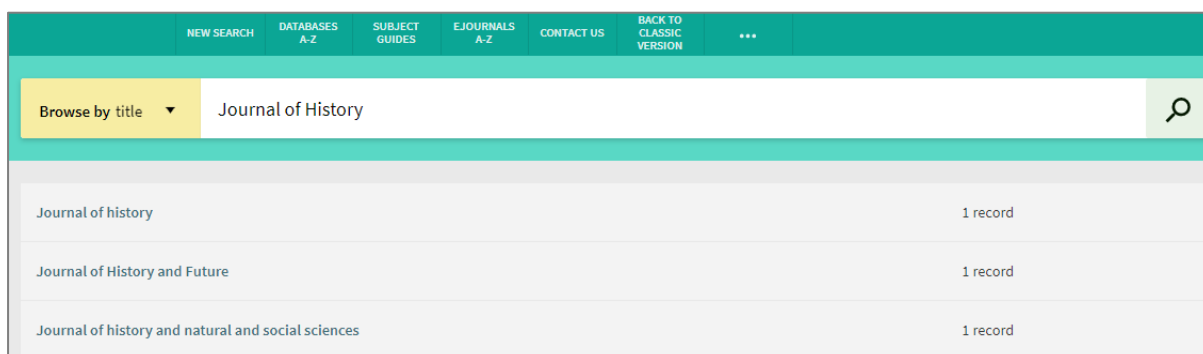
Select **BROWSE**



Click on the drop down menu and select a heading to view the matching records.



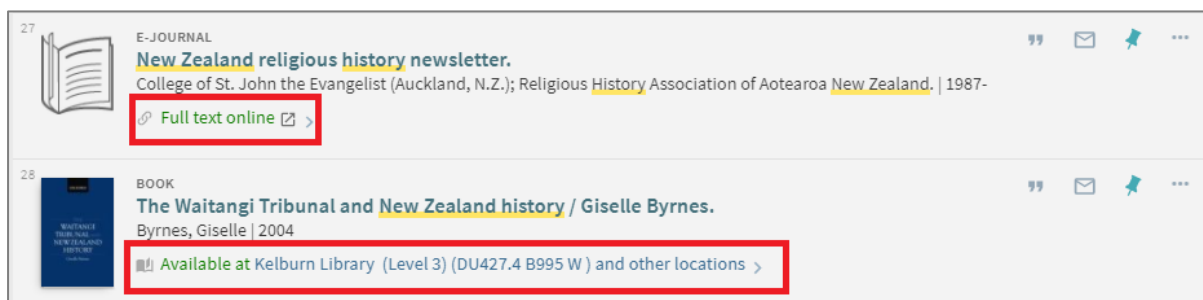
For example this is a Browse list of journal titles beginning with the words *Journal of History*






Results Display



All results matching your search are displayed, showing author, title, resource type, date and location (including full text). Click on the title to view full details.

To view the full text click on the **full text online** link. If an item is available in print the record will show the physical library location.















27  E-JOURNAL
New Zealand religious history newsletter.
 College of St. John the Evangelist (Auckland, N.Z.); Religious [History](#) Association of Aotearoa [New Zealand](#). | 1987-
[Full text online](#) >

28  BOOK
The Waitangi Tribunal and [New Zealand history](#) / Giselle Byrnes.
 Byrnes, Giselle | 2004
 Available at Kelburn Library (Level 3) (DU427.4 B995 W) and other locations >



29  MULTIPLE VERSIONS
A dark chapter from [New Zealand history](#) / by a Poverty Bay survivor.
 Hawthorne, James
 2 versions of this record exist. [See all versions](#) >

Use the icons to:

	Display citation in 1 of 5 referencing styles
	Email a record to yourself
	Keep the item (save to My Favorites)
	Click the dots for more options
	 ENDNOTE/RIS  REFWORKS  ENDNOTE ONLIN  EASYBIB  CITATION  PERMALINK  PRINT  E-MAIL

Multiple Versions

To view multiple versions of an item (e.g. different editions) click the title to view all options. Click on each title to view full details.

9  MULTIPLE VERSIONS
A dark chapter from [New Zealand history](#) / by a Poverty Bay survivor.
 Hawthorne, James fl. 1868-1869.
 2 versions of this record exist. [See all versions](#) >

Full record

The full record lists all information about an item, including availability (Get It) and options to print, email or export to referencing software (Send to).

Note:

- You need to sign in to request items.
- Click on the pin icon to save a record,

BOOK
Today in New Zealand history / Neill Atkinson, David Green, Gareth Phipps and Steve Watters.
 Atkinson, Neill | Green, David ; Phipps, Gareth ; Watters, Steve; [New Zealand](#). Ministry for Culture and Heritage.; Alexander Turnbull Library. | 2017
 ISBN 978177593003 (hardback); ;ISBN 177593002 (hardback)
 Available at [Kelburn Library \(Level 3\) \(DU420 T6339 2017\)](#) >

TOP
 GET IT
 DETAILS
 BROWSE SHELF
 SEND TO

Get It

Sign-in for more options [Sign in](#)

REQUEST OPTIONS:

Kelburn Library (Level 3) DU420 T6339 2017
[Hide Details](#)

(1 copy, 1 available, 0 requests)

1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS
37212020038251	Book	Please log in for Availability		Item in place

Browse Shelf

Browse shelf displays the covers of physical items available in the library collection such as books and audio-visual resources.

Browse Shelf

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 ted

 iters from ...

 Campbell

 biology / by

 Jane B. Reece,

 Lisa A. Urry,

 Michael L. ...

 2011

 Campbell

 biology / Jane

 B. Reece

 (Berkeley,

 California) ...

 2015

 Campbell

 biology / Lisa

 A. Urry,

 Michael L.

 Cain, Steven A. ...

 2017

 Campbell

 biology

 Australia and

 New Zealand

 Edition / Lisa ...

 2017

 Biology /

 Helena Curtis,

 N. Sue Barnes. ...

 c1989

 >

My Favorites

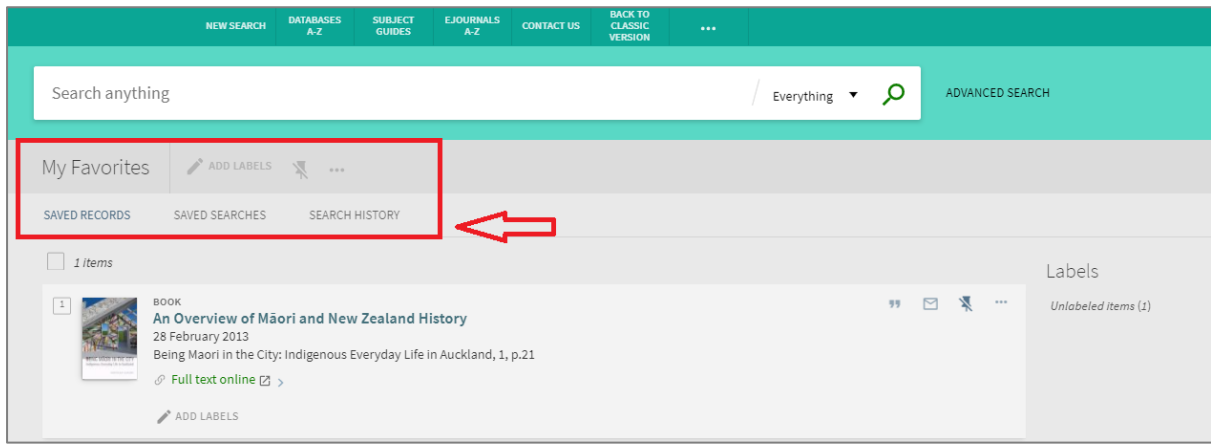
Click on the pin beside your name to go to My Favorites.

NEW SEARCH DATABASES A-Z SUBJECT GUIDES EJOURNALS A-Z CONTACT US BACK TO CLASSIC VERSION ... **Smith, Simon** ENGLISH

In My Favorites you can:

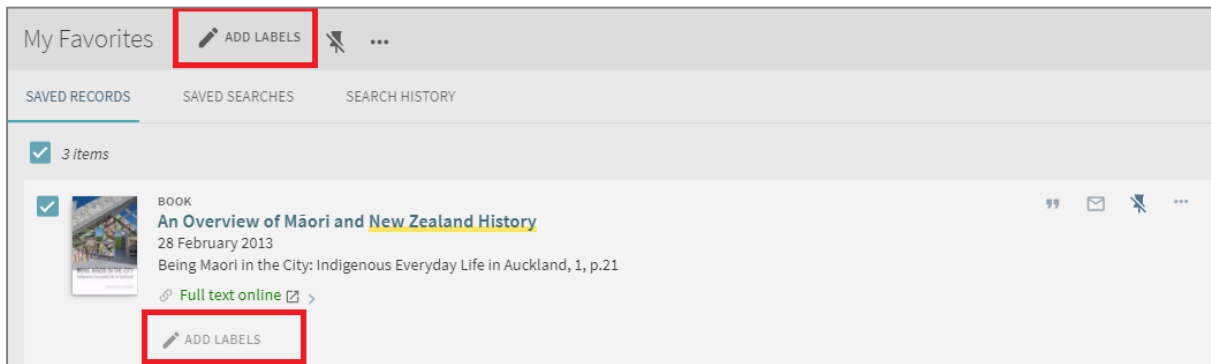
1. Save records and add labels to your saved records
2. Save searches to rerun the search and/or set up alerts or RSS feeds.

View your search history from the current session.



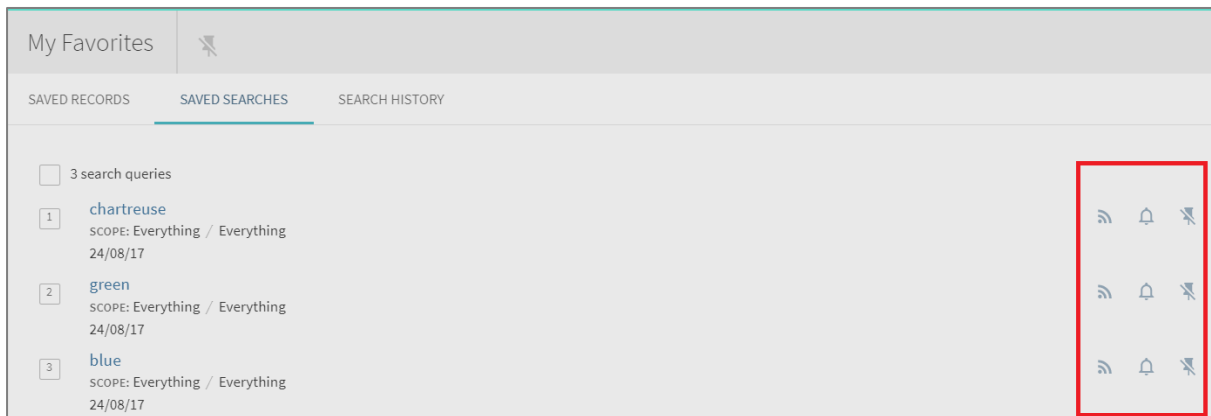
Saved records

You can add personalised labels to saved records.



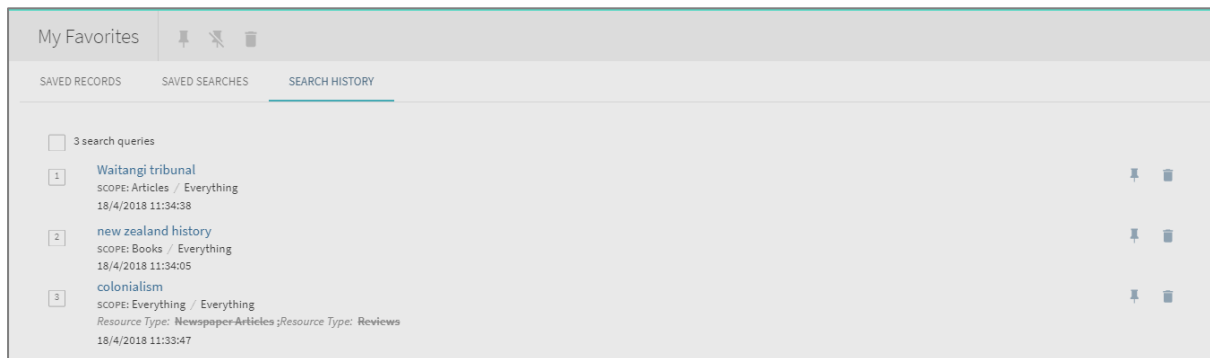
Saved searches

You can set up an alert to rerun a saved search, or set up an RSS feed.



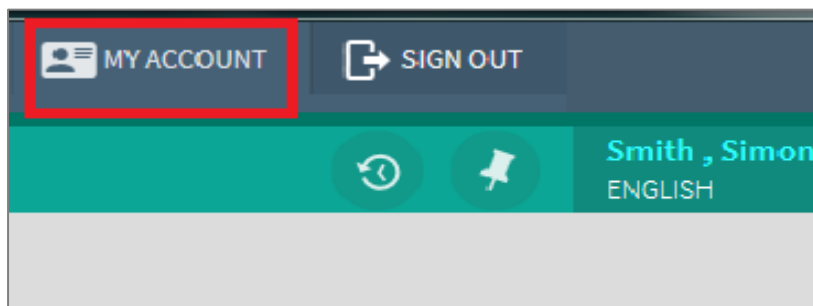
Search History

This temporary folder lists all of the search queries you've performed in the current session.



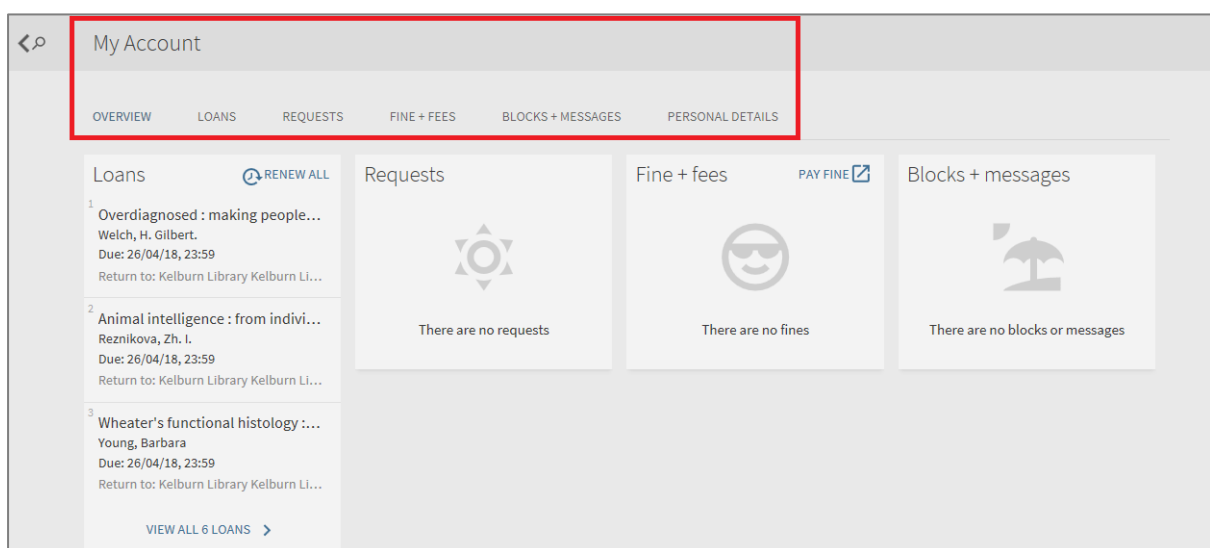
My Account

Sign in to Te Waharoa to view your My Account.



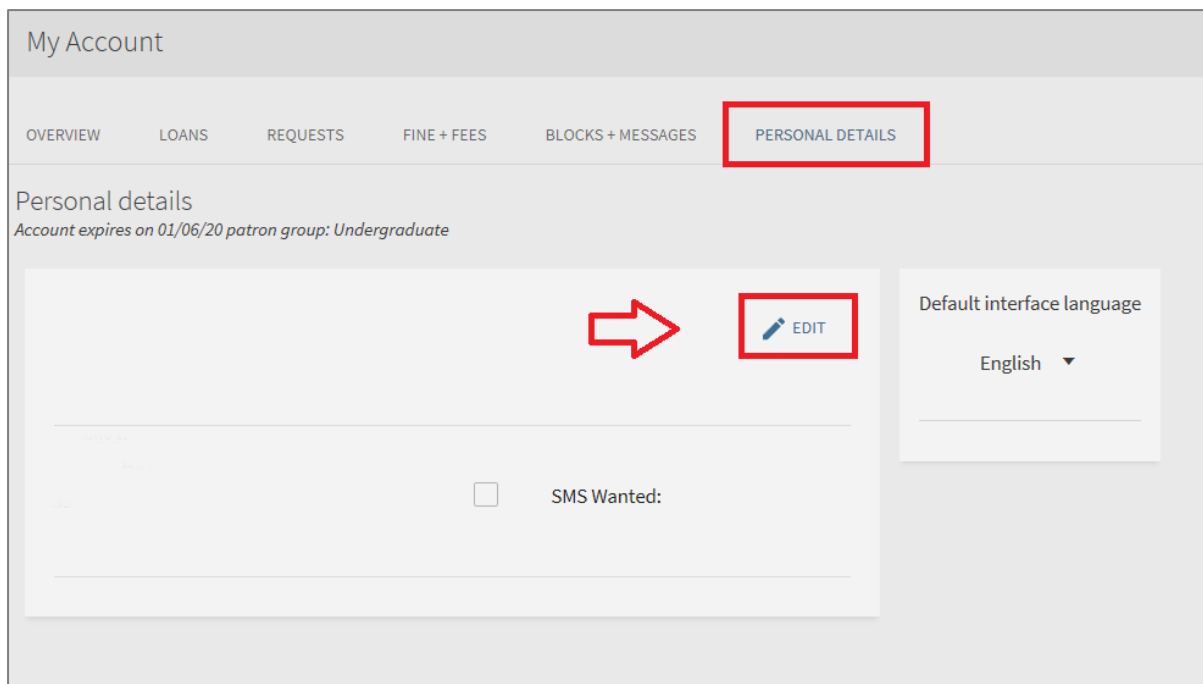
In My Account you can view:

- Loans – current items on loan and due dates.
- Requests – manage items you have requested.
- Fines + fees – outstanding amounts due and the ability to pay fines.
- Blocks and messages – messages from the Library about your account.
- Personal Details



Personal Details

Click on personal details and then **EDIT** to add your mobile number if you wish to receive text message alerts from the library.



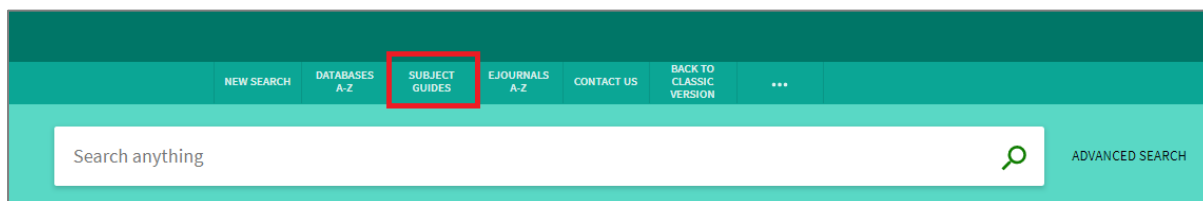
Databases A-Z

Use Databases A-Z to search for specific databases. You can browse by title or subject.



Subject Guides

Subject Guides help you find resources specific to a particular subject.



Ejournals A-Z

Ejournals A-Z helps you find an journal or browse a list of journals.

