

How do I reserve a Library item?

- From the results of your search choose an item to reserve by clicking on ***Request this item***. This will link to another page where the heading ***Place hold*** displays. Click this.
- Enter your Library card number (e.g. B12345678) and PIN number. Change the pickup location if desired. There is also an option here to suspend the hold if you will be away on holiday or know you will be absent for a period of time.
- Click on ***Place hold***. To check the Holds (or reserves) on your account, click ***My Account***, then ***Review my Account***.

How do I find out where I am in the queue for a title I have reserved?

- Click on ***My Account*** tab on the upper left of the ***catalogue page***. Click on ***Review my Account***. Enter all the numbers of your Library card plus your PIN number.
- Click ***display user information***. Click ***Holds*** and a list of your current holds appears showing your position in the queue for each item. You will not see a position if the item is on order.

How do I find out what I have out on loan, and when those items are due back?

- Click on the ***My Account*** tab on the upper left of the ***catalogue page***. Click on ***Review my Account***. Enter all the numbers of your Library card plus your PIN number.
- To display the items you have on loan, click on ***Checkouts***. The due date will be listed beside the item.
- To renew your items click on ***Renew my Materials*** and select individual items or ALL. Once selection is complete click on ***Renew Selected Items***.

Library staff are available to assist you with your information queries and to guide you through the process.

Simply ask.

You can also make an appointment for some one-on-one training by contacting The library in Westport 03 7888030 or Reefton 03 7328821.

www.bullerdc.govt.nz/library

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Users Guide to the Buller District Library Catalogue

Our new **Kōtui** Library Discovery System now searches across the Library's collection and online databases, eg Encyclopedia Britannica, Gale Health & Wellness Centre, and Books & Authors. As well as being able to locate and request Library titles and ebooks, this will give you access to thousands of full text articles and media from journals and resources all over the world that can be saved, sent or cited.

Access our Catalogue in the Library or by going to

<http://buller.kotui.org.nz>

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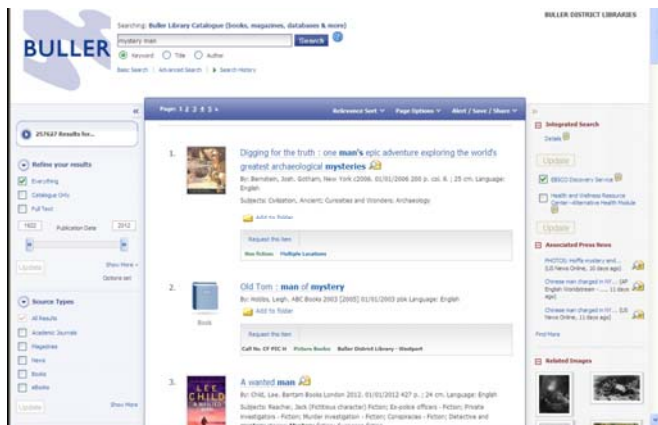
<http://buller.kotui.org.nz>

Enter your search terms in the search box, select **KEYWORD**, **TITLE** or **AUTHOR** if required. Click **Search**.

You will be taken to the results screen, which will give a list of results, as well as options to refine your search and related items.




On your **Result List** you will see a box below each record giving you




information about where the item is in the Library.

- If the item is available, you will see the shelf location (call number), the collection and the Library Branch (eg Westport)
- If the item is on loan, the words **On loan** replace the collection. You can **Request this item** (click on the blue link)
- If there is more than one copy of the title, you will either see **On loan - Multiple Locations** or **Check availability - Multiple Locations**
- If the item is a database resource it will have a link to an HTML or PDF document that can be read online or saved to a USB drive or your computer

 [Click for Full Text from Gale General One File](#)

 [HTML Full Text](#)

 [PDF Full Text \(277KB\)](#)

For more information about where these titles are, or when they are due back, click on **Multiple Locations** or on the title of the item to see the full record and holdings information.

Searching Tips

- To limit your results to items the Library physically holds you can **Refine your results** by selecting **Catalogue Only** on the left hand side of your results screen.
- To sort your result list by date, change the **Relevance Sort** option on the blue bar above your result list, to **Date Descending**. You will then see the newest titles at the top of the list.
- You can also limit your results by publication date, material type (audio, video, books) and popular keyword headings on the right hand side of your screen. To search specifically for DVDs and CDs, use the term DVD or CD in the initial search.

Just some of the databases we subscribe to that you can access:

Biography in Context

Books & Authors

Encyclopedia Britannica

Grove Art Online

Grove Music Online

Health & Wellness Resource Centre

Opposing Viewpoints in Context

Science in Context

Student Resources in Context

World Book