

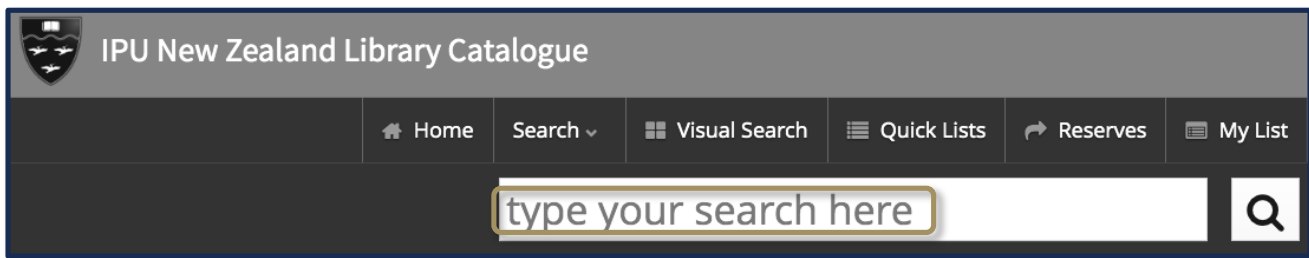
# SEARCHING THE LIBRARY CATALOGUE

To find things using the **library catalogue** (books, DVDs, journals), click on the **Search the catalogue** link on the Library website library.ipu.ac.nz:

## In the library you can:

- Search the catalogue - borrow books, DVDs & journals
- Access electronic materials (databases and ebooks)
- Use a computer

Then enter your search words into the search box:



IPU New Zealand Library Catalogue

Home Search Visual Search Quick Lists Reserves My List

type your search here

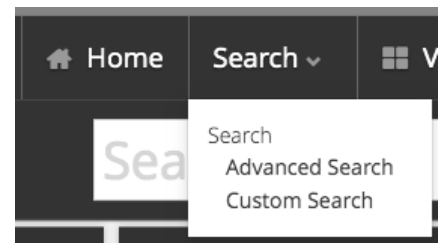
To find items on a topic, type **Keywords** and **Enter**

international relations

To find specific items, type the **Title** and **Enter**

to the lighthouse

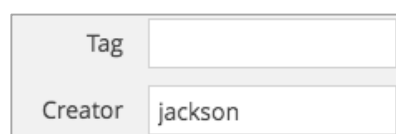
To be more specific with your search you might like to use the **Advanced Search**. To get to the Advanced Search, click on the drop down arrow next to Search and choose Advanced Search.



Home Search Visual Search

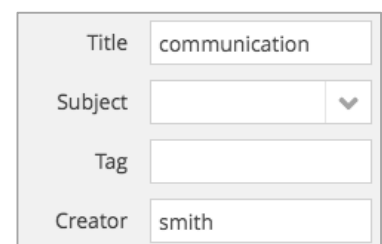
Search  
Advanced Search  
Custom Search

From within the Advanced Search, you can search for an author (**creator**), or you can combine a keyword (**title**) and author (**creator**) if you're looking for a specific book.



Tag

Creator jackson



Title communication

Subject

Tag

Creator smith

## FINDING IT ON THE SHELF

Once you have found something you like the look of, you will need to find it on the shelf.

IPU New Zealand Library Catalogue

Search [input] Search ▾ Home Visual Search Quick Lists Reserves My List Print

Collapse sidebar

View [grid icons]

Sort results by

Filter results by

One Search

writing research papers

eBook Academic [EBSCOhost]

Te Ara

DigitalNZ

EBSCO (HTTP Referring URL)

English for writing research papers  
Author: Wallwork, Adrian. Year: 2011  
Copies: 1  
Classification: 808.066 WAL  
Type: nonfiction  
Book Non-Fiction Collection

**Longman academic writing series level 5 : essays to research papers**  
Author: Meyers, Alan. Series: Always learning Year: 2014  
Copies: 1  
Classification: INF 428.24 MEY  
Type: introductory nonfiction  
Book Introductory Non-Fiction Collection

Writing research papers : from essay to research paper [student book]  
Author: Zemach, Dorothy E.; Broudy, D. Year: 2011  
Copies: 2

Longman Academic Writing Series

**Longman academic writing series level 5 : essays to research papers**

Author: Meyers, Alan. Series: Always learning Year: 2014  
Copies: 1  
Classification: INF 428.24 MEY  
Type: introductory nonfiction  
Book Introductory Non-Fiction Collection

1. Check for a **green number 1** which means a copy is on the shelf. If you see a red zero then no copies are currently available and you will need to reserve it.
2. Look for the **Collection** the item belongs to, for example, Introductory Non-Fiction, Movies, Fiction. Go to the shelves that hold this collection.
3. The **Classification** tells you where to find the item on the shelf.

## ASKING FOR HELP

If you're unsure of anything then please ask at the Information Desk in the library for help.

Email: [library@ipu.ac.nz](mailto:library@ipu.ac.nz)

Phone: 06 354 0922 ext. 855

The library's opening hours can be found on the library website.

Nov 2019