

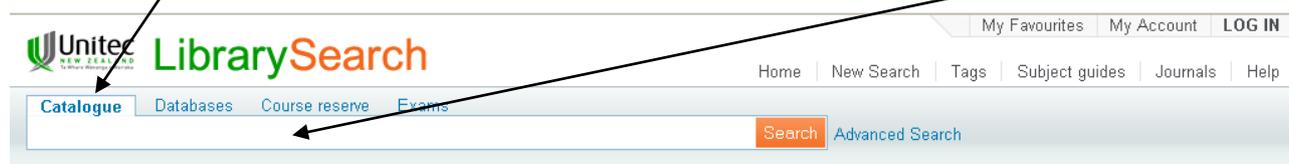
# Guide to searching the Library Catalogue

The Library Catalogue allows you to search for books, DVDs and journal titles held by the four libraries at Unitec. You can also search for journal articles by selecting the **Databases** tab.

You can access the Library Catalogue from any computer with Internet access. You can choose between the Simple Search and Advanced Search options. In this guide we will be focusing on Simple Search.

## How do I find material on a particular subject?

With the **Catalogue** tab selected type the keywords that you want to search for in the **search box**.



### Log in to :

- > Search across sets of **Databases** and access fulltext articles
- > **Renew** or **Request** an item
- > Add items to **my Favourites**
- > Add **tags** or **reviews**

[Click here to log in](#)

You can enter as many keywords as you like, e.g. *financial report*. Then your search will look for records that contain all your keywords.

Entering "*financial report*" with the words in speech marks will look for the words as a phrase.

To look for a word that has a number of different endings put an asterisk \* at the end of the root e.g. *comput\** will search for the words  
computer  
computers  
computing

Click on **Search**.

The Catalogue will display a list of records that contain the keywords you have entered.

The record for a book displays with a **call number** that tells you where to find the book on the shelf. It also tells you **which library** the book is held at. (If a book is held at more than one library you will have to click on **Locations** first).

Mt Albert Main Library (89)  
Waitakere (5)  
Online (3)

**Subject**  
Financial statements (22)  
Accounting (19)  
Corporation reports (12)



Click on the **Details** link to see more information about the book.

**Title:** How to read a **financial report** : wringing vital signs out of the numbers / John A. Tracy.  
**Publisher:** New York : Wiley  
**Date:** c1999  
**Edition:** 5th ed.  
**Author:** John A. Tracy  
**Subjects:** **Financial statements**  
**Description:** "If you're someone who works with **financial** reports or needs to understand them - but have neither the time nor the need for an indepth knowledge of accounting - this book will help you cut through the maze of accounting information to find out what those numbers really mean. It steers you quickly and painlessly through the basic accounting concepts and line-by-line explanations of the basic **financial** statement. Complete with a visual guide that leads you through the intricacies of **financial** reporting, How to Read a **Financial Report** shows you how the three essential parts of every **financial report** - the balance sheet, the income statement, and the cash flow statement - fit together and what it all means to you and your company."--BOOK JACKET.  
**Type:** Book  
**Format:** 184 p. : ill. ; 18 x 26 cm.  
**Language:** English  
**Notes:** Includes index.  
**Table of Contents:** 1. Starting with Cash Flows  
2. Introducing the Balance Sheet and Income Statement  
3. Profit Isn't Everything  
4. Sales Revenue and Accounts Receivable  
5. Cost of Goods Sold Expense and Inventory  
6. Inventory and Accounts Payable

The details include the bibliographic details that you need if you want to write a reference, and the subject term(s) which have been assigned to the book. You can click on the subject terms to find more books on that subject. In this example the details also include a description of the book and its table of contents.

### How do I find a book when I know the title?

Type first few words of the title of the book into the search box. Usually the book you want will appear at the top of the results list. If necessary you can click on the **Sorted by** menu and select **Title**.

The screenshot shows the Unitec LibrarySearch interface. At the top, there are navigation links for 'My Favourites', 'My Account', and 'LOG IN'. Below that are 'Home', 'New Search', 'Tags', 'Subject guides', 'Journals', and 'Help'. A search bar contains the text 'how to read a financial report' with a 'Search' button and a link to 'Advanced Search'. On the left, there are filters for 'Narrow My Results' under 'Format', 'Library', 'Subject', and 'Date'. The main results area shows '8 Results for Library catalogue' sorted by 'Relevance'. The first result is 'How to Read a Financial Report : Wringing Vital Signs Out of the Numbers' by John A. Tracy, 2009, available online. The second result is 'How to read a financial report : wringing vital signs out of the numbers / John A. Tracy.' by John A. Tracy (John Alvin), 2004, available at Mt Albert Main Library. The third result is 'How to read a financial report Wringing cash flow and other vital signs out of the numbers' by John A. Tracy, c1989, available at Mt Albert Main Library. A dropdown menu is open over the 'Sorted by' field, showing options: Relevance, Date-newest, Popularity, Title, and Author. An arrow points from the text 'Usually the book you want will appear at the top of the results list' to the first result. Another arrow points from the text 'If necessary you can click on the Sorted by menu and select Title.' to the 'Title' option in the dropdown menu.

## How do I find a book when I know the author?

Enter the author's name and click on **Search**. Select the author you want from the **Author** menu on the left.

After 2004 (46)

Resource Type  
Books (69)  
Audio/Video/DVD (4)

Author  
Tracy, J (7)  
Tracy, B (3)  
Tracy, T (3)  
Barr, T (3)  
Sayette, M (2)  
Show 15 more ▾

Collection  
General lending collection (44)  
e-Books (31)

**Anxiety disorders in children and adolescents / edited by Tracy L. Morris, John S. March.**  
Book  
Tracy L Morris; John S. March MD.  
c2004  
Available Online - click the View Online link below  
View Online Locations Details Reviews & tags

**Bread and flour**  
Book  
John Monro ; Virginia J Humphrey-Taylor; B.A Burlingame New Zealand Flour Millers Association New Zealand Association of Bakers.; Tracy A., 1961- Williams; New Zealand Institute for Crop & Food Research Limited.  
1994  
Available at Mt Albert Main Library 613.2 MON  
Request Locations Details Reviews & tags

**Break Down Your Money : How to Get Beyond the Noise to Profit in the Markets.**  
Book  
Tracy Pymes ; Liz Claman

## How do I recall a book?

First you need to log in by clicking on the link at the top right of your screen.

Unitec NEW ZEALAND  
LibrarySearch

Home | New Search | Tags | Subject guides | Journals | Help

My Favourites | My Account | **LOG IN**

Catalogue | Databases | Course reserve | Exams

financial report   [Advanced Search](#)

Enter your Unitec computer username and password. Then find the book that you want and click on **Request**. Select which library you want to collect the book from by clicking on the **Pickup Location** menu. Then click on the **Request** button.

**Financial valuation : applications and models / James R. Hitchner.**  
Book  
James R. Hitchner  
c2008  
Not currently available - see Locations for details

Request Locations Details Reviews & tags

Recall

Select copy: Any Copy

\* Pickup Location: \*Main Library Mt Albert

Not needed after: 20/08/10

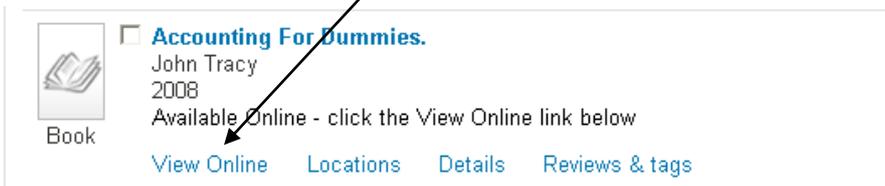
TO RECALL AN ITEM (from another user):  
1. Select a copy.  
2. Select pickup location.  
3. Select date after which item not needed.  
4. Click Request.

[View all locations.](#)

When the book is available you will be informed by email. You can also check for this information by clicking on **My Account** at the top of the screen.

## How do I Read Electronic Books?

Many of the books that you find on the Unitec Library catalogue are not available in print, but can be read online. These books do not have call numbers. The record says **Available Online** instead. To read the book, click on **View Online**, enter your username and password if required, and follow the links.



## How do I search for Course Reserve items?

Select the **Course reserve** tab.



You can search for your lecturer's name, course name or course number. Or try searching using keywords. Course numbers and lecturers' names appear in the **Course Reserves** menu on the left of the results screen.

