

# LibrarySearch Quick Guide

The screenshot shows the Unitec LibrarySearch homepage with a search bar containing "New Zealand road code". The search results are displayed for the "Library catalogue" and are sorted by "Relevance". The results list several books related to New Zealand road rules and codes. Callout boxes provide instructions on how to use various features of the interface.

**To search for indexed articles fast** (points to Articles-Express)

**To search for course related books** (points to Course reading)

**To search for exam papers** (points to Exams)

**To start a new search** (points to New Search)

**Subject guides are customised subject-based guides to information resources** (points to Subject Guides)

**To display items you have checked out, your fines and requests** (points to My Account)

**To LOG IN, click here and enter your Unitec username and password** (points to LOG IN)

**To search the library catalogue** (points to Catalogue)

**To narrow your results by clicking on the appropriate link on this left** (points to Refine My Results)

**This item is available online. Click here to access it** (points to Online access)

**Check this box to save the title in My Favourites** (points to Like button)

**To see if this title is available and where it is located** (points to Available at Mt Albert, Main Library - Ask at Desk)

**Click Details to see more detailed information about this title, including Table of Contents** (points to Details link)

**To virtually browse the bookshelf to find more similar books** (points to Virtual Browse link)

**Use this call number to find this book in library** (points to 343.0946 OFF)

**To access your Moodle account** (points to Moodle link)

**To switch to advanced search function** (points to Advanced Search link)

**Click here to change the order in which the results are** (points to Sorted by: Relevance dropdown)

**More than one version of this title exists. Click here to see the different versions.** (points to Multiple Versions link)

**To locate the actual item found in your search**

To request this item  
NOTE: You must **LOG IN** first

Location of the book

Organizational communication in an age of globalization : issues, reflections, practices  
George Cheney  
c2011 : Null : Williams, Jocelyn : Organisational Communication : COMM 8171  
Available at Mt Albert, Main Library - Ask at Desk (2 hour loan) (658.45 CHE)

Find in Library Details Virtual Browse

Request Options: Request |

Location Main Mt Albert, Main Library - Ask at Desk (2 hour loan) 658.45 CHE

Use this call number to find the book on library shelves

Click **Actions** to fetch the listed function

Barcode	Item Type	Policy	Description	Status
C03320874	Book	2 Hours Loan		Item in place

Policy indicates how long you can borrow this item for

Status of this item. Note: You can only borrow the item when the status is **"Item in place"**

To open this item in a new window

- Add to e-Shelf
- E-mail
- Print
- Permalink
- Citation
- EndNote web
- RefWorks
- Delicious
- Endnote local

**To check your Library Record, LOG IN, then click My Account**

To access titles you have saved in your search results.

To display the items you have checked

To check the status of your library requests

To check fines and fees under your library account

To check whether you are blocked and whether there are messages for you

- My Favourites
- My Searches
- My Account
- Loans (4)
- Requests 0
- Fine & Fees
- Blocks & Messages
- LibrarySearch settings

To display your recent and saved searches,

#	Title	Author	Due Date	Due Hour	Potential Fine	Location	Status
1	Information technology project management /	Schwalbe, Kathy.	04/04/2015	16:30		Main Main Library - GENERAL 658.4038 SCH	Renewable
2	ASP.NET MVC 4 recipes : a problem-solution approach /	Ciliberti, John	02/04/2015	21:00		Main Main Library - GENERAL 005.276 ACT	Renewable
3	Grammar express : for self-study for the classroom : with answers /	Fuchs, Marjorie,	28/03/2015	16:30		Main Main Library - GENERAL 428.24 FUC	Renewable
4	An A-Z of English grammar & usage /	Leech, Geoffrey N.,	16/03/2015	21:00		Main Main Library - GENERAL 428.203 LEE	Renewable

To renew all items under your account

To check these boxes and then click **Renew Selected** to renew the selected items

To view the list of your historic loans

Status to show whether these items are renewable or not