



How to

New Zealand Standards

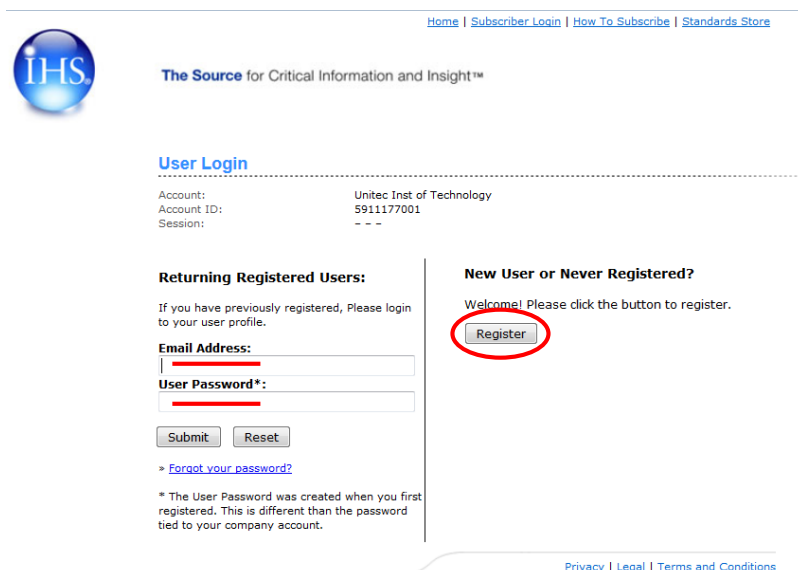
The **Unitec Library** has a subscription to an online collection of NZ Standards for you to access while you are a Unitec student.

A Standard is an official document prescribing the level work must be done at. To find New Zealand Standards at Unitec, use the “New Zealand Standards” database. The database is prepared by IHS Standard Expert, an international company which offers direct access, tracking and management of over 1.6 million standards, specifications, codes, regulations and related documents from government, military and commercial sources.

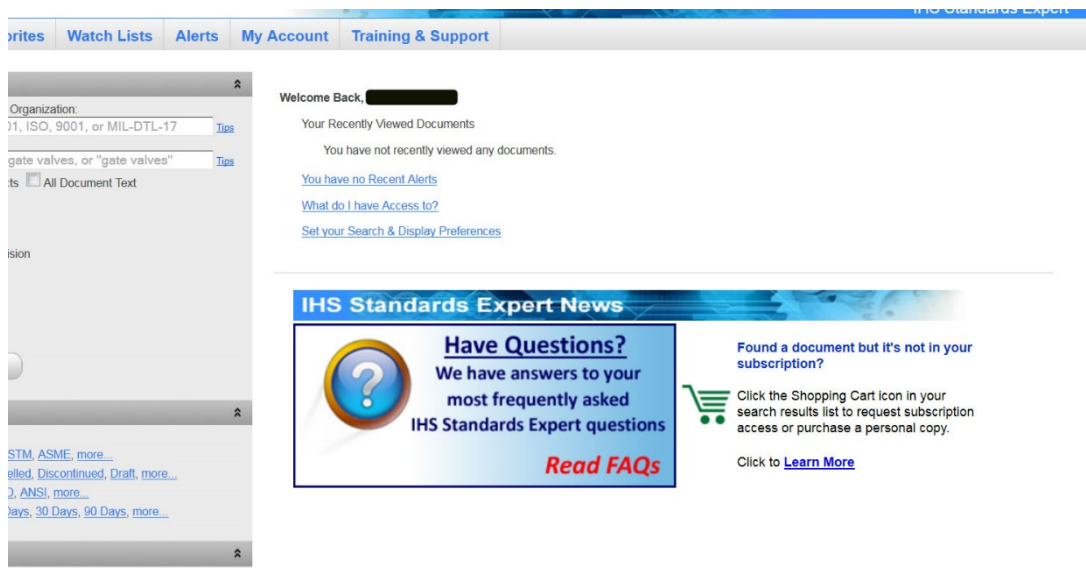
Access NZ Standards

1. Click on the database link from Subject Guides or Database A-Z from the library website
2. If you have not created a **personal registration** for New Zealand Standards, do so now by clicking on the **Register** button, filling in the form and click on **Submit**. Otherwise log in using the email address and password you registered with. NOTE: This is a **personal registration**; your Unitec login is not linked to this database.

Tip: Use the Firefox or Internet Explorer browser. Chrome does not work well for this website. More information below.

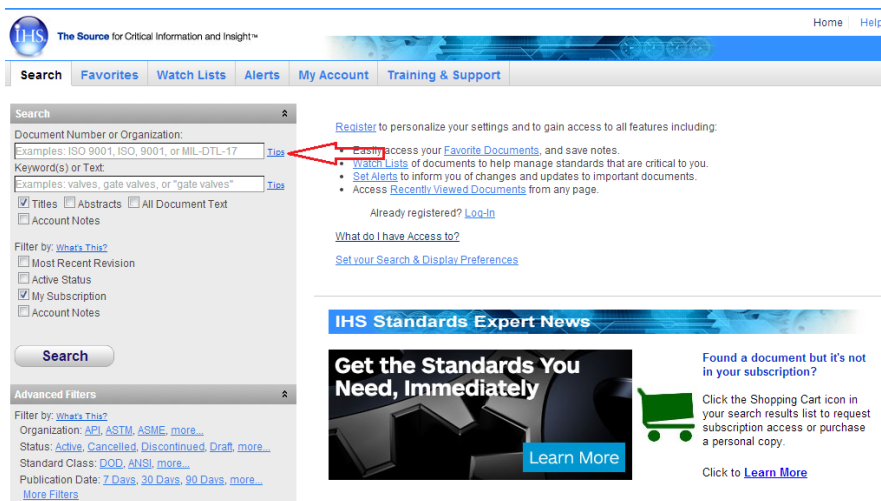


3. The database will open, with your personal registration.



Find your Standard

- You will need to know the **number** or **name** of the standard you want. Ask your lecturer for this number.
- Or, if you are interested in browsing all Standards related to your areas of interest, use the Keywords or Text search box.
- Use the search pane on the left of the screen. Type in the Standard number into the search box "Document number or Organisation", or use a keyword in the second search box.



- Click "Search". Results will be loaded into the central pane.
- Hover your mouse over the title of the Standard you want to access, and click to select.

The screenshot shows the IHS Standards Expert search results for document number 3604. The search results table is as follows:

Document Number	Status	Date	Title	Tools
SNZ HB 3604	Active	09/30/2011	Timber-framed buildings--Selected extracts from NZS 3604 2011	Favorites (Add) Watch List (Add)
SNZ NZS 3604	Active	02/14/2011	Timber-framed buildings - Includes Advisory Note Issued by Standards New Zealand on 6 October 2011	Favorites (Add) Watch List (Add)


On the left sidebar, under 'Filter by', the 'All Document Text' checkbox is checked and circled in red.

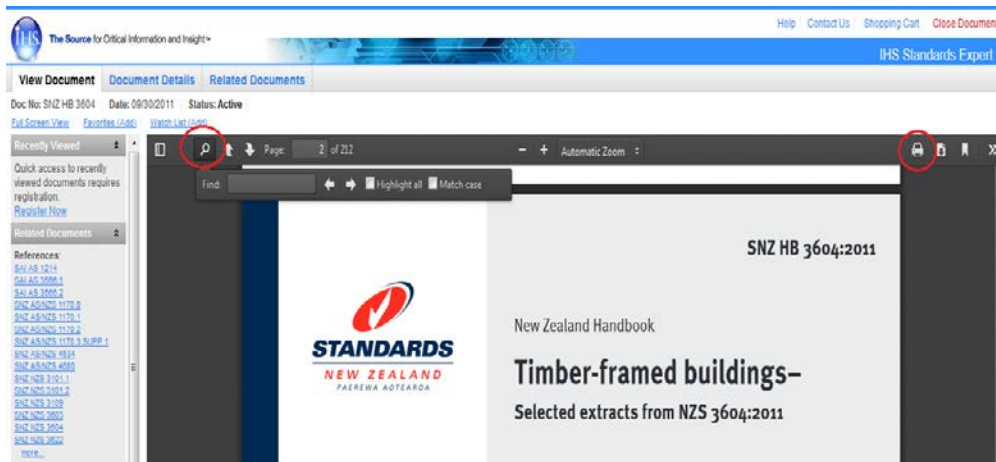
- Accept the Terms and Conditions notice. (see information about Terms and Conditions of use here: <http://library.unitec.ac.nz/help/standards.htm>)
- A PDF of the Standard will be loaded and can be read and searched online, or printed.
- When using the Standards, you must comply with the Copyright Compliance Guidelines here: <http://library.unitec.ac.nz/help/standards.htm>


Tips and Tricks

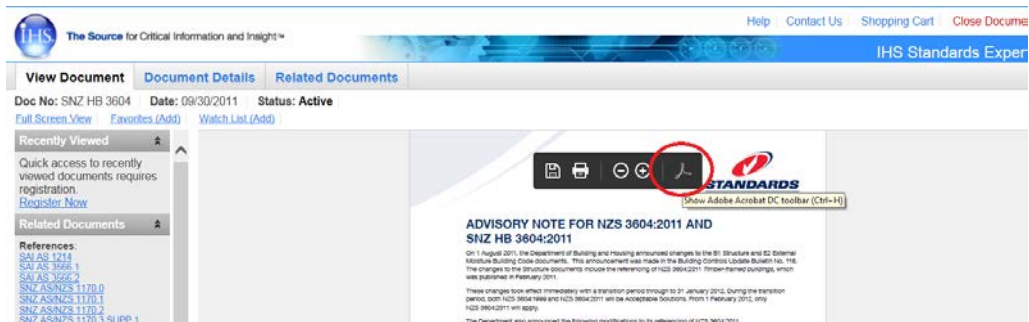
- Remember that Standards are regularly updated. To ensure you have the latest, most accurate version, use IHS Standards Expert.
- To make sure you are getting **FULL TEXT** of the standard you are interested in (not just the “selected extracts” as shown above) makes sure you select **ALL DOCUMENT TEXT** as below.


This screenshot is similar to the first one, but the 'All Document Text' checkbox in the search filters on the left is circled in red to indicate the correct selection for full text.

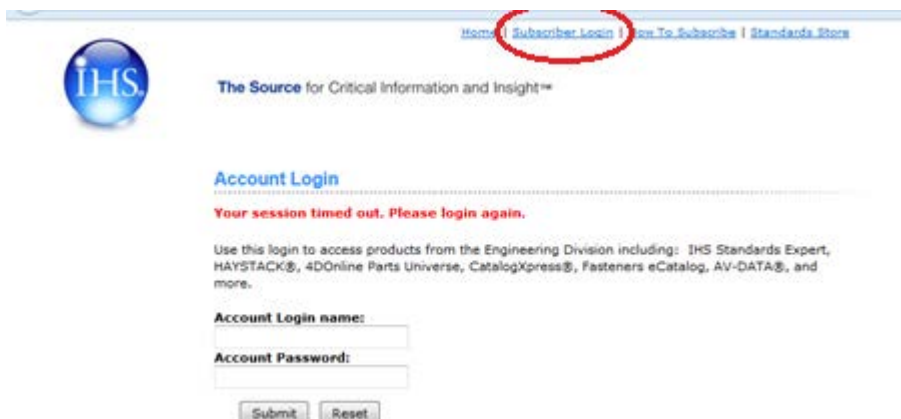
- If you use Mozilla Firefox  you will be able to search and print within the Standard.



- If you use Internet Explorer  you will be able to print. You may need to click on the Adobe toolbar icon to gain access to the search function.



- If you use Chrome  you will not be able to search within the document. Use another browser.
- If you need assistance with using different internet browsers, contact [IMS](#).
- If you leave the database inactive for sometimes, it will notify your session has timed out. Click on the Subscriber Login button on top of the page.



- Then click on IHS Standard Expert.



Printing

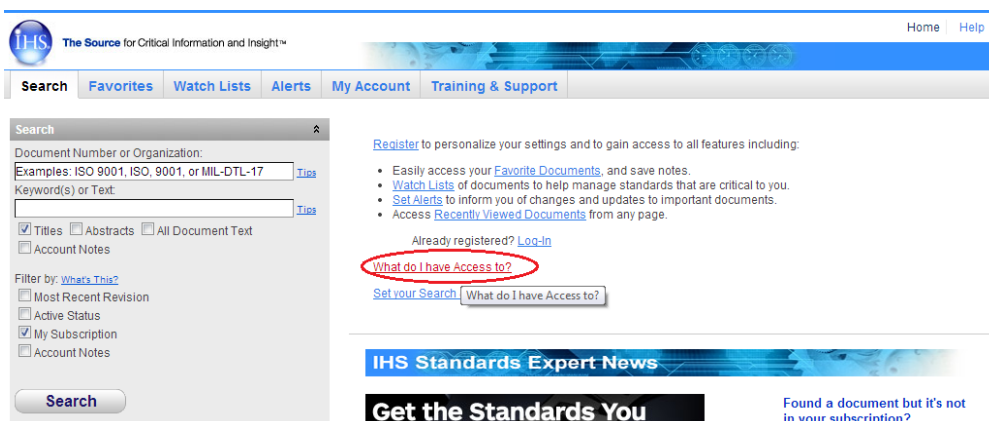
- To print a Standard, you can use the computers and printers in the **Library**, or you can log into the computers at the **Copy Centre** and print from there.
- More advice on printing at Unitec can be found [here](#).

What Standards do you have access to?

The Unitec Library subscription includes a range of Standards fitting into these categories.

Description	PCN
SNZ - Building and Civil Engineering	883
SNZ - Electrical and Electronics	882
SNZ - General and Materials	881
SNZ - Information Technology, Telecommunications, and Radio	885
SNZ - Mechanical and Transportation	884

You can browse all the Standards you have access to from the front page of IHS Standards Expert.



Having trouble?

Just contact one of the library team!

Phone: (09) 815 4185

Email: libinfo@unitec.ac.nz

Online chat: [Live help](#)

Version 3 Guide – Updated June 2017