



How to

New Zealand Standards

A Standard is an official document prescribing the level work must be done at.

Unitec Library has a subscription to an online collection or database of New Zealand Standards for you to access while you are a Unitec student. The “New Zealand Standards Online” database is provided by Standards New Zealand, Ministry of Business, Innovation & Employment (MBIE).

See below on how to access the database, find a standard and other tips.

Access NZ Standards

1. Click on the database link from various channels: the [Catalogue](#), respective Subject [Guides](#) or [Database A-Z](#) in the library website.
2. The database will open, as shown below. Enter your Unitec username and password if asked.

The screenshot shows the Standards New Zealand website. At the top left is the logo for STANDARDS NEW ZEALAND with the Māori name PĀREWA WHAKATUKI below it. To the right of the logo are links for SHOP | CORPORATE | SPEX. Further right are links for iPLogin and a shopping cart icon showing 0 items in cart. A search bar with a 'GO' button is also present. Below the logo is a navigation menu with links: About us, Develop standards, Buy standards, Access standards, Sponsored standards, International engagement, Touchstone & other news, and FAQs. The main content area is titled 'Your online library portfolio' and features a search bar with the text 'Search for Standards within your portfolio:' and a 'GO' button. Below the search bar are four expandable sections: 'List of standards in your Online Library portfolio', 'Your most common Standards', 'Recent updates to your subscription', and 'Recent additions to your subscription'. A 'Logout' button is visible in the top right corner of the main content area. At the bottom of the page, there is a footer with links for FAQs, Contact us, and Sitemap, the logo for the MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT (HIKINA WHAKATUKI), the website URL newzealand.govt.nz, and a copyright notice for © 2016 STANDARDS NEW ZEALAND.

Find your Standard

1. In the Search box, enter the **number** or **name** of the standard you want to find. You can also enter keywords (e.g. land development) if you are interested in browsing all Standards related to your areas of interest.
2. Click the Go button. The results will be shown in the middle pane and you can sort the results by relevancy, modification date or Standard Number. You can also refine your search result in the left pane.

The screenshot shows the Standards New Zealand website interface. At the top, there is a navigation bar with links for 'About us', 'Develop standards', 'Buy standards', 'Access standards', 'Sponsored standards', 'International engagement', 'Touchstone & other news', and 'FAQs'. A search bar contains the text '4404' and a 'GO' button. Below the search bar, there are tabs for 'Products' and 'Rest of site'. The main content area displays search results for '4404', showing four items:

- AS/NZS 4404:2015** Slotted countersunk (flat) head tapping screws (common head style) - CURRENT. Date modified: 26/08/2015.
- NZS 4404:2010** Land development and subdivision infrastructure - CURRENT. Date modified: 05/07/2010.
- NZS 4404:2010 CAD** Land development and subdivision infrastructure - CAD files - CURRENT. Date modified: 06/07/2010.
- NZS 4404:2010 CAD in PDF** Land development and subdivision infrastructure - CAD PDFs - CURRENT. Date modified: 06/07/2010.

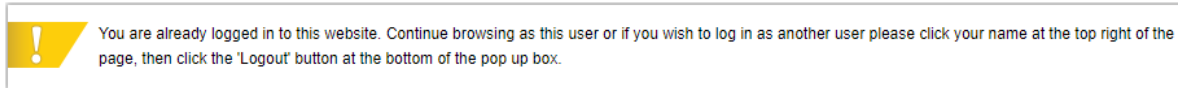
On the left side, there is a 'Refine search results' panel with options for 'Your subscription', 'Restrict search to your subscribed products?', 'Keywords', and 'Status' (current(4), draft(0), superseded(0), withdrawn(0)). On the right side, there is a 'Logout' button and a message: 'You are logged in to your portfolio as a concurrent user. When you have finished, please be sure to log out to free up access for others in your organisation.'

3. Click on the Standard number or title to access the Standard. Brief information about the document will be displayed.
4. Click on View PDF to access the full-text.

The screenshot shows the details page for the standard AS/NZS 4404:2015. The title is 'AS/NZS 4404:2015 Slotted countersunk (flat) head tapping screws (common head style)'. Below the title, there is a brief description: 'Specifies the dimensions and mechanical properties of a standard range of heat-treated steel slotted countersunk head tapping screws. Identical to and reproduced from ISO 1482:2011.' The page includes sections for 'Table of contents', 'Supersedes' (AS/NZS 4404:1996 as of 26/08/2015), 'Publishing information' (Status: CURRENT, Published: 26/08/2015, Pages: 12, Committee: ME/29), 'References', and 'ICS codes'. On the right side, there is an 'Access this Standard' section with a button for 'Email me if this Standard changes' and a 'View PDF' button. A blue arrow points to the 'View PDF' button with the text 'Click View PDF to access full-text'. At the bottom, there is a section titled 'Other people who purchased this product also bought...' with links to 'NZS 4404:2010 CAD Land development and subdivision infrastructure - CAD files' and 'NZS 4404:2010 CAD in PDF Land development and subdivision infrastructure - CAD PDFs'.

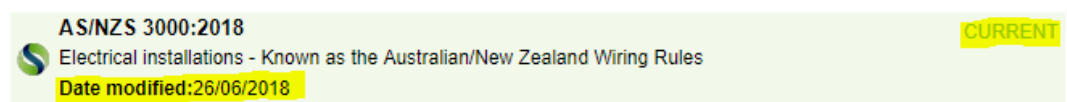
Tips and Tricks

- ✚ New Zealand Standards Online works well with any browser.
- ✚ You may receive this alert if you attempt to simultaneously access several full-text Standards,



Don't panic, just search for another standard using the search box at the top of the screen. Alternatively, you can click logout and start a new search from the database link again.

- ✚ Remember that Standards are regularly updated. The status of each standard appears next to each title and modified date appears at the bottom, as shown below.



- ✚ Your Library Knowledge Specialist may have put direct links to the most important Standards for your School/Programme on your [Library Subject Guide](#). For examples, see these Guides: [Surveying](#), [Building Construction](#), [Carpentry & Allied Trade](#).

Printing/downloading

1. Once you have opened the Standards, you are able to print or download it, for your personal study use.
2. 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.
3. More advice on printing at Unitec can be found [here](#).

Having trouble?

Just contact one of the Library Knowledge Specialists!

Email: libinfo@unitec.ac.nz

Updated Feb 2019