

Using Library Search

1. Begin at **My Ara**: <https://myara.ara.ac.nz/>



2. Click on the **Library Search** file.
3. Type in your search terms and press Enter on your keyboard to action the search e.g.

 × 🔍

4. You can **Refine your results** in the right column:

- a. **Availability**
 - Choose **Held by library** to view physical library items i.e. not electronic.
 - Choose **Available online** for ebooks and ejournals
- b. Choose a **Subject**
- c. Limit by **Resource type** for Books, DVDs, CDs etc.

e.g. To see only ebooks, choose:

- Resource Type: **Books**
- Availability: **Available Online**

Refine your results

Sort by Relevance ▼

Availability ^

Held by library

Available online **a.**

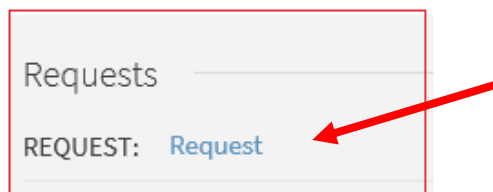
Subject ▼ **b.**

Resource Type ▼ **c.**

Publication Date ▼

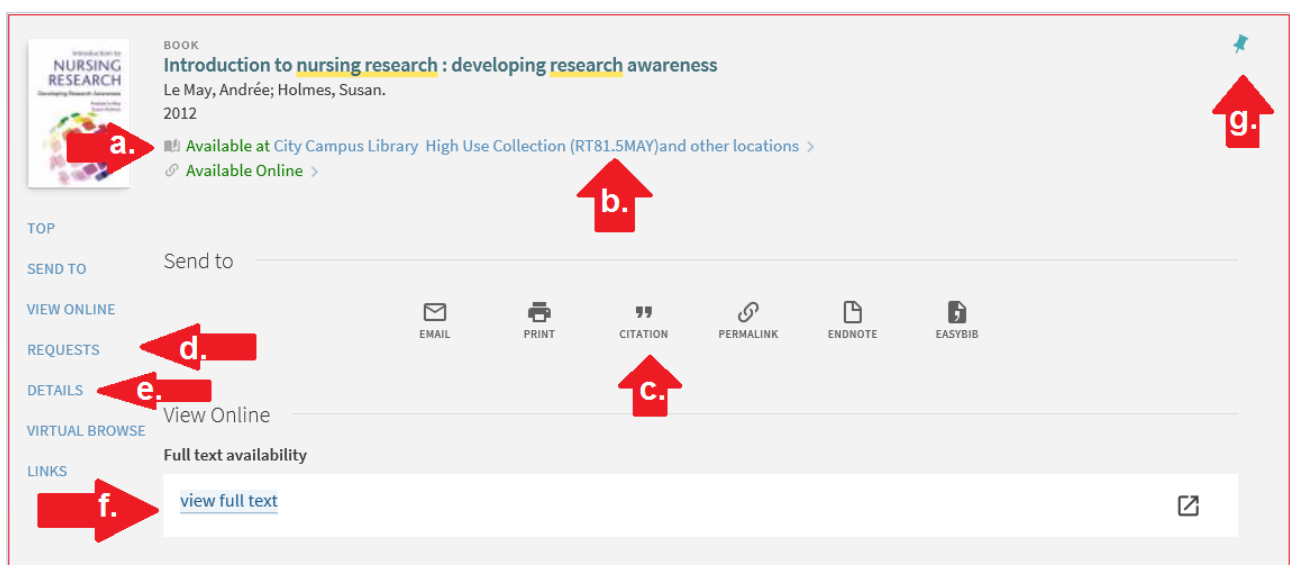
5. For each of the titles from your search results, you can :

- a. See if the item is **Available**. (Note: **Not available** means an item is **on loan**.)
- b. Write down the shelf location e.g. **RT81.5MAY**
- c. Find the APA reference under **Citation** (Always check this against your *APA referencing guide for Ara Institute of Canterbury Students*)
- d. **Request** the item.



Select :

- a. your **Pickup Location**: e.g. **City Campus Library**.
 - b. Your **Not needed after** date
 - c. **Send request**
- e. Read more information on this item.
 - f. View the ebook or other online version if available.
 - g. Pin the title to your favourites. (Sign in with your **Ara Email Address** and your **student password** to manage your favourites).



BOOK
Introduction to nursing research : developing research awareness
Le May, Andrée; Holmes, Susan.
2012

Available at City Campus Library High Use Collection (RT81.5MAY) and other locations >
Available Online >

TOP

SEND TO

VIEW ONLINE

REQUESTS

DETAILS

VIRTUAL BROWSE

LINKS

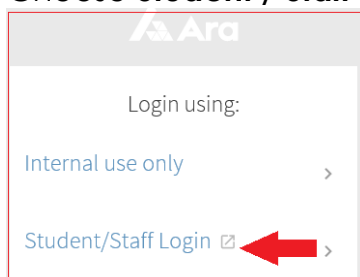
Full text availability

view full text

6. Access your library account

a. Click on **My Library Account** on the **Library Search** homepage.

b. Choose **Student / Staff Login**

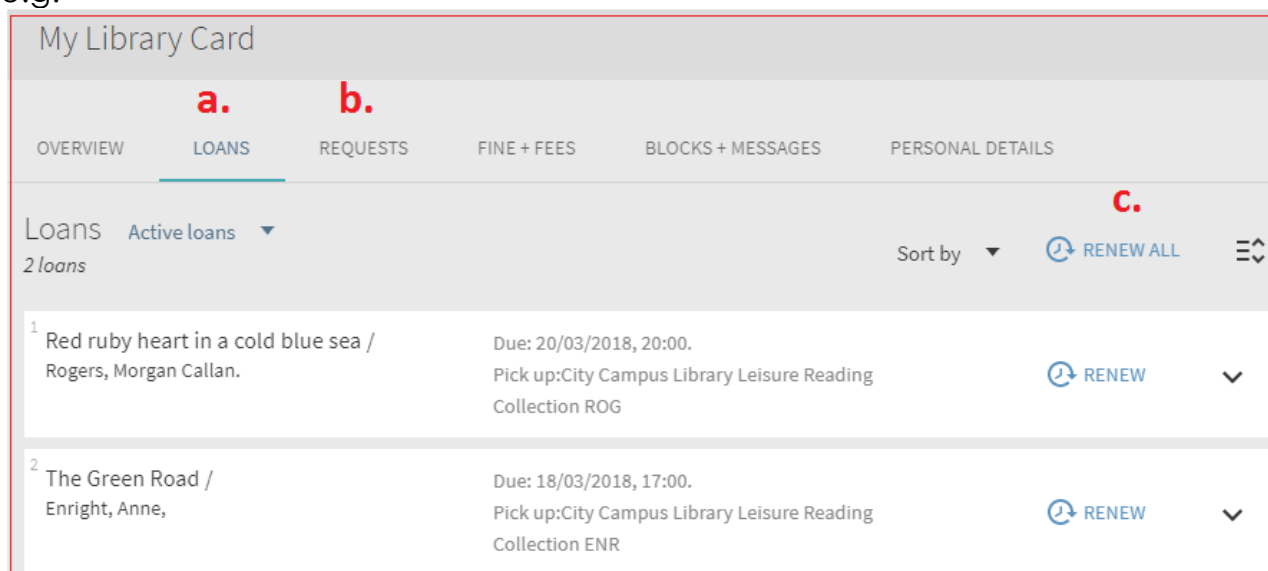


c. Use your **Ara email address** It is your username@arastudent.ac.nz e.g. abc123@arastudent.ac.nz and **student password** to log in.

d. In your account you can:

- a) See your loans
- b) See your requests
- c) Renew your loans

e.g.



For further assistance

- Ask at the Library, City Campus, Christchurch
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : library@ara.ac.nz