Using Library Search

1. Things to check **if you are on an Ara campus** using your own personal device:
   a. Are you **logged in to Ara wifi** and not Ara Guest?
   b. Have you cleared your browsing data? (Use the **Ctrl Shift Delete** keys as a short cut on a **PC** or **Command Shift Delete** keys on a **Mac**).

2 Begin at **My Ara**: https://myara.ara.ac.nz/

3 Click on the **Library Search** tile.

4 Type in your search terms and press Enter on your keyboard to see your results e.g.

nursing research

Note 1: You can enter your search terms by clicking the microphone icon and speaking your search terms into your device.

Note 2: The default search is **Everything** to search for books and articles. Note that you can change to **Journal articles**, if you want only articles and this will search most of Ara databases at the same time or choose **eBooks and more** to search only online books and journals.

Everything

Books, eBooks & more

Journal articles

eBooks and more

5 **Refine your results** in the right column**:**

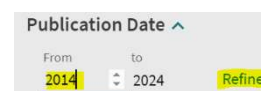   a. **Availability**
      Choose **Available online** for ebooks and ejournals
      Choose **Held by library** to view physical library items i.e. not electronic.
      Choose **Apply filters** for any choice.

Refine your results

Sort by Relevance ▼

Availability ∧
Available online
Held by library
Peer-reviewed Journals
Open Access

APPLY FILTERS

   b. If you want current information, for example items published in the last 10 years, then adjust the years below **Publication Date** as required and click **Refine**.

Publication Date ∧

From   to
2014   ⇕ 2024   Refine

6 Click on the title of a result to:

a. See if the item is **Available.** (Note: **Not available** means an item is **on loan**.)

b. *See the shelf location e.g.* ***RT81.5 ELL 2022***

c. See the APA reference by clicking **Citation** (Important: Always check the citation against your *APA referencing guide for Ara Institute of Canterbury Students*)

d. Click **Sign In** then click **Ara Students & Staff** when prompted. This enables you to **request** the item; **renew** an item and **save pinned items** in your **Favourites** to keep track of all your books and articles.

e. Click the **Pin** to save to your Favourites. (Remember to **Sign in** as in d. above to save items and manage your Favourites).

For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via Ask Live
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : library@ara.ac.nz