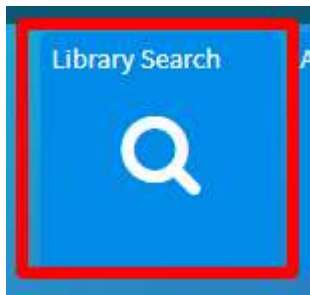


## Using Library Search

1. Begin at **My Ara**: <https://myara.ara.ac.nz/>
2. Click on the **Library Search** tile.

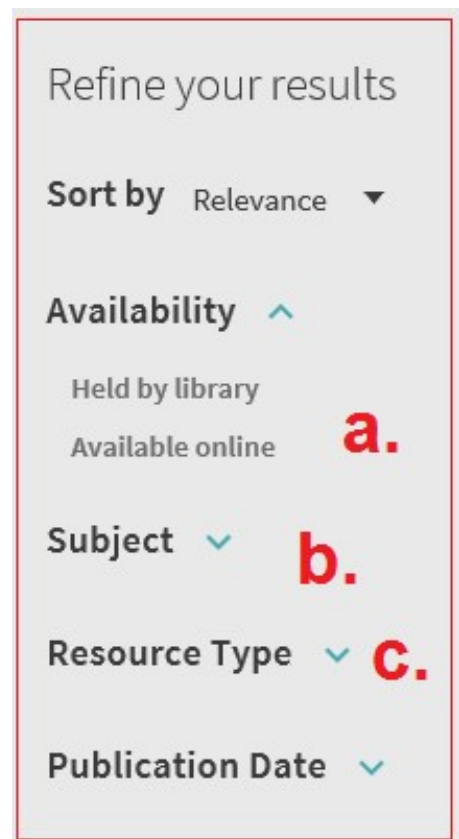


3. Type in your search terms and press Enter on your keyboard to see your results e.g.

 x 

4. **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** if applicable.
- c. Limit by **Resource type** for Books, DVDs, CDs etc.  
  
e.g. If you refine by **Books** and **Available online** your results would all be **ebooks**.

A sidebar titled 'Refine your results' with a light grey background. It contains several filter categories: 'Sort by' with a dropdown menu showing 'Relevance'; 'Availability' with an upward arrow and two options: 'Held by library' and 'Available online', with a red 'a.' next to 'Available online'; 'Subject' with a downward arrow and a red 'b.' next to it; 'Resource Type' with a downward arrow and a red 'c.' next to it; and 'Publication Date' with a downward arrow.

Refine your results

Sort by Relevance ▼

Availability ▲

Held by library

Available online **a.**

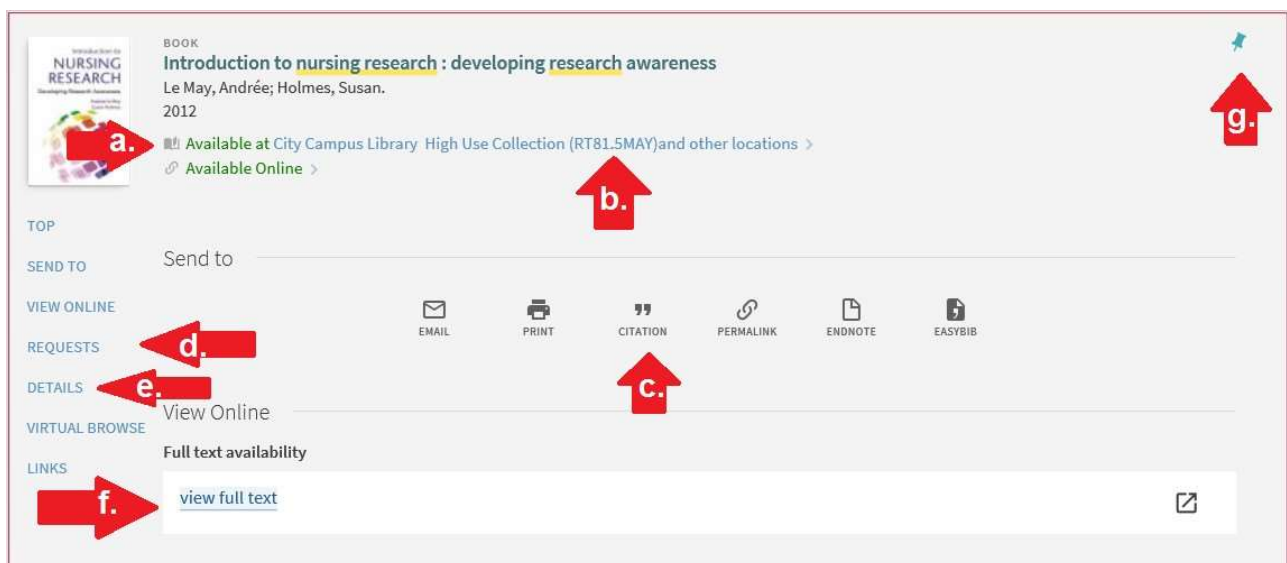
Subject ▼ **b.**

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.
- 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 **Student Email Address** and password to manage your favourites).



## For further assistance

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