Using Primo Library Search

1. Begin at My Ara: [https://myara.ara.ac.nz/](https://myara.ara.ac.nz/)
2. Click on the Primo Library Search tile.

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

   nursing research

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**.
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 your **Network / Moodle password** to manage your favourites).

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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)