



TE KĀRETI IRIRI O CAREY  
**CAREY**  
BAPTIST COLLEGE

MATAURANGA ARATAKI

# Library Guide



# carey.ac.nz/library

Typing in the URL above takes you to the Carey Library homepage as shown on the image on the right. There are two search options on the library homepage, Tūhuratanga search and Library + Archives Catalogue.

## TŪHURATANGA

searches across the catalogue, journal databases and more. Search by keywords, or select from the drop down box to search by item title or author.

## Tūhuratanga

Type your keyword(s) here and click search.  
To search by title or author use the drop-down arrow (by keyword).

Keyword  Library Search: catalogue + databases

## LIBRARY AND ARCHIVES CATALOGUE

includes all items held in the Carey library and archives collection. Enter search term(s) in the search box. This may be word(s) in the title, author, subject; any other keyword(s); or a combination of these.

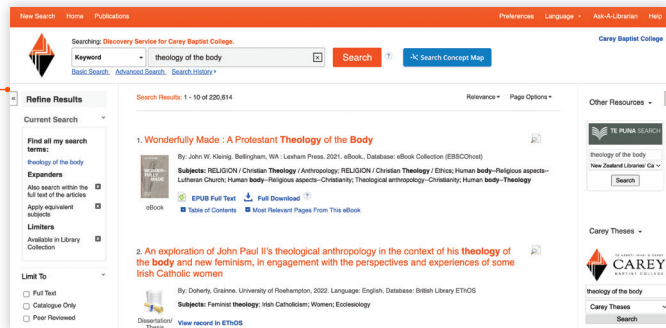
## Library and Archives Catalogue

Type your keyword(s) here and click search.

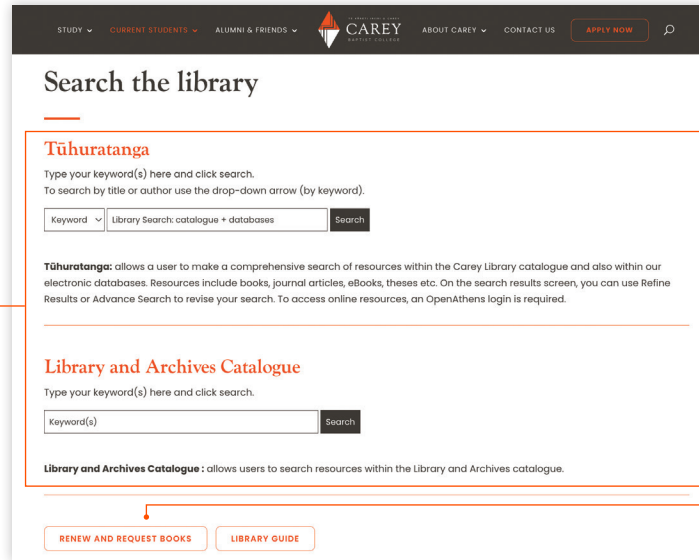
Keyword(s)

## TŪHURATANGA SEARCH RESULTS SCREEN

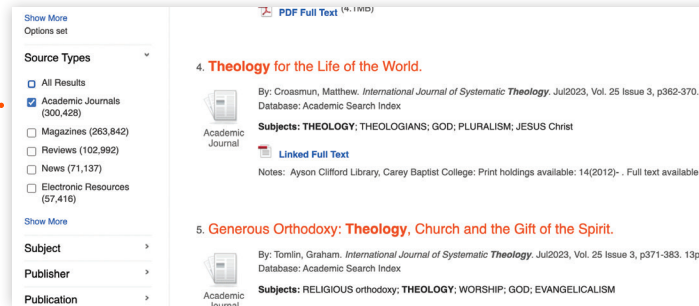
After doing your search you can Refine Results (see options on the left of the search results screen):



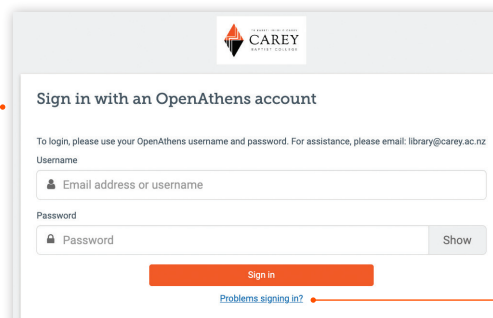
## THE CAREY LIBRARY HOMEPAGE



To search for a particular Source Type, such as journal articles, select Academic Journals:



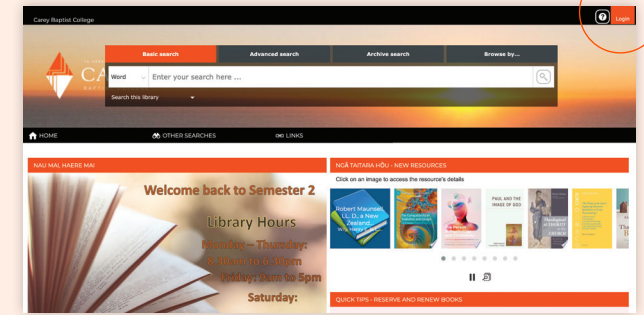
In order to access the full text of items such as ebooks + journal articles, you will be prompted to login via OpenAthens.



From the library homepage you can also select the following useful functions:

**RENEW AND REQUEST BOOKS**

This will take you to the library catalogue page where you will first need to Login on top right of screen.



Login with your ID Number and Password:

**ID Number:** full barcode on your student ID/library borrowers' card

**Password:** last four digits of the ID Number

## TO RESERVE A LOANABLE ITEM:

1. Login, search for the item, then select required item(s) from search results list by ticking box to the left of the title

2. Select 'Reserve' button

3. On the next screen, select 'Reserve' icon

## TO RENEW ITEMS ALREADY ON LOAN TO YOU:

1. Login, select 'My Account'

2. Select 'Loans'

3. Select 'renew' button to right of the listed item

4. or select 'Renew all loans'

When first enrolled, library users will receive an email enabling them to set up their OpenAthens login.

Ask the library staff if you need help with this.

# Collection

---

## ITEMS FROM THESE COLLECTIONS ARE AVAILABLE FOR LOAN

### • General Collection

Arranged in Dewey order. Includes books and DVDs.

## THE FOLLOWING COLLECTIONS ARE FOR REFERENCE USE WITHIN THE LIBRARY ONLY

### • Reserve

Books in high demand for course work are put on Reserve by lecturers, with a status of 'Closed Reserve'.

### • Reference

This section includes dictionaries, encyclopaedias, concordances and many other reference works relating to theology.

### • Journals

Latest issues on display stand. Back issues are shelved in bound or boxed format.

## STUDY SUPPORT INITIATIVES

### • 10 Essentials for Assignments

Find on CareyOnline homepage:

[careyonline.elearning.ac.nz](http://careyonline.elearning.ac.nz)

### • PWA (Peer Writing Assistance)

Students helping students by appointment.

Email: [library@carey.ac.nz](mailto:library@carey.ac.nz)

### • First Steps

Accademic skills course. All new students enrolled; or join up to brush up. Email: [library@carey.ac.nz](mailto:library@carey.ac.nz)

## BORROWING POLICY

- General collection books may be borrowed for 28 days, or a shorter period set if item is in high demand.
- Borrowed books may be recalled.
- Recalled books will incur a \$5 fine if not returned promptly.
- Books may be renewed twice if not reserved by another borrower. Renew books online before due date.
- On-site borrowers should present their ID cards in order to borrow items.

## DISTANCE SERVICES

- Distance Services are available for students who are currently enrolled in Carey courses and studying all their papers by distance, and those who live outside the Auckland urban area—defined as beyond Long Bay in the north, Papakura in the south, and Swanson/Massey in the west.
- Books and other loanable items are sent out, with return postage enclosed.
- PDF copies of articles from hardcopy journals or book chapters are sent by email, in accordance with Copyright Act 1994. (Also available to overseas students).

## SEMESTER HOURS

8.30am - 6.30pm Monday to Thursday | 9.00am - 5.00pm Friday | 10.00am - 12.30pm Saturday

## INTER-SEMESTER BREAK & SUMMER BREAK HOURS

9.00am - 5.00pm Monday to Friday



473 Great South Road, Penrose, Auckland 1061, New Zealand  
PO Box 12149, Penrose, Auckland 1642, New Zealand

T 09 526 0347 | 09 526 6596 | 0800 773 776 | E [library@carey.ac.nz](mailto:library@carey.ac.nz)

[carey.ac.nz](http://carey.ac.nz)