

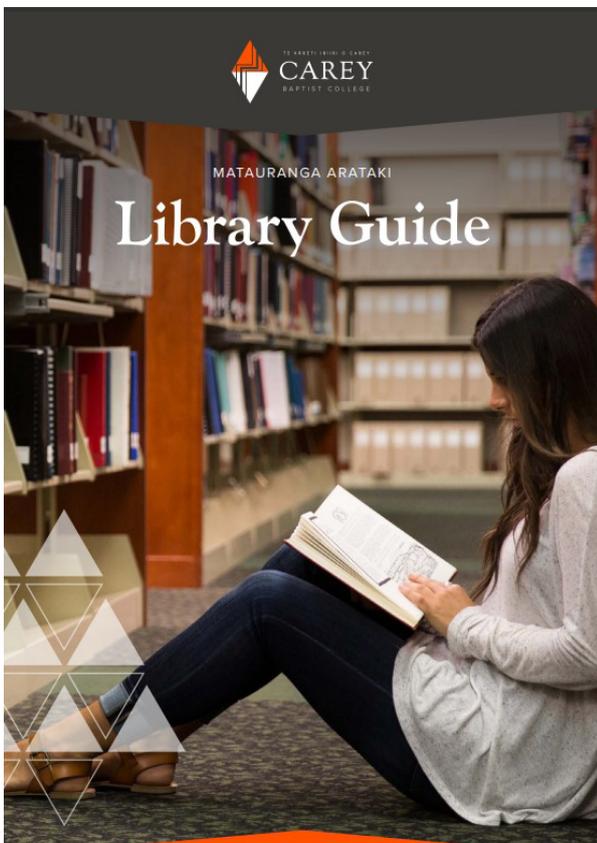
How to use the Library

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Getting Started

Use the Library Guide as a reminder of how to use the library. It is available as a leaflet in the library or you can [download the Library Guide from the library website](#).



The library guide covers:

- Online searching
- Using Open Athens
- Requesting and renewing books
- Information about collections in the library
- Opening hours

LIBRARY WEBSITE

www.carey.ac.nz/library

There are two search options on the library homepage: **Tūhuratanga** and **Library and Archives Catalogue** search.

Tūhuratanga

Type your keyword(s) here and click search.

To search by title or author use the drop-down arrow (by keyword).

Keyword

Tūhuratanga: allows a user to make a comprehensive search of resources within the Carey Library catalogue and also within our electronic databases. Resources include books, journal articles, eBooks, theses etc. On the search results screen, you can use Refine Results or Advance Search to revise your search. To access online resources, an OpenAthens login is required.

Library and Archives Catalogue

Type your keyword(s) here and click search.

Keyword(s)

Library and Archives Catalogue: allows users to search resources within the Library and Archives catalogue.

To access the full text of items such as eBooks and journal articles, you will be prompted to login via OpenAthens.



Sign in with an OpenAthens account

To login, please use your OpenAthens username and password. For assistance, please email: library@carey.ac.nz

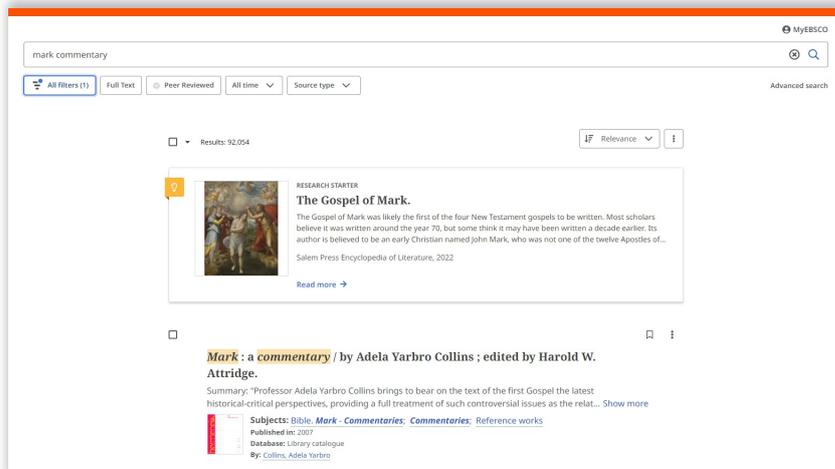
Username

Password

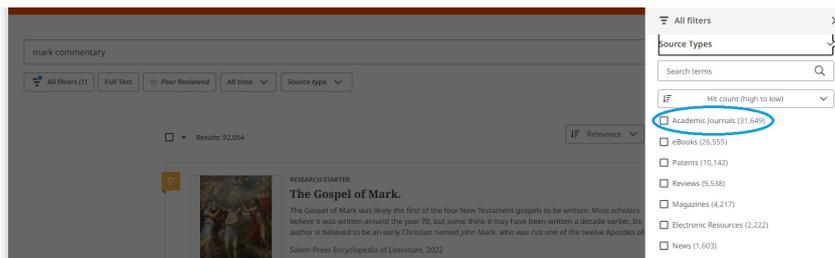
[Problems signing in?](#)

By using this site you agree to us setting cookies. Please see our [privacy and cookie information](#).

After doing your search you can refine the search results by using **All filters**.

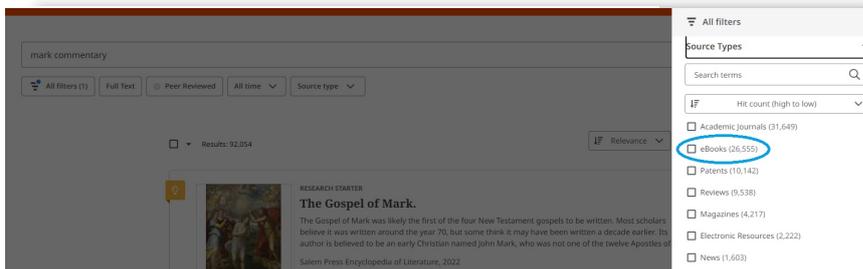


The filter options will show on the right of the search results screen. To search for a particular Source Type, such as journal articles, select **Academic Journals**:



You will be able to print, email, or save the document.

To view eBook titles, limit the source types to **eBooks**:



Library users can print, save, or download eBooks. Please take note that there are limits to how many pages you can print or save.

SEARCH TIPS

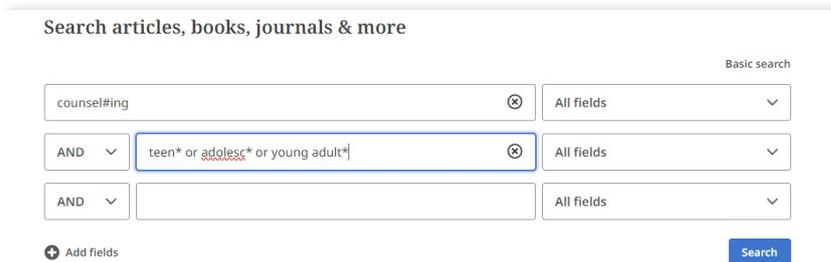
For unknown characters, multiple spellings, or various endings, you can use *truncation* or *wildcard* symbols.

For example, counselling can be spelled in two ways, depending on English or American spelling. Tūhurātanga search favours the American spelling. Therefore, you can replace the second 'l' with a wildcard (a hash # symbol, "counsel#ing"). This will search for words with another letter or no letter in place of the #. This enables searching of both spelling variants, American and English.

For various word endings, you use an asterisk, * (i.e., "teen*"). The search will include "teen," "teens," "teenagers," "teenage," etc., in the results.

Also, there are alternative terms for "teenager." If we first go to Advanced Search, then separate the two concepts (counsel#ing and teenager), then add some of the popular terms suggested, this should give us a comprehensive list of articles.

See below for an example:



Search articles, books, journals & more

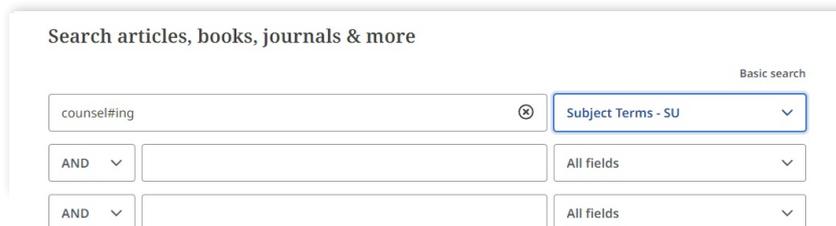
Basic search

counsel#ing

AND

AND

You can also select the **Subject Terms** field. This will boost the importance of the subject and refine the search.



Search articles, books, journals & more

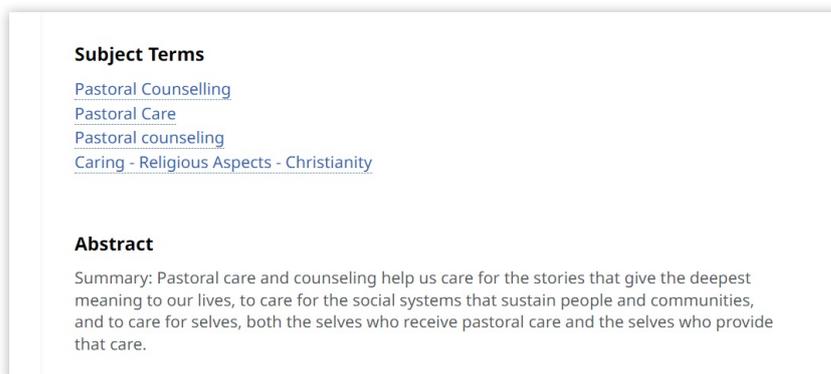
Basic search

counsel#ing

AND

AND

As an alternative, you could find an article on the results list that looks useful for your research to get ideas for the relevant combination of abstract or subject terms to use in a further search.



Subject Terms

[Pastoral Counselling](#)

[Pastoral Care](#)

[Pastoral counseling](#)

[Caring - Religious Aspects - Christianity](#)

Abstract

Summary: Pastoral care and counseling help us care for the stories that give the deepest meaning to our lives, to care for the social systems that sustain people and communities, and to care for selves, both the selves who receive pastoral care and the selves who provide that care.

BIBLE CITATION SEARCHING

Think of the content and themes of the Bible passage itself. For example, In Mark chapter 3 verses 1 to 6, Jesus heals a man with a withered hand on the Sabbath, even though this act is condemned by the Pharisees, who then plot to kill Jesus. This passage is about the authority of Jesus, Sabbath laws, healing, and more. The episode is sometimes called the healing controversy. Any key words or topics from this description may be used in a search.

TO RENEW AND REQUEST BOOKS

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 click **Login** at top-right of the screen.



Log in with your ID Number and Password.

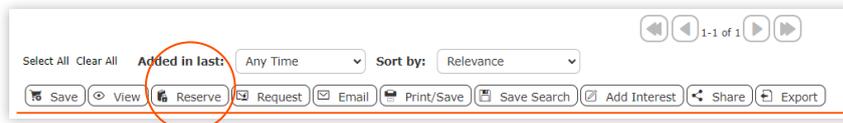
ID Number = full barcode on your student ID/library borrowers card

Password = last four digits of the ID Number

TO RESERVE A LOANABLE ITEM

Log in, search for the item, and then select required item from search results list by ticking the box to left of title.

Then select the **Reserve** button.



On next screen, select **Reserve** icon .

TO RENEW ITEMS ALREADY ON LOAN TO YOU

Log in, and select **Current Loans**.

Select the **renew**  or **renew all loans** button .