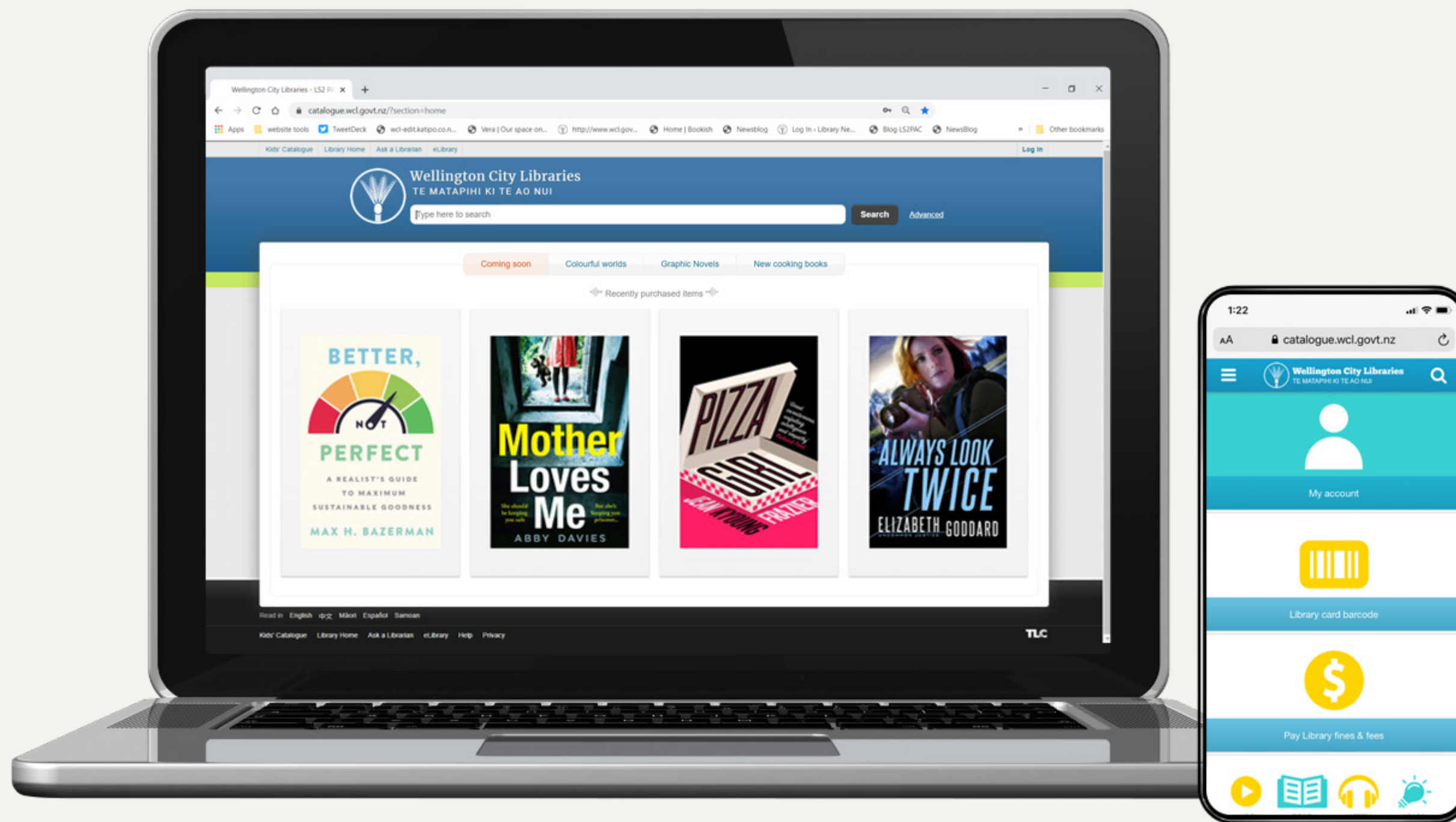


# QUICK GUIDE TO OUR NEW CATALOGUE

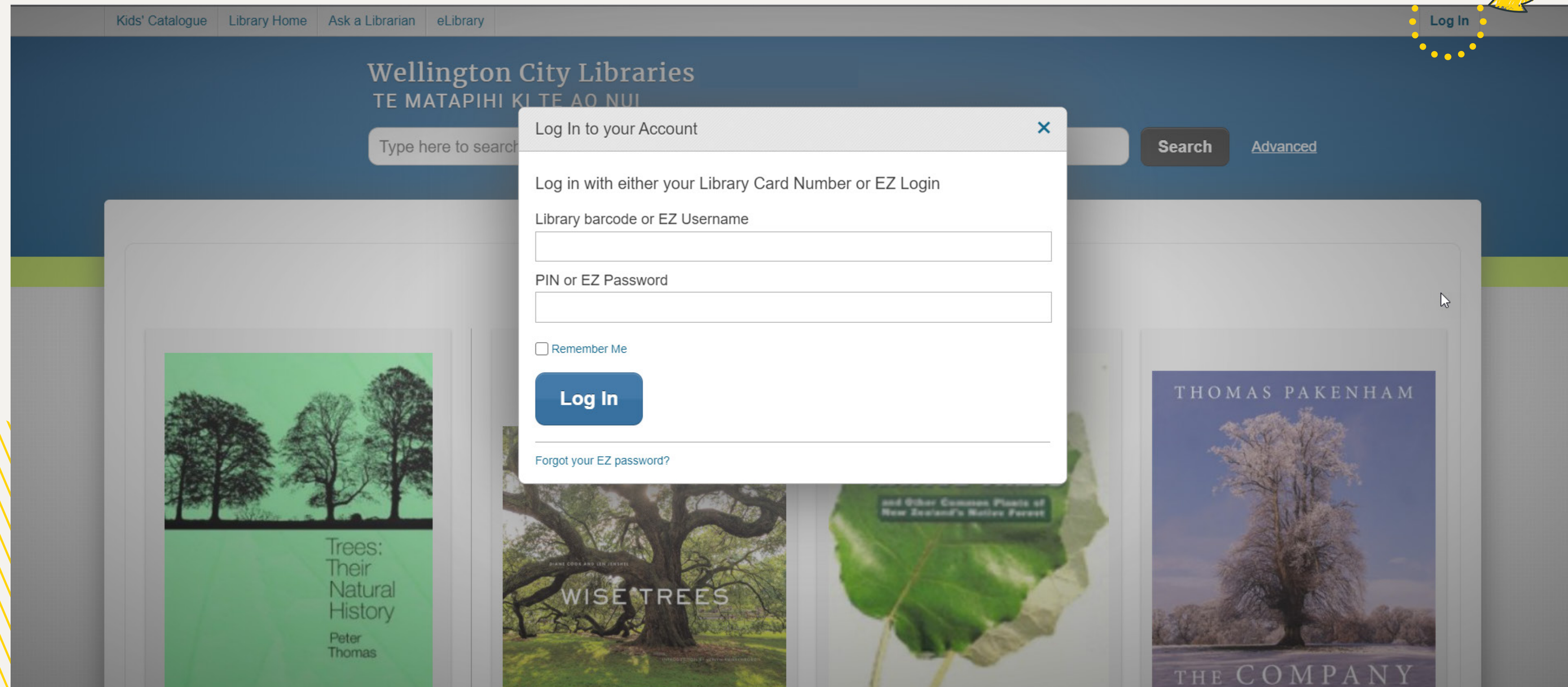


- CHECKING YOUR ACCOUNT ONLINE IS EASY ..... 2
- MAKE CHANGES TO YOUR RESERVED ITEMS ..... 6
- KEEP A RECORD OF ALL THE ITEMS YOU BORROW ..... 9
- SEARCHING CAN BE AS SIMPLE AS YOU WANT OR AS COMPLEX AS YOU NEED ..... 10
- IF YOU NEED MORE OPTIONS FOR YOUR SEARCH, TRY THE ADVANCED ..... 11
- YOU CAN LIMIT YOUR SEARCH RESULTS BY LOCATION ..... 12
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# CHECKING YOUR ACCOUNT ONLINE IS EASY

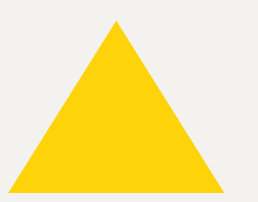
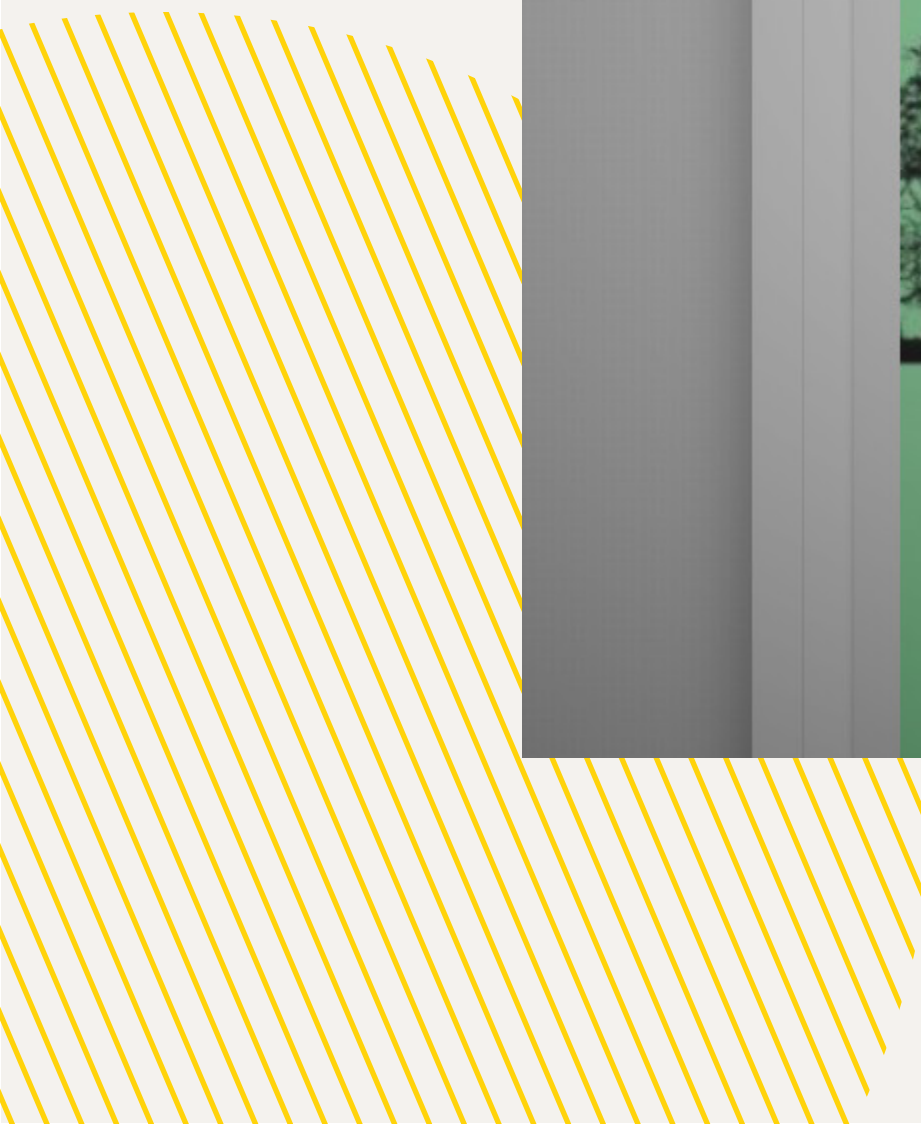
Log in using your **library card number** and **PIN**



The screenshot shows the Wellington City Libraries website with a login modal open. The modal is titled "Log In to your Account" and contains the following elements:

- Navigation links: Kids' Catalogue, Library Home, Ask a Librarian, eLibrary, and a "Log In" link circled in yellow with an arrow pointing to it.
- Search bar: "Type here to search" with a "Search" button and an "Advanced" link.
- Modal text: "Log in with either your Library Card Number or EZ Login"
- Form fields: "Library barcode or EZ Username" and "PIN or EZ Password".
- Checkbox: "Remember Me".
- Button: "Log In".
- Link: "Forgot your EZ password?".

The background shows book covers for "Trees: Their Natural History" by Peter Thomas, "Wise Trees", and "The Company" by Thomas Pakenham.





# Wellington City Libraries

TE MATAPIHI KI TE AO NUI

Type here to search

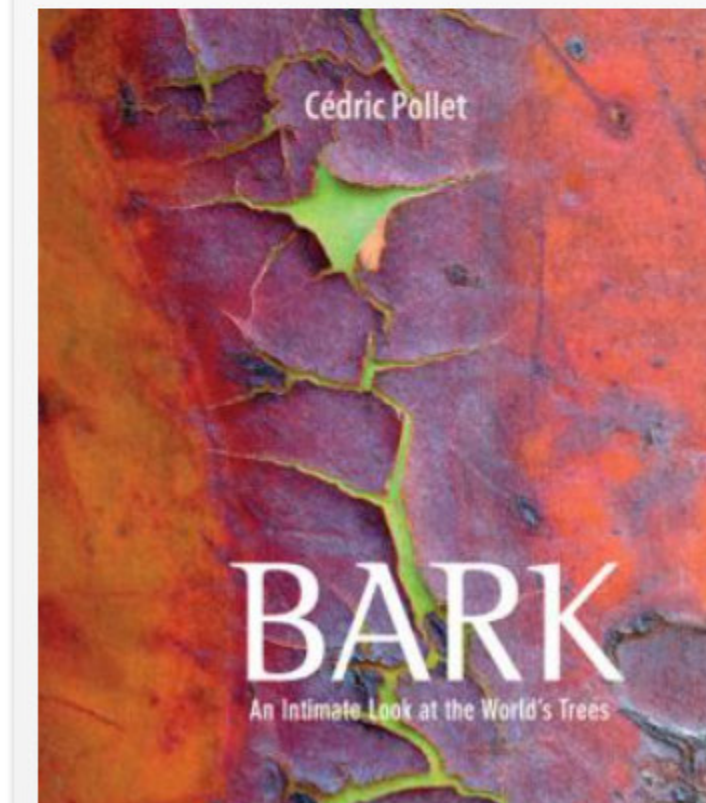
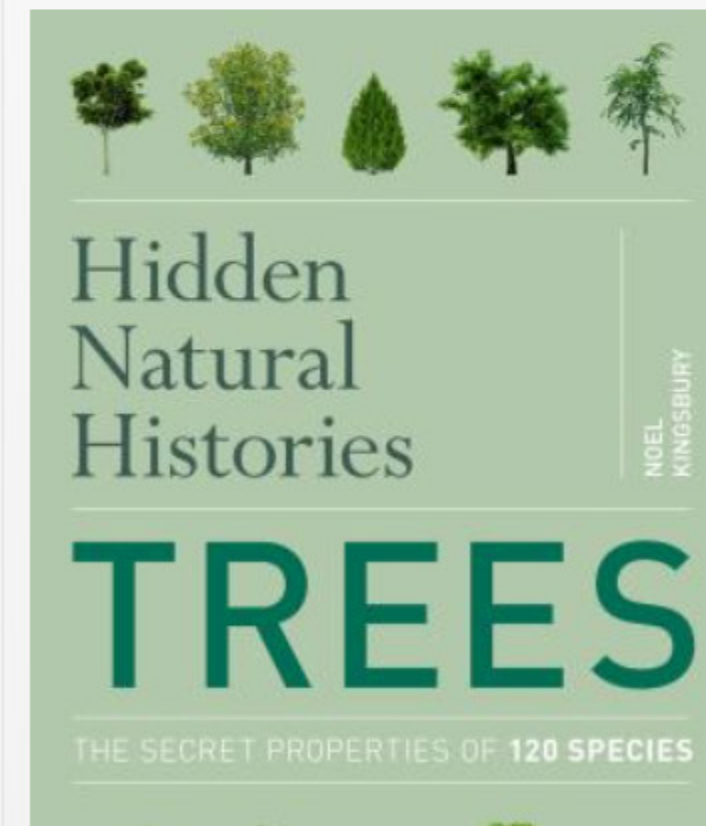
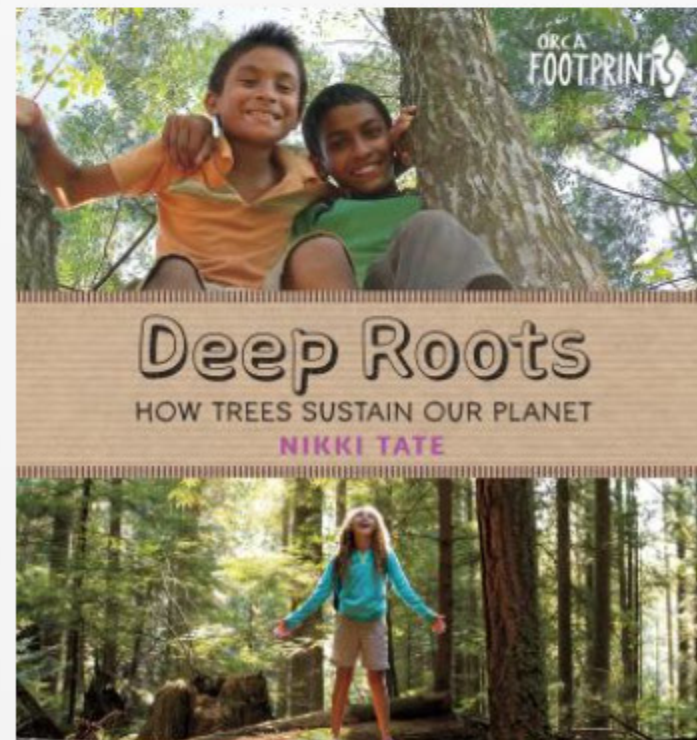
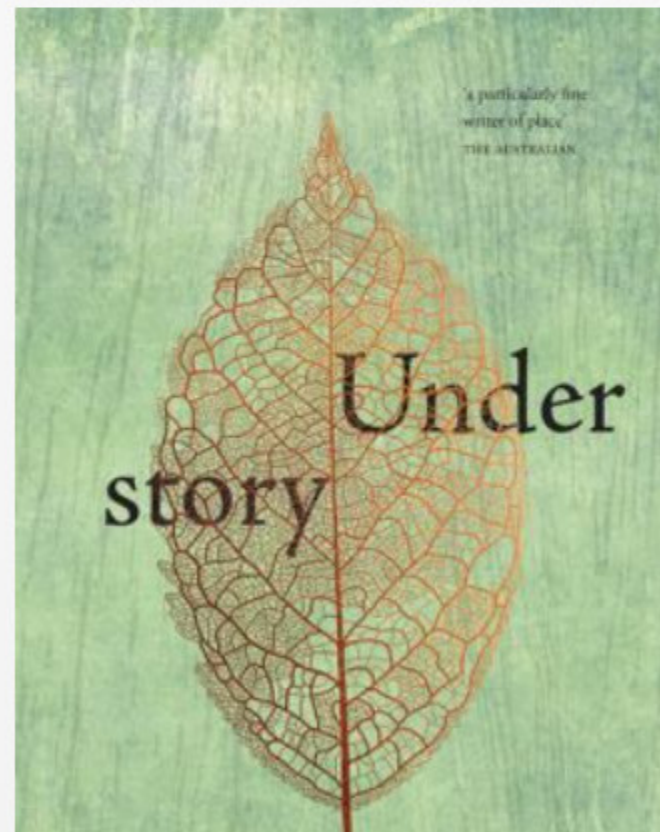
Search

[Advanced](#)

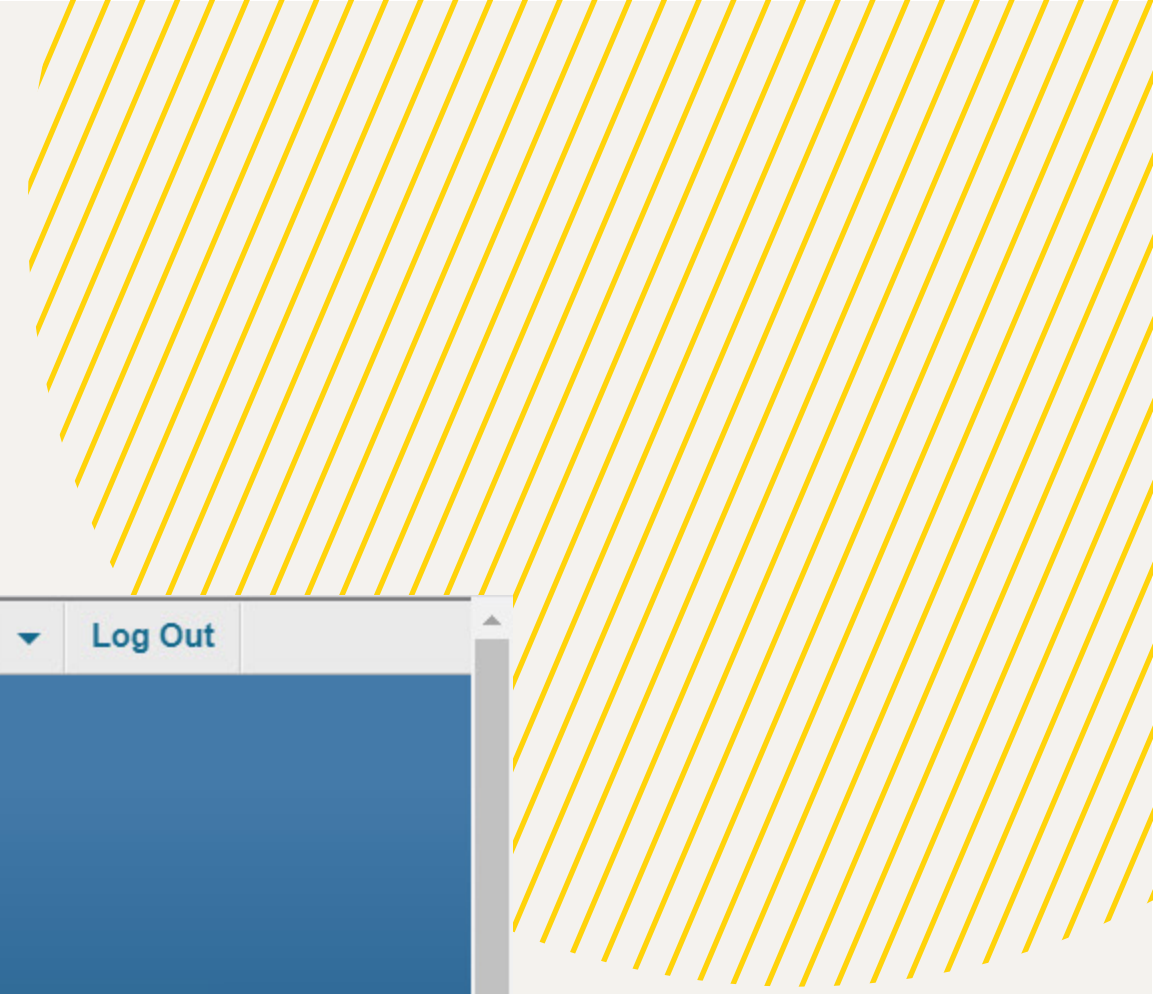
Trees

New cookery books

Explore the beauty and history of trees







Kids' Catalogue Library Home Ask a Librarian eLibrary Mary's Account Log Out

# Wellington City Libraries

TE MATAPIHI KI TE AO NUI

Type here to search **Search** [Advanced](#)

**Mary's Account** (Log Out) Status: **Good**

Account Summary Account Activity Recommendations Saved Lists Saved Searches

**Summary**  
Contact Information  
Library PIN  
EZ Login  
Opt-In & Notifications

Print Account Summary

You have **1** item(s) on loan  
You have **1** pending reserve(s)

- [View Loans \(if renewing, usual rental fees will apply\)](#)
- [View Reserves](#)

**Bloggs Mary**

Contact Information [Change Contact Info](#)  
123 West Street

**Check and make changes to your Loans and Reserves**

Account Summary

Account Activity

Recommendations

Saved Lists

Saved Searches

Loans

1

Reserves

1

Fees and lost items

\$0

Loan History

Synchronize eBook Info

Last Updated: 25/09/2020 11:00 AM

Loans: 1 **Overdue: 0**

 Print Loans

Sort By Status ▾

Renew



**Under story : a life with trees (2017)**

By Simpson, Inga

Call number: **508.092 SIM**

Item #: **N0530499789**

Book

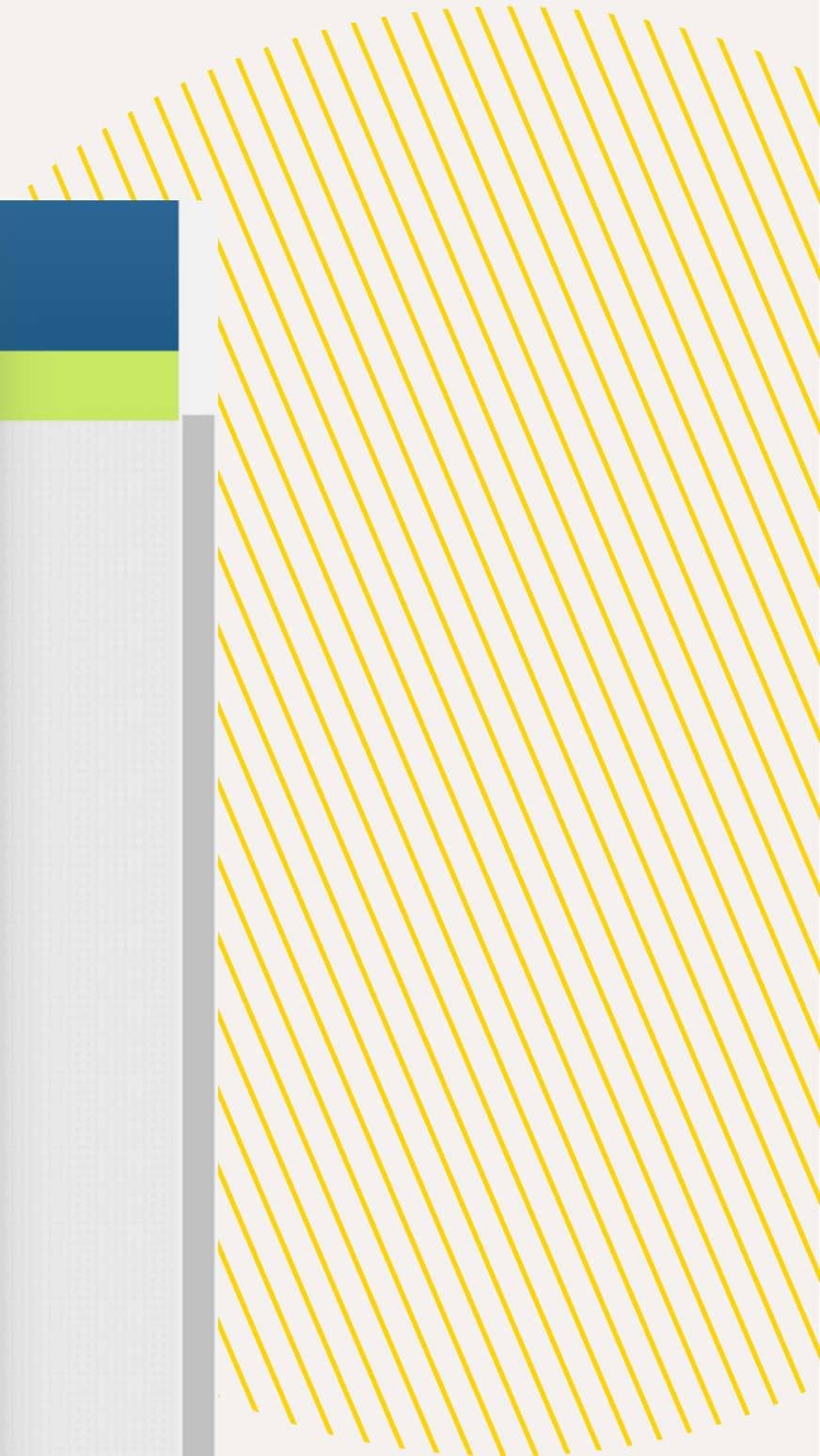


Checked out at: **CBD Te Awe Brandon**

Due: 15/10/2020 20 Day(s) left

Renewals To Date: **0**

Renew Loan



# MAKE CHANGES TO YOUR RESERVED ITEMS

**Mary's Account** (Log Out) Status: **Good**

Account Summary | **Account Activity** | Recommendations | Saved Lists | Saved Searches

Loans 1  
**Reserves** 1  
Fees and lost items \$0  
Loan History

Synchronize eBook Info  
Last Updated: 25/09/2020 11:00 AM

Reserves: 1 **Ready For Pickup: 0** Print Reserves

Sort By Status  Re-activate | Suspend Until | Cancel reserve

**The company of trees : a year in a lifetime's quest (2015)**

By Pakenham, Thomas, 1933-

Holds Position: **1 of 1**  
Pickup Branch **CBD Te Awe Brandon**

Book ★ ★ ★ ★ ★

**Cancel reserve** | **Suspend Until** | Change Pickup Location

**Cancel** a reserve before it's ready for you to pick up

If you are going on holiday you can **Suspend** your reserve until you are back

Read in English 中文 Māori Español Samoan

Kids' Catalogue | Library Home | Ask a Librarian | eLibrary | Help | Privacy TLC





Kids' Catalogue Library Home Ask a Librarian eLibrary Mary's Account Log Out

# Wellington City Libraries

TE MATAPIHI KI TE AO NUI

Select A Pickup Branch

The company of trees : a year in a lifetime's quest

Pickup Branch **CBD Te Awe Brandon**

Some items have a fee (eg DVDs, CDs). Discounted fees may apply for some borrowers.

Submit Cancel

Advanced

Mary's Account (Log Out) Status: **Good**

Account Summary Saved Searches

Print Reserves

Loans 1

Reserves **1**

Fees and lost items

Loan History

Synchronize eBook Info  
Last Updated: 25/09/2020 11:00 AM

**Ready For Pickup: 0**

Re-activate Suspend Until Cancel reserve

**The company of trees : a year in a lifetime's quest (2015)**

By Pakenham, Thomas, 1933-

Holds Position: **1 of 1**

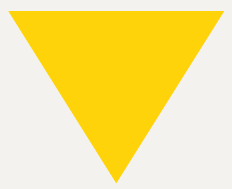
Pickup Branch **CBD Te Awe Brandon**

Book

Cancel reserve Suspend Until **Change Pickup Location**

You can now **Change the Pickup Branch** in case you made a mistake or changed your mind





**Mary's Account** (Log Out) Status: **Good**

Account Summary | Account Activity | Recommendations | Saved Lists | Saved Searches

[Summary](#)  
[Contact Information](#)  
[Library PIN](#)  
[EZ Login](#)  
[Opt-In & Notifications](#)

[Print Account Summary](#)

**Bloggs Mary**

**Contact Information**  
123 West Street  
Te Aro, Wellington 6011  
1234567

**Library Card Number**  
C10917417  
Expiry Date: 31/12/2037  
Status: Good

**EZ Login**  
[Create EZ Login](#)

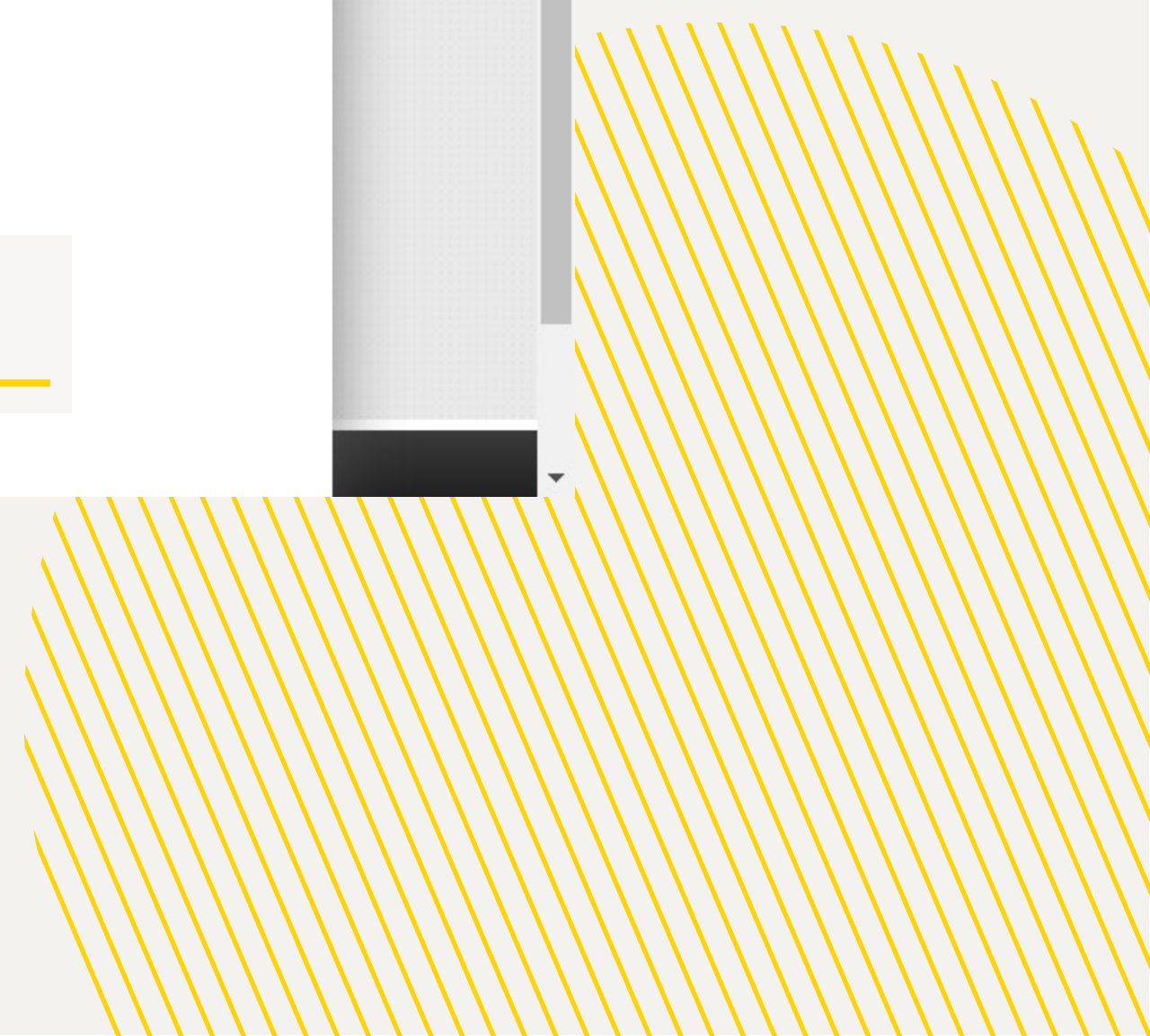
You can now update your **email address** and **phone number**

[Change Contact Info](#)

[Change Library PIN](#)

Update your PIN to any 4 digits of your choice

Check your notifications and choose to keep your **Loan History**





# KEEP A RECORD OF ALL THE ITEMS YOU BORROW

The screenshot shows a library account settings page. On the left is a navigation menu with the following items: Summary, Contact Information, Library PIN, EZ Login, and Opt-In & Notifications. The 'Opt-In & Notifications' section is active. The main content area is divided into three sections: 'Loan History Opt-In', 'Email Notifications', and 'Receipts'. The 'Loan History Opt-In' section has a checkbox for 'Save my loan history' which is checked. The 'Email Notifications' section contains a message about the need for a current email address and a 'Change Contact Info' link. The 'Receipts' section has an unchecked checkbox for receiving email receipts. At the bottom are 'Save' and 'Cancel' buttons. Annotations include a yellow arrow pointing to the 'Save my loan history' checkbox, a yellow arrow pointing to the 'Opt-In & Notifications' menu item, and a yellow box highlighting the 'Activate your Loan History' text. A yellow triangle is in the bottom left corner of the overall image.

Summary

Contact Information

Library PIN

EZ Login

Opt-In & Notifications

### Loan History Opt-In

Activate your **Loan History** to have access to all your borrowed items

**Loan History**

Save my loan history.

### Email Notifications

A current email address is required to receive email notifications. Please review and update your contact information if you wish to receive these notices.

**Contact Information** [Change Contact Info](#)

Email:  
Phone Number: 1234567  
Mobile Network: Home

### Receipts

You can now receive Issue and Renewal receipts via email. By opting in, you will automatically receive email receipts at the email address in your library account for all Issues and Renewals activity.

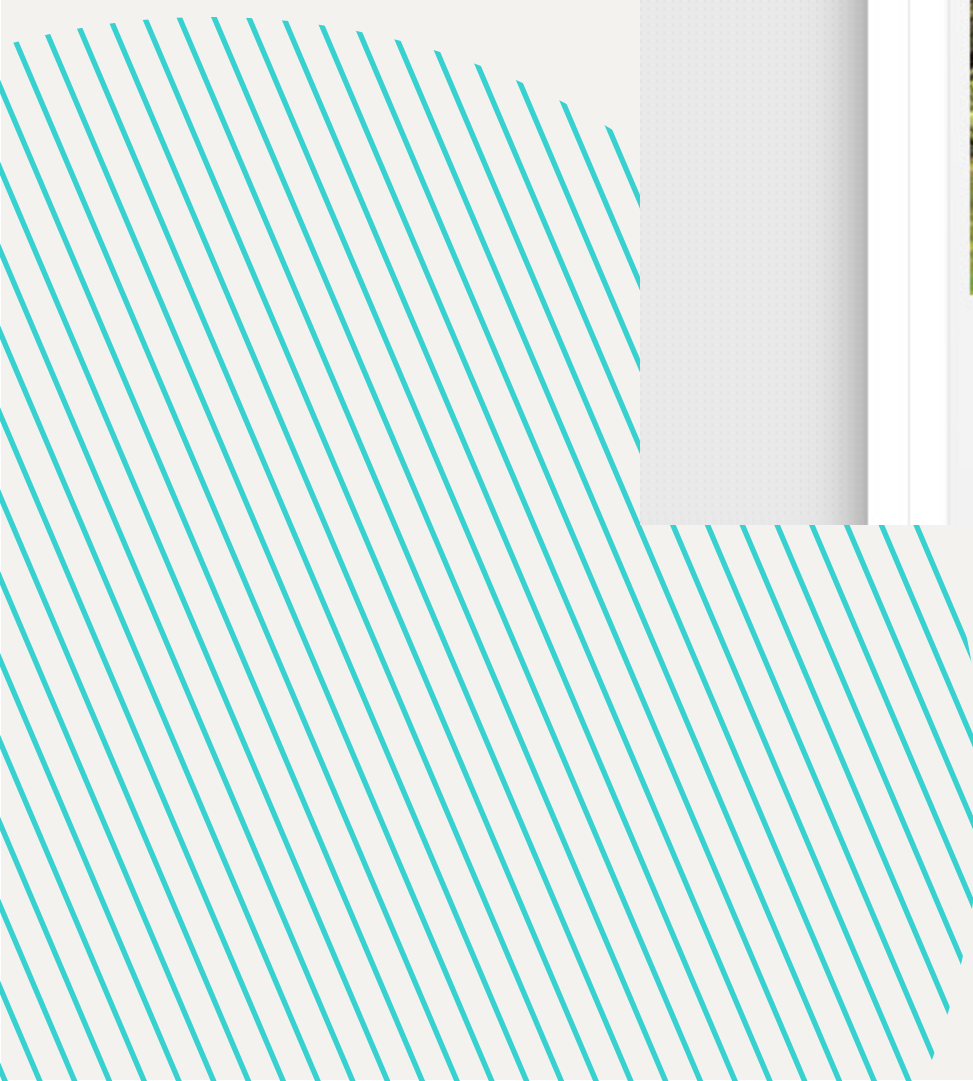
[Save](#) [Cancel](#)

Activate **Email Receipts**



# SEARCHING CAN BE AS SIMPLE AS YOU WANT OR AS COMPLEX AS YOU NEED

The screenshot displays the Wellington City Libraries website interface. At the top, there are navigation links: Kids' Catalogue, Library Home, Ask a Librarian, eLibrary, and Log In. The main header features the Wellington City Libraries logo and the Māori name TE MATAPIHI KI TE AO NUI. A search bar is prominently displayed with the placeholder text 'Type here to search'. A teal arrow points to the search bar, with a callout box above it stating 'Search for your **keywords** by default'. To the right of the search bar are buttons for 'Search' and 'Advanced'. Below the search bar, there are two filter tabs: 'Trees' (selected) and 'New cookery books'. A sub-header reads 'Explore the beauty and history of trees'. Four book covers are displayed in a row: 'Wise Trees' by Diane Cook and Len Jenkin, 'Hidden Natural Histories: TREES' by Noel Kingsbury, 'The Beauty of Trees' by Michael Jordan, and 'BARK: An Intimate Look at the World's Trees' by Cédric Pollet.





# IF YOU NEED MORE OPTIONS FOR YOUR SEARCH, TRY THE ADVANCED

Choose **Advanced** to search for Author, Subject, Call Number, etc.

Wellington City Libraries  
TE MATAPIHI KI TE AO NUI

Type here to search

Search Advanced

Advanced Boolean Searching

Searching 19 locations (change)

Include  any of these  all of these

Author contains [ ] - +

Any Field

Title

Author

Series

Subject

Note

Tag

ISBN

UPC

Call Number

Advanced Search Clear

Searching Tips

- Select "any of these" to search "this field" OR "that field".
- Select "all of these" to search "this field" AND "that field".
- Click the "+" or "-" buttons to add or remove search criteria
- To optimise response time, please limit to five fields or less.

Select which **search criteria** you would like to use

Add more search criteria to further specify what you are looking for



# YOU CAN LIMIT YOUR SEARCH RESULTS BY LOCATION

The screenshot displays the Wellington City Libraries website interface. At the top, navigation links include 'Kids' Catalogue', 'Library Home', 'Ask a Librarian', 'eLibrary', and 'Log In'. The main header features the Wellington City Libraries logo and the Māori name 'TE MATAPIHI KI TE AO NUI'. A search bar on the left shows 'Searching 19 Locations'. A modal window titled 'Select Locations to Search' is open, allowing users to filter results by location. The modal contains three columns of checkboxes for various locations and options. A callout box with an arrow points to the modal, stating 'Choose one or more locations'. The background shows search results for the book 'Dogs', including details like author, format, and availability.

Wellington City Libraries  
TE MATAPIHI KI TE AO NUI

Select Locations to Search

Select All | Clear Selections

- Brooklyn
- CBD Arapaki Manners
- CBD He Matapihi Molesworth
- CBD Te Awe Brandon
- Cummings Park
- Island Bay
- Johnsonville
- Karori
- Khandallah
- Kilbirnie
- Miramar
- Newtown
- Off-site Storage
- On Order
- Tawa
- Wadestown
- enquiries@wcl.govt.nz

Save Cancel

Choose one or more locations

Library Catalogue

Searching 19 Locations

Available Now

- Brooklyn
- CBD Arapaki Manners
- CBD He Matapihi Molesworth
- CBD Te Awe Brandon
- Cummings Park
- Island Bay
- + Show More

Format

New Titles

Author

News Feed

Series

Collection

Media Characteristics

Music Characteristics

Form of Content

Contributor Role

Borrower Rating

Publication Year

Subject

Primary Audience

Genre

Dogs (2009)

by Gravett, Emily

Children Picture Book GRA

Book

1 Available (View Selected Locations)

Place Reserve Add To List Share

Dogs (2010)

by Condon, Bill

Young Adult eAudiobook Borrowbox

eAudioBook

Downloadable

More Options Add To List Share

Dogs (2006)

by Spilsbury, Louise





# YOU CAN NARROW YOUR RESULTS WITH LIMITERS

The screenshot shows the Wellington City Libraries website interface. At the top, there are navigation links: Kids' Catalogue, Library Home, Ask a Librarian, eLibrary, and Log In. The main header features the Wellington City Libraries logo and the Māori name TE MATAPIHI KI TE AO NUI. A search bar contains the text 'dogs' and has a search button and an 'Advanced' link.

Below the search bar, the page displays search results for 'dogs'. On the left side, there is a sidebar with filter options under the heading 'Library Catalogue' (5895 items). The sidebar includes a 'Searching 19 Locations' section and a list of filter categories, each with a dropdown arrow and a star icon:

- Available Now
- Format
- New Titles
- Author
- News Feed
- Series
- Collection
- Media Characteristics
- Music Characteristics
- Form of Content
- Contributor Role
- Borrower Rating
- Publication Year
- Subject
- Primary Audience
- Genre
- Curriculum Goal
- Language

The search results are sorted by 'Relevance' and show three items:

- Dogs : 101 answers to commonly asked questions (2002)** by Zammit, Robert. 636.7 ZAM. Book. 2 Available (View Selected Locations). Includes buttons for Place Reserve, Add To List, and Share.
- Dogs (2009)** by Gravett, Emily. Children Picture Book GRA. Book. 1 Available (View Selected Locations). Includes buttons for Place Reserve, Add To List, and Share.
- Dogs (2010)** by Condon, Bill. Young Adult eAudiobook Borrowbox. eAudioBook. Downloadable. Includes buttons for More Options, Add To List, and Share.
- Dogs (2006)** by Spilsbury, Louise. (Partially visible)

At the top right of the search results area, there are options for 'View As List | Flow' and a 'Select Action' dropdown menu.

There are many options to **filter** your results





dogs



Search

Advanced

Library Catalogue

5920

Searching

19 Locations

Change

- ▶ Available Now
- ▶ Format
- ▶ New Titles
- ▶ Author
- ▶ News Feed
- ▶ Series
- ▶ Collection
- ▶ Media Characteristics
- ▶ Music Characteristics
- ▶ Form of Content
- ▶ Contributor Role
- ▶ Borrower Rating
- ▶ Publication Year
- ▶ Subject

Primary Audience

Unknown	2929
Juvenile	1360
Preschool	547
Primary	312
Adult	306
Pre-adolescent	184

+ Show More

- ▶ Genre
- ▶ Curriculum Goal
- ▶ Language

Search Results for dogs (Save Search)

View As List | Flow

Sort By Relevance

Select Action



Dogs : 101 answers to commonly asked questions (2002)

by Zammit, Robert

636.7 ZAM

Book



2 Available (View Selected Locations)

Place Reserve

Add To List

Share



Dogs (2009)

by Gravett, Emily

Children Picture Book GRA

Book

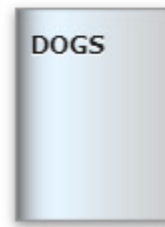


1 Available (View Selected Locations)

Place Reserve

Add To List

Share



Dogs (2010)

by Condon, Bill

Young Adult eAudiobook Borrowbox

eAudioBook



Downloadable

More Options

Add To List

Share

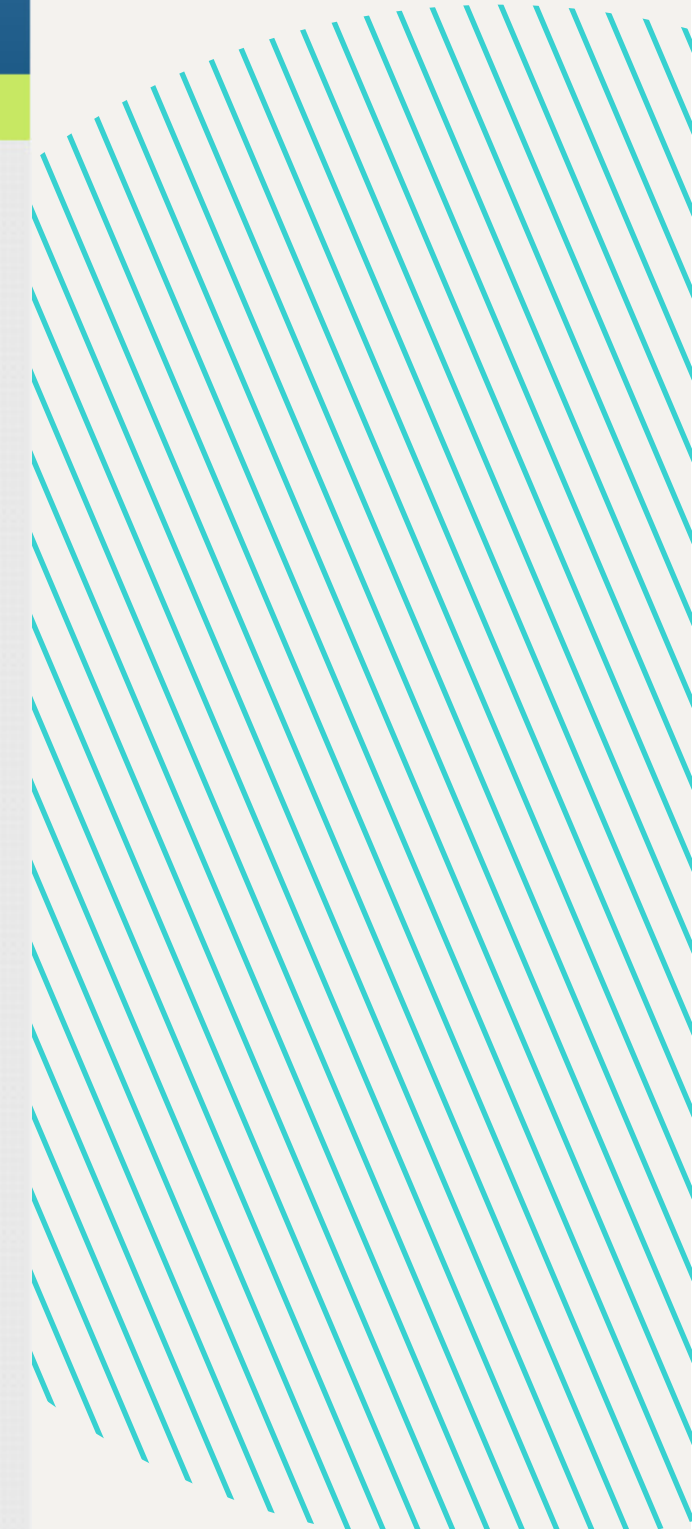


Dogs (2006)

by Spilsbury, Louise



Choose your **Primary Audience** so you can see items specific to Adults/Children/Teens collections







dogs

Sort your results using different criteria like Newly Added, Publication Date, etc.

Search

Advanced

Library Catalogue

5895

Searching  
19 Locations

Change

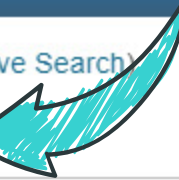
- ▶ Available Now
- ▶ Format
- ▶ New Titles
- ▶ Author
- ▶ News Feed
- ▶ Series
- ▶ Collection
- ▶ Media Characteristics
- ▶ Music Characteristics
- ▶ Form of Content
- ▶ Contributor Role
- ▶ Borrower Rating
- ▶ Publication Year
- ▶ Subject
- ▶ Primary Audience
- ▶ Genre
- ▶ Curriculum Goal
- ▶ Language

Search Results for dogs (Save Search)

View As List | Flow

Select Action

- Sort By Relevance
- Sort By Relevance
- Sort By Newly Added
- Sort By Publication Date
- Sort By Borrower Rating
- Sort By Author
- Sort By Title
- Sort By Call Number



Dogs : 101 answers to commonly asked questions (2002)

by Zammit, Robert  
636.7 ZAM

Book



2 Available (View Selected Locations)

Place Reserve Add To List Share



Dogs (2009)

by Gravett, Emily  
Children Picture Book GRA

Book



1 Available (View Selected Locations)

Place Reserve Add To List Share



Dogs (2010)

by Condon, Bill  
Young Adult eAudiobook Borrowbox

eAudioBook



Downloadable

More Options Add To List Share



Dogs (2006)

by Spilsbury, Louise

Kids' Catalogue Library Home Ask a Librarian eLibrary Log In

Wellington City Libraries  
TE MATAPIHI KI TE AO NUI

dogs Search Advanced

Library Catalogue 5895

Searching 19 Locations Change

Available Now  
Format  
New Titles  
Author  
News Feed  
Series  
Collection  
Media Characteristics  
Music Characteristics  
Form of Content  
Contributor Role  
Borrower Rating  
Publication Year  
Subject  
Primary Audience  
Genre  
Curriculum Goal  
Language

Search Results for dogs (Save Search) View As List | Flow

Sort By Relevance

**Dogs : 101 answers to commonly asked questions** (2002)  
by Zammit, Robert  
636.7 ZAM  
Book  
2 Available (View Selected Locations)  
★★★★☆  
Place Reserve Add To List Share

**Dogs** (2009)  
by Gravett, Emily  
Children Picture Book GRA  
Book  
1 Available (View Selected Locations)  
★★★★☆  
Place Reserve Add To List Share

**Dogs** (2010)  
by Condon, Bill  
Young Adult eAudiobook Borrowbox  
eAudiobook  
Downloadable  
★★★★☆  
More Options Add To List Share

**Dogs** (2006)  
by Spilsbury, Louise

Select Action  
Select Action  
Place a Reserve  
Add to List

If this is a search you use frequently, you can use the **Save Search** option and go back to it using your account

Bulk actions are also possible, select the items to either **Add to List** or **Place a Reserve**

