

Using Index New Zealand (for Schools)

Index New Zealand (INNZ) is a great tool for staff and pupils wanting information on a wide range of subjects.

INNZ can provide articles on the environment, science, agriculture, social research, the arts, book reviews, poems and short stories and much, much more.

Search INNZ (Index New Zealand)

Articles can be found by searching Index New Zealand by author, keyword, title or subject. Index New Zealand is available on the National Library web site <http://www.natlib.govt.nz/catalogues/innz>

We suggest when you first use Index New Zealand you read the Index New Zealand tutorial or Help screens to familiarise yourself with the searching and printing techniques.

Request articles from the National Library of New Zealand

There are three ways schools can send requests for Index New Zealand articles

1. Post or Fax Printouts

Search Index New Zealand and select the articles you want

Printing single records for requesting

- Bring up the full record for the article by clicking on the blue printing
- Move to **Record Options Box** at bottom of screen
- Click on **Print/Save** Icon
- A new screen will open with the record displayed as text
- Print this screen

Printing multiple records for requesting

- Mark the required records by clicking the checkbox to the left of the records you want
- Move to the bottom of the page and click on the **Retain Selected** box
- Go to **Next** to search and choose from more pages. You will need to click on Retain Selected each time you select articles from a new page.
- Move to **Record Options** Box at bottom of screen and click on **Selected all pages**
- Click the **Print/Save** Icon
- A new screen will open with the records displayed as text.
- Print this screen

Prepare your requests for sending

Next to each article required write or stamp the name of your school and the name of the student or teacher.

Tell us how you want to receive your article

- By mail – Under the name of your school – write or stamp the school postal address.
- By email – Under the name of your school – write your email address.

Send your requests to us:

Mail: Collection Delivery
National Library of New Zealand
PO Box 1467
Wellington
Fax: (04) 385 8077

2. E-mail Requests

Search Index New Zealand and select the articles you want

Printing single records for requesting

- Bring up the full record for the article by clicking on the blue printing
- Move to **Record Options Box** at bottom of screen
- Move to Box: **Enter your email address**
- **Type in your own email address, click on Email**

Printing multiple records for requesting

- Mark the required records by clicking the checkbox to the left of the records you want
- Move to the bottom of the page and click on the **Retain Selected** box
- Go to **Next** to search and choose from more pages. You will need to click on Retain Selected each time you select articles from a new page.
- Move to **Record Options** Box at bottom of screen and click on **Selected all pages**
- Move to Box: **Enter your email address**
- **Type in your own email address, click on Email**

Prepare your requests for sending

When the requests arrive in your email box: -

- Use **Reply** command (You may need to go to "Tools – Turn off Pop-Up Blocker" to be able to reply to emails)
- **Type the name of your school** and the name of the student or teacher above **each article** you require

Tell us how you want to receive your article

- By mail – Under the name of your school – type the school postal address.
- By email – Under the name of your school – type your email address.
- **Delete the database address and insert dss@dia.govt.nz in the address line**
- **Send**

When will you get your articles?

Requests are processed in Collection Delivery within two business days.

Allow normal mail delivery time for postal items.

3. Get an Article Online

A limited number of full-text articles are available online direct from Index New Zealand

(This can be confusing and the results vary so you may choose not to use this method)

If the Voyage Icon appears to the right of the description of the article, then it will be available online in full text.

- Click on the article you want to look at
- Click on the **Link to hyperlink** at the end of the article
- If no **Link to** hyperlinks are available, click on the Get Article? Button. There will be full-text options listed under: Full text available via **EBSCOhost Australia New Zealand Reference Collection**. These will be available from your own library's online resources via EPIC.

Other Journal Articles

Collection Delivery is also able to supply other articles from any journal held in the National Library of New Zealand. The titles of the journals held can be searched on the National Library catalogue and this can be found on our web site.

Send a request by fax or email

Include the following details:

Author of article:

Title of article:

Name of journal:

Number and Date of journal:

Page numbers:

Name of school and address of school (or email address):

Name of student or teacher

Other National Library Sources

The National Library has other sources for information on its website. Go to **Quicklinks for School Staff** and **Catalogues and Directories**.

Notes:

- a) The email address can be the school library or a personal email address but you must include the name of your school
- b) If you do not include the name of your school – we cannot process your request
- c) If the email address you give us is wrong or does not accept our email, we will re-send the item by mail
- d) Copies of articles received are subject to copyright and are not to be stored long-term.

NATIONAL LIBRARY OF NEW ZEALAND TE PUNA MATAURANGA O AOTEAROA

Contact us:

Collection Delivery

Tel: 04 474 3144

Fax: 04 385 8077

Email: dss@dia.govt.nz

For more information on services provided by the National Library please visit our website www.natlib.govt.nz