Using library resources effectively to support your study
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Website Overview

Welcome to the John Kinder Theological Library! In this guide you’ll find tips about using our library catalogue, renewing and requesting books, and information about our eResources, how to find them, and how to use them effectively.

Here’s what you can find on our website:

1. **Books, eBooks, and eJournals articles** – the library has over 100,000 books, some of which are in storage downstairs. Use our catalogue, ANGLICAT, to search for books, eBooks, and journals.

2. **Join the library** – read more about how you can join the library

3. **Archive and manuscript collections** – extensive archive collections are held. Search via the ARK button above, or talk to library staff.

4. **Digitised New Zealand Church Newspapers** and General Synod proceedings and more. Search via the Church Papers Online button.

5. **Topic Guides** – a collection of guides designed to help you find resources – both from our library and from other sources – on various topics, historical and archival research, and also ‘how-tos’. See page 12 for more information.
Anglicat Catalogue

Go to the Anglicat catalogue link from the Kinder Library website (www.kinderlibrary.ac.nz). Then click on the green button, ‘Search the catalogue’.

You will arrive at the Anglicat catalogue main page, which looks like this:

Log into your account

To the right you will see a space to log into your account.

- **Login** - your library card number (after the initial letter (B or P), note they are zeros not Ohs)
- **Password** – the default setting is the last 4 digits of library card number.

You can reset this yourself to a password of your choice at any time (see page 4 for more information about managing your account).
### Why should I login before searching?

- Allows access to any restricted online resources, e.g., eBooks
- Allows you to save a search into a bibliography
- Allows you to see your own record and update contact details
- Allows you to see what books you have on loan, and renew items
- Allows you to reserve a book

### Your Anglicat Account

When you sign up to become a library member you will receive a library card with a number on the back. This is your login number for Anglicat. To request or renew books, pay library fines, or see what you currently have borrowed, you need to login into your Anglicat account.

1. Head to anglicat.kinderlibrary.ac.nz and find the ‘Log in to your account’ box to the right, or at the very top of the screen in the right-hand corner. See previous page for your log in details.

2. Once you’re into your account, you’ll see all your books on issue and their due dates, as well as a list of options shown down the left-hand side. From here you can change your password, renew your books (once), updates your details (email, phone number etc), and see what books you’ve had out previously.
Searching the catalogues

You’ll notice to the left of the search bar there is the option to switch between Catalogue and Discovery. Each of these sections look for different types of resources.

**Choose Catalogue search to:**
- find a book, dvd, thesis, and other physical items
- find an e-book from our Proquest e-book collection
- find the location of a print periodical

**Choose Discovery for a wider search:**
- find a book, dvd, thesis, and other physical items
- find an e-book from our Proquest collection
- find further e-books from our EBSCO subscription collection
- find the location of a print periodical
- find the full electronic text of a periodical article
- find article information from journals that are held in print or at other libraries

**Catalogue Search**

**Key tips for a good search**
- Start simply:
  - e.g. ‘barnard greek’ if you have details for a specific book, the author is ‘barnard’, and the title includes the word ‘greek’
  - ‘baptism’ if you want to see what books are held on that topic
- Don’t use punctuation or initials; note capitals are not needed
- Leave out basic words such as and or, the,
- Remember computers only match to what you have asked for

**Refining topic searches**
The current database asks you to change your thinking – to start with a search term(s) and then refine. Most topic or subject searches will bring up more items than you want and may be too broad. Use the following steps
- Start with a simple search as above
- Use the choices (called facets) in the left column to refine your search with any of the following:
  - Choose which library you want if looking for physical items (remember that there are nine libraries in the catalogue)
  - Choose by date of publication
  - Choose by type of item (e.g. eBook or print)
  - Refine by whether the book is available, who the author is, and much more
Discovery search – for a mix of books and articles

**Key tips for a good search**

- Follow the topic search steps above
- This search (below) for ECOTHEOLOGY PACIFIC brought up a list of 808 possible books and articles
- Note that it has searched all the full text of articles for your two key search words
- Removing that tick refines the search results to 11 items

- If you want to refine further, go to the ‘Limit to:’ and choose any of the options
  - For example – if you only want articles with full text available, tick full text
Renewing and reserving your books

Renewing your books

Your books are issued for four weeks, as recorded on the date slip. However, if another borrower requests an item that is issued to you, you will be sent an email asking you to return it.

If you would like to keep the item longer than four weeks (and no-one else has requested it) you can renew it once via Anglicat. After that you must bring the book into the library and we will renew it again for you.

Reserving your books

Don’t have time to come in and browse the shelves? You can easily reserve books through Anglicat, and we’ll find them for you!

1. Head to Anglicat and log into your account.
2. Search for the book in the search bar.
3. Once you’ve found it, click into the record. On the right-hand side in a grey box there is the option to 'place reserve'

4. Once you’ve placed a reserve, a notification is send to us at the library. We will email you to let you know when it’s ready to be picked up. If you’re a postal borrower and the book requests are on the shelf, they are normally in the mail the following day. If your request is urgent, please send an email to library@kinderlibrary.ac.nz to let us know.

Note: If you’d like to make a pile of reserves at the same time, you can 'Add to your cart' each time you find a book. Make sure you go to your cart (top right on the grey bar) and select 'Place reserves' before you log out. If you do not do this, we do not get a notification that you would like the selected books.
More on eResources

Looking for an eJournal or eBook? Remember to switch to ‘Discovery’ on the left-hand side of the search bar.

To find more on eResources, click on the eResearch tab on the library website. Here you’ll find various links to sites which provide a range of materials, including information about our eBooks, eJournals and other online resources.
How books are organised in the library

Books are arranged using a system called the Library of Congress classification. This uses a system of letters and numbers to define a subject area, (unlike the Dewey Decimal classification, which uses numbers only).

At the John Kinder Theological Library

Library of Congress classification
A General works such as encyclopaedias
B Philosophy and religion
   B Philosophy
   BC Logic
   BF Psychology
   BJ Ethics
   BL Religions
   BM Judaism
   BP Islam
   BQ Buddhism
   BR Christianity
   BS Bible
   BT Christianity: Doctrinal theology
   BV Christianity: Practical theology
   BX Christian denominations
C History of civilization, archaeology etc
D History
   DU History of Oceania, Australia & New Zealand
E History – America
F History – America
G Geography, anthropology
H Social sciences
J Political science
K Law
L Education
M Music
N Fine arts including church architecture
P Language & literature, including Biblical languages
Q Science
R Medicine, including counselling
S Agriculture
T Technology
U Military science
V Naval science
Z Bibliography & library science
At some Diocesan Centre libraries
At some Diocesan Centre libraries, books are organised in a different way: by the Dewey Classification system. The Dewey system uses only numbers to sort the books, rather than both letters and numbers.

Dewey classification

**Dewey Numbers**
000 Computer science, information & general works
100 Philosophy & psychology
200 Religion
300 Social sciences
400 Language
500 Science
600 Technology
700 Arts & recreation
800 Literature
900 History & geography

**200 – Religion (in more detail)**
200 Religion
210 Philosophy & theory of religion
220 The Bible
230 Christianity & Christian theology
240 Christian practice & observance
250 Christian pastoral practice & religious orders
260 Christian organization, social work & worship
270 History of Christianity
280 Christian denominations
290 Other religions
Topic Guides

Our Topic Guides button on our homepage will take you straight to our profile within the website Lib Guides. Lib Guides is designed for libraries to share resources, books, articles and more with the rest of the world, and is a great place to look for groups of resources within a certain topic.

See the next page for a detailed look at the Topic Guides front page.
Overview of the John Kinder Theological Library Topic Guides

Introduction
An introduction to the library

Topic Guides
These are guides on various topics, with resources within to help you with your research, Church functions or groups

Archives and history
These are guides with historical topics or about what you can find in the archives at the library

How To
These are how-to guides, including tips on writing, and understanding the library system

Guides
Here at the bottom of the page you will find a list of all our guides, if you prefer to look through them all together

Search box
This allows you to browse and search through all our guides

Receive Email Updates
Sign up to receive email notifications when we publish a new guide

Quick Links
Quick links are on all the guides, taking you to the Home page and to the catalogue and library website

Library opening hours
The John Kinder Library opening hours

Library Contacts
Contact details for the library

eBooks
Links to the eBook pages with our eBook guide. A quick and easy way to navigate there.
What you can find in our guides

Guides are added and updated often, so make sure you check back periodically to see what new material we are sharing. As guides are published, they are also shared on our Facebook page, and on Twitter (see next page for how to find us on social media). This is a sure way to see what new things we have added, or you can also sign up via email (see previous page).

Topic Guides
In the Topic Guides section, you can find resources on specific topics such as Children and Youth Ministry, Group Bible Studies, Retreats and Quiet Days, and others. In each guide you will find books from our catalogue that we suggest looking at, as well as other resources such as websites and blogs, publications and downloads, and eBooks.

Archives and History
These guides include material on Anglican history in New Zealand, such as Anglican Newspapers, Diocese Records, and the history of St John’s Theological College. In this section there are also guidelines and policies around using the archival material, and an archive collection summary list, for easy searching.

How-to
These are guides explaining how to use various aspects of our library, such as eBooks and Anglican Archives, as well as tips on referencing and citations, and student guides.
Social media
As well as the website, Anglicat and Topic Guides, you can find us on social media.

Facebook
Search for ‘John Kinder Theological Library’ on Facebook.

As well as sharing our new Topic Guides and updated opening hours, we like to post links to articles we think you may find interesting, entertaining and educational. We love it when you interact with our page, leaving comments and sharing posts.

Twitter
Search for ‘@kinderlibrary’ on Twitter.

Most of our Facebook posts are linked to Twitter, too, but we also retweet other libraries and posts, and various other book-related links. If we’re at a conference, expect tweets and retweets about what we’re learning, what others are achieving, and our new ideas for the future.

Instagram
Search for @johnkinderlibrary on Instagram.

New books, puzzle updates, events, library life and Beryl the bear’s latest read; you’ll find all that and more on our library Instagram.