

How do I find out what I have out on loan, and when those items are due back?

- Click on the **My Account** tab on the top menu, and log in. A box on the right hand side shows a summary of checkouts, holds and fines. For a more detailed view, click on the tabs next to the 'Personal Information' tab, e.g. to display the items you have on loan, click on **Checkouts**. The due date will be listed beside the item.
- To renew your items tick the check box next to the item/s and click the **Renew** button at the bottom (or select all). If the item has a rental charge, this will be added to your borrower account.

Library staff are available to assist you with your information queries and to guide you through the process. Simply ask.

You can also make an appointment for some one-on-one help by contacting the library in Westport 03 7888030 or Reefton 03 7328821.

April 2020

Online eLibrary



BORROW BOX



LIBBY



PRESSREADER

Just ask the library staff if you need help to get started.

Sue Thomson Casey Memorial Library
87-89 Palmerston Street, Westport

P: 03 788 8030
F: 03 788 8147
E: library@bdc.govt.nz

Westport Opening Hours:
Mon-Fri: 9.30 am to 5.00 pm
(late night Tuesday until 6.00 pm)
Sat: 10.30 am to 1.00 pm

**Reefton Library and Service Centre
Inangahua County Library**
Smith Street, Reefton 7830

P: 03 732 8821
E: reefton.library@bdc.govt.nz

Reefton Opening Hours:
Mon-Fri: 9.30 am to 4.30 pm



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Buller District Libraries

Instagram bullerdistrictlibrariesnz

Website buller.kotui.org.nz



User Guide to the Buller District Libraries Catalogue

buller.kotui.org.nz

Our Kotui Enterprise Library Catalogue searches across the Library's collection of both Westport and Reefton libraries, including eBooks and eAudiobooks.

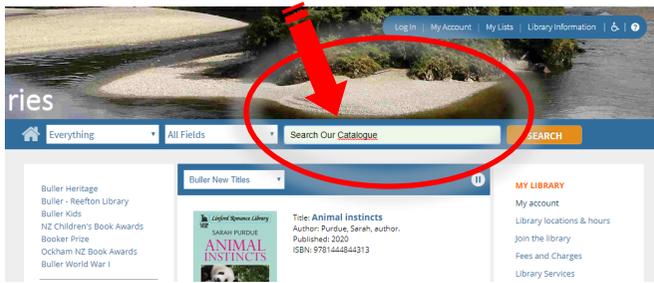
You can search our catalogue to see what is available in our collection and when logged in you will be able to put a hold on items.

Use the Catalogue in the Library or visit online at buller.kotui.org.nz
Or www.bullerdc.govt.nz/library

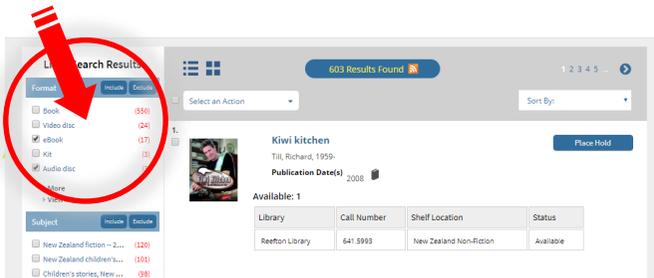
Online Catalogue buller.kotui.org.nz

Searching for Items

- Enter your search terms in the search box, select **Keyword, Title or Author** if required. Click **Search**

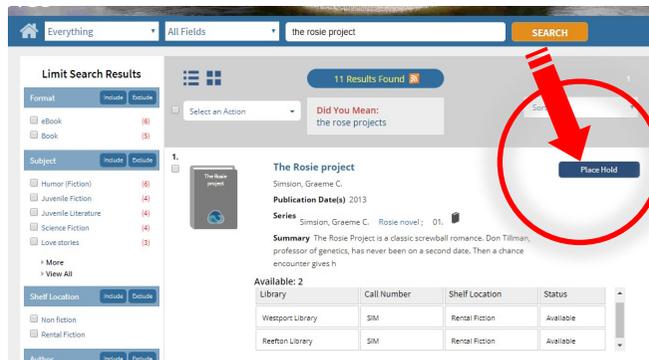


- You will be taken to the results screen which will give you a list of results, as well as options to refine your search and related items.
- The **Results** screen defaults to all listings in the library catalogue (including audio and eBooks).



- On your **Result List** you will see a summary below each record giving information about the owning library (e.g. Reefton or Westport), where the item is in the library and the status e.g. if available or on loan.

- Whether an item is available or on loan, you can request the item by clicking **Place hold**. (You will be required to log in to your account with your library card to place a hold). If two copies are showing, the first available copy will be supplied, from either our main or branch library.

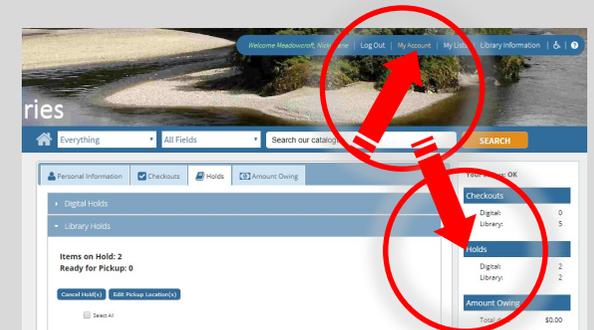


Searching Tips

- You can refine your results by selecting options on the left sidebar of your results screen.
- To sort your result list, choose **Sort By** and choose relevance, publication date, author, or title.
- Choosing **Select an Action** will allow you to place a hold.
- There are other search result limiters on the left sidebar, e.g. format, shelf location, library etc. To search specifically for DVDs and CDs, use the term DVD or CD in the initial search.

How do I reserve a Library item?

- It is **free** to place a hold on an item online.
- From the results of your search choose an item to reserve by clicking on **Place hold**. You will be prompted to log in first if you have not done so.
- You can change the pickup location if desired.
- Click on place hold.
- To check the Holds (or reserves) on your account, click **My Account**, then **Holds**. You can cancel a hold or edit the pickup location here also.



How do I find out where I am in the queue for a title I have reserved?

- Click on **My Account** tab on the upper right of the catalogue page. Click on **Holds**. You will be prompted to login if you have not done so.

A list of your current holds appears showing your position in the queue for each item. You will not see a position if the item is on order.