Using Primo Library Search

1. Begin at **My Ara**: https://myara.ara.ac.nz/
2 Click on the **Primo Library Search** tile.
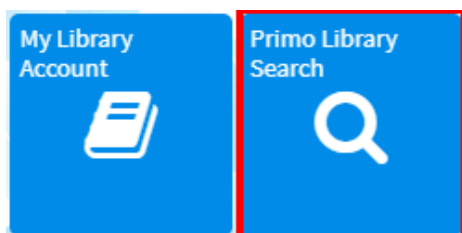
3. Type in your search terms and press Enter on your keyboard to see your results
   e.g.

4. **Refine your results** in the right column**:**

   a. **Availability**
       Choose **Held by library** to view physical
       library items i.e. not electronic.
       Choose **Available online** for ebooks and
       ejournals

   b.   Choose a **Subject** if applicable.

   c. Limit by **Resource type** for Books, DVDs, CDs
       etc.

       e.g. If you refine by **Books** and **Available
       online** your results would all be **ebooks**.
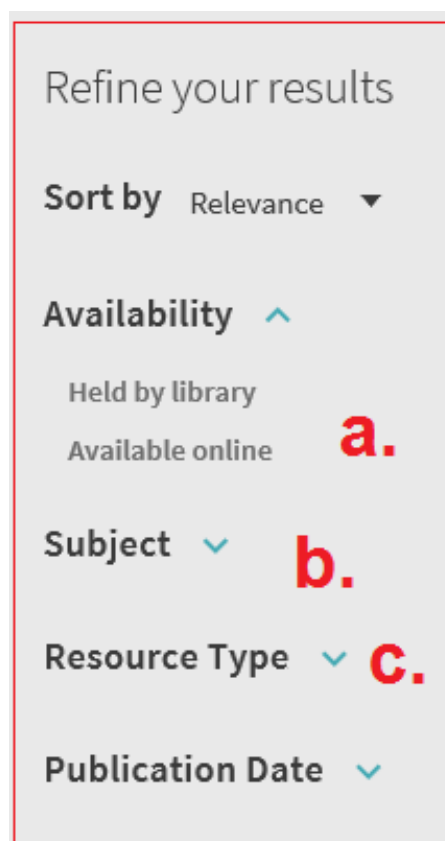
5. For each of the titles from your search results, you can **:**

   a. See if the item is **Available.** (Note: **Not available** means an item is **on loan**.)

   b. Write down the shelf location e.g. *RT81.5MAY*

   c. Find the APA reference under **Citation** (Always check this against your *APA referencing guide for Ara Institute of Canterbury Students*)

   d. Request the item.

   e. Read more information on this item.

   f. View the ebook or other online version if available.

   g. Pin the title to your favourites. (Sign in with your **Student Email Address** and your **Network / Moodle password** to manage your favourites).

For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via Asklive
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : library@ara.ac.nz