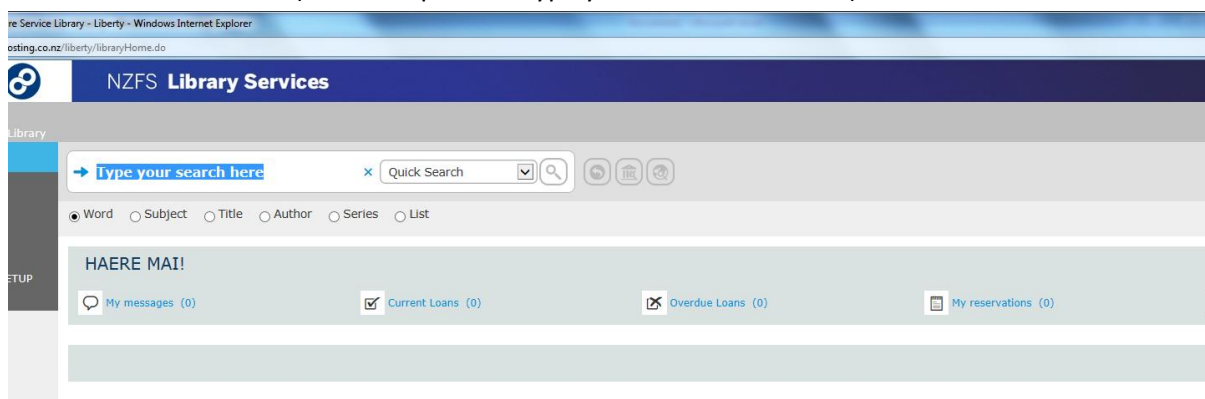


1) Log in to the library

<http://nzfs.softlinkhosting.co.nz/liberty/opac/search.do>

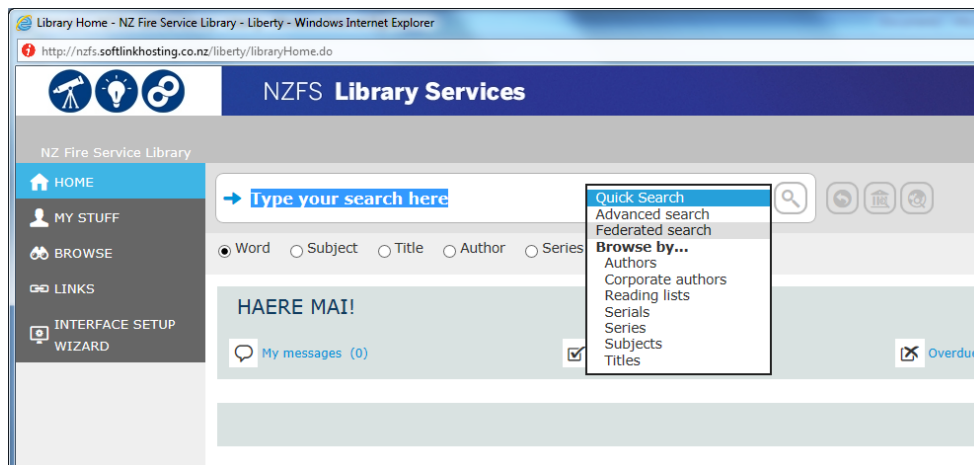
Don't remember your log-on or password? Contact the Knowledge & Insights team and we will re-set it for you: infoc@fire.org.nz

2) Go to the search box. (it has the phrase "Type your search here" in it):



3) Selecting Federated Search

Next to the search box is a drop-down menu, with the option "Quick Search" as the default setting. Click on the arrow to the side of the box, and select Federated search from the menu. (If it is missing from your view of the menu please contact the library)

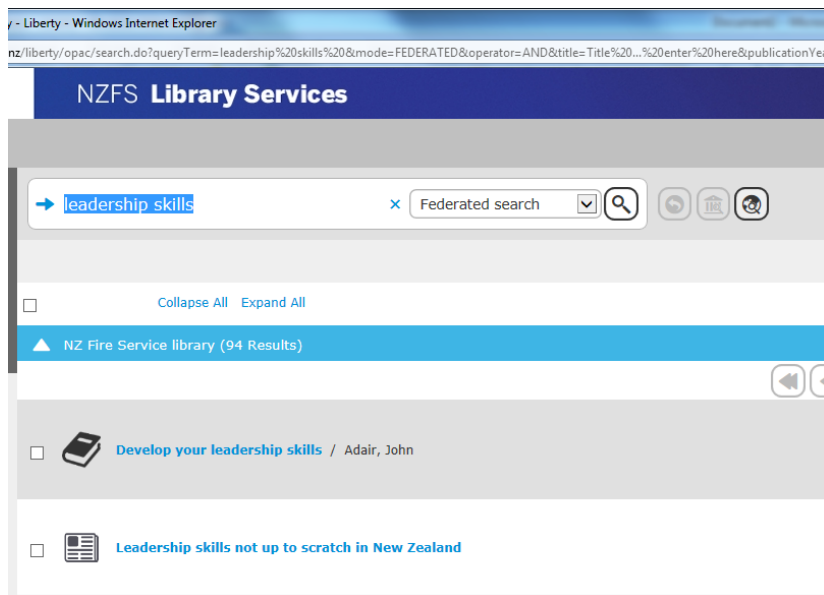


4) Once this is selected you will see a list of the databases that you can search across. Feel free to ask the library about the focus of each database, or experiment yourselves. At first it is probably best to include all databases in your search (keep the boxes ticked).

5) Keyword(s)

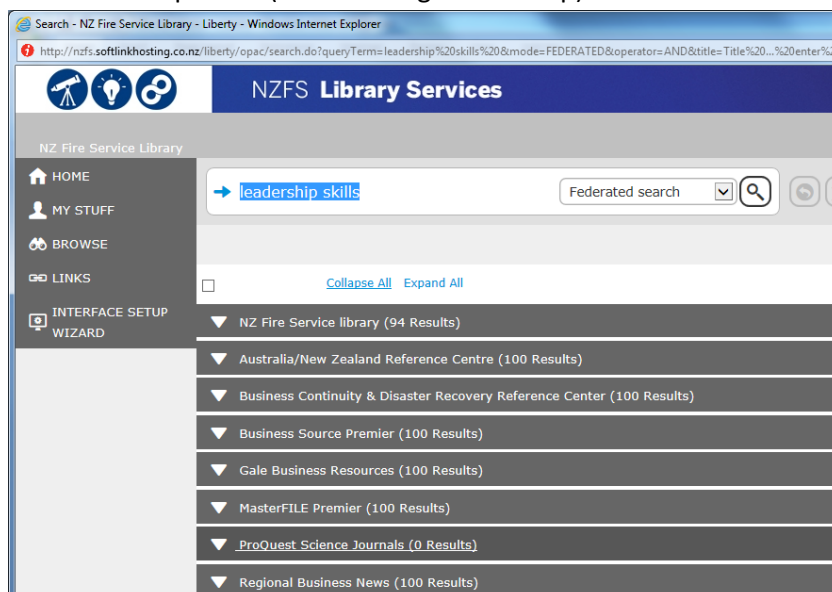
The search function is similar to Google and you type in keywords. Below is a sample search using the keywords “leadership skills”

94 results from the NZ Fire Service library are displayed (in the light blue strip).



6) View results from all databases

Click on “Collapse all” (above the light blue strip):



Each database is listed, with the total hits in bracket next to it. (100 results is the maximum this search will retrieve from each database).

To view the results, click on each database, and you will open a title list. By clicking on the title you open the article, and can see it if it is available in full text.

If it is only a citation you can copy it into an email and ask us to find it for you.

For any questions, problems or training please contact infoc@fire.org.nz

NZFS Knowledge & Insights, October 2015, infoc@fire.org.nz