

The John Kinder Theological Library
Te Puna Atuatanga

Using Library Resources Effectively to Support your Study

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Library Overview

Nau mai, haere mai. Welcome to the John Kinder Theological Library. The library is for the Anglican Church in Aotearoa New Zealand and Polynesia, Te Haahi Mihinare ki Niu Tirenī, ki Nga Moutere o Te Moana Nui a Kiwa.

In this guide you'll find tips about using our library catalogue, renewing your books, and information about our eResources, how to find them, and how to use them effectively.

Come and visit us

We can be found on the St John's Theological College campus.

202 St John's Road
St John's, Auckland

Email: library@kinderlibrary.ac.nz

Phone: (64 9) 528 3950

Website

kinderlibrary.ac.nz

On the Kinder Library website, you'll find everything you need to help you with your studies or personal reading, including links to the catalogue, our archival websites Pūtake and Pūmotomoto, blog posts sharing interesting finds from the archives and more.

Topic Guides

kinderlibrary.libguides.com

Our Topic Guides are online guides that contain a multitude of resources, collated for you by library staff. They are a mix of subject guides (eg history, seasonal resources, Lent etc). You'll also find how-to guides, informational guides, and more.

Facebook

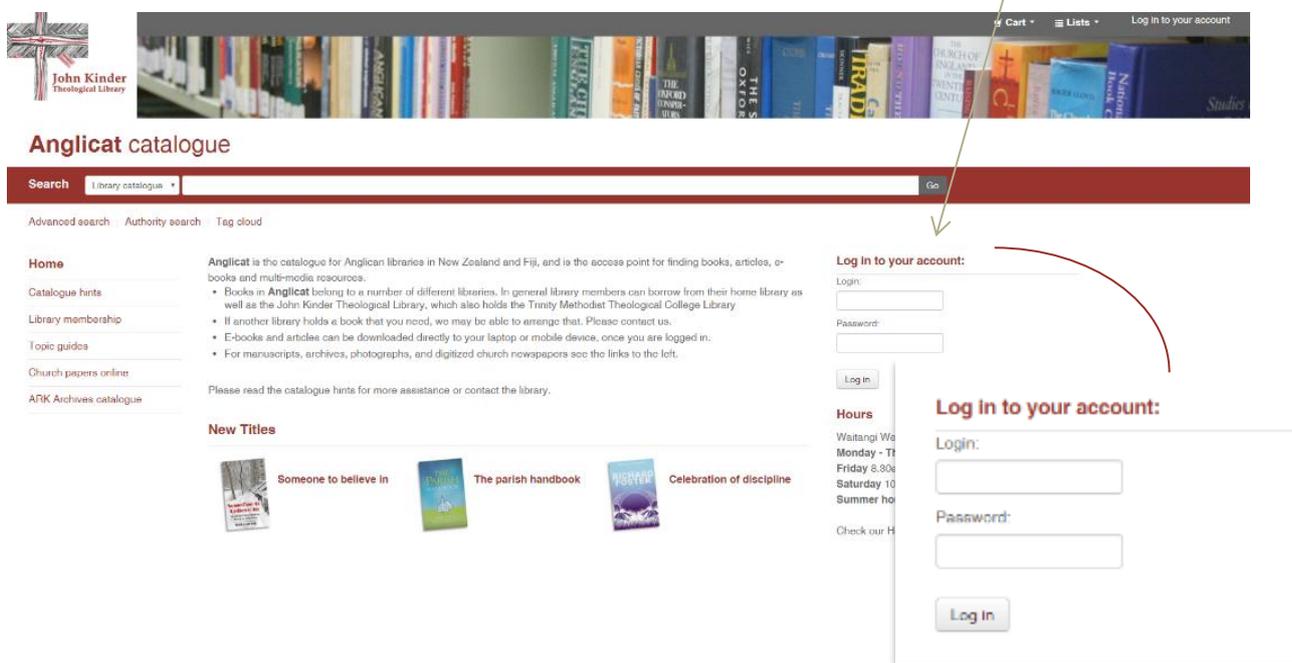
facebook.com/JohnKinderLibrary

Follow along on Facebook for up-to-date information, including opening hours, new books and resources, blog updates and more. We love it when you interact with our page, leaving comments and sharing posts.

Your Library 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 the Catalogue. To request or renew books, or see what you currently have borrowed, you need to login into your 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.
2. Enter your library car number in full (note they are zeros and not Oh's) in the 'login' box, and the last four digits of that number as your password.



3. 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 do things like change your password, renew your books (once), update your details (email, phone number etc), and see what books you've had out previously

Renewing books

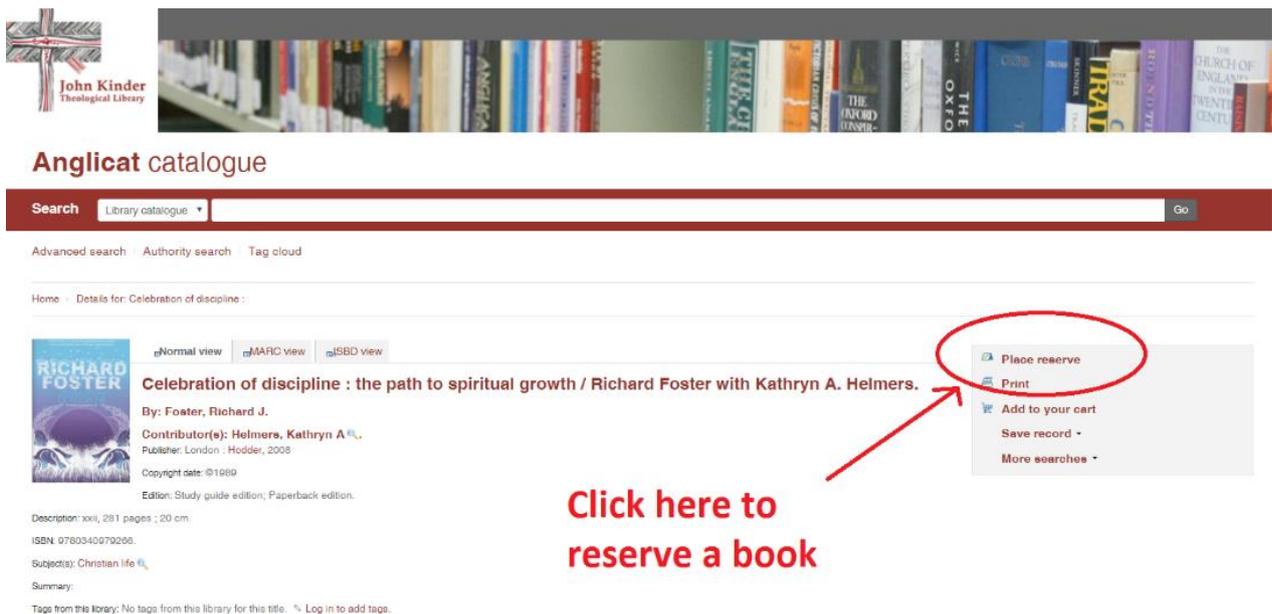
Your books are issued for four weeks, as recorded on the date slip. However, if another borrower requests an item that is issued to you, you will be sent an email asking you to return it.

If you want to keep the item for longer than four weeks (and no one else has requested it) you can renew it once via the catalogue.

Click and Collect

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 the catalogue.
2. Log in using your library card number.
3. Search for the book in the search bar.
4. 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'



John Kinder Theological Library

Anglicat catalogue

Search Go

Advanced search Authority search Tag cloud

Home - Details for: Celebration of discipline :

Celebration of discipline : the path to spiritual growth / Richard Foster with Kathryn A. Helmers.

By: Foster, Richard J.

Contributor(s): Helmers, Kathryn A.

Publisher: London : Hodder, 2008

Copyright date: ©1969

Edition: Study guide edition; Paperback edition.

Description: xvii, 281 pages ; 20 cm.

ISBN: 9780340792066

Subjects: Christian life

Summary:

Tags from this library: No tags from this library for this title. Log in to add tags.

Click here to reserve a book

5. Once you've placed a reserve, a notification is sent 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.

About the Catalogue

The **catalogue** is the access point for books held in Anglican libraries in New Zealand and Fiji, and articles, eBooks and multi-media resources.

Library members can borrow from their home Anglican library as well as the John Kinder Theological Library. The Trinity Methodist Theological College Library is part of the Kinder Library.

If another library holds a book that you need, we may be able to arrange that. Please contact us.

Ebooks and journal articles can be read online or downloaded directly to your laptop or mobile device.

Tips for using the catalogue – Discovery search option

Use the 'Discovery' option, as this searches all resources – books, eBooks, eJournals and Topic Guides.



STEP 1: Getting to the catalogue to find an eBook

Click on the green button 'Head straight to Catalogue' from the website.

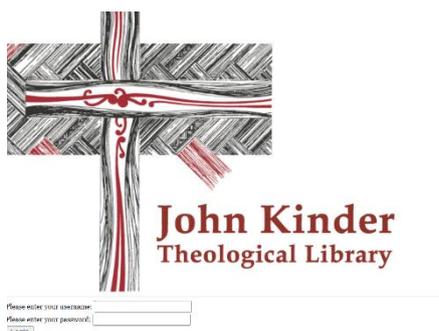


This will take you to the Anglicat Catalogue, which looks like this:

To the left of the search box, choose the **Discovery** search which searches for all resources including full text eJournal articles and eBooks.

NOTE: If you are accessing the catalogue from outside of the library network or library WiFi network, you may also get this message for Full Text titles. Please click it to sign in.

Welcome, Guest. [Sign in to your institution for full access to your library's resources.](#)



A reminder for logging in: Your login is the barcode on your library card which looks like this **B06306028**

Your Password is the last four numbers of the barcode, eg **6028**

Note that these are all numbers not letters, so use zero not the letter O

STEP 2: Starting a search

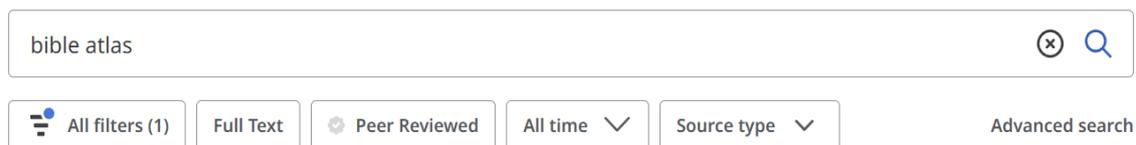
Enter your search terms and click the search symbol at right, or press enter on your keyboard. This example is to find a Bible atlas.



This search has brought up all 417 **books, eBooks and journal articles** which have those search terms. To limit your search to only eBooks, for example, there are filters available.

STEP 3: Using filters to select (eBooks as an example)

You can use filters to be more specific in your search and avoid searching through 417 items. The filter options are listed under the search box. Most of these have a drop-down list of options.



The next screen shows some of the options available under the tab. Click the boxes to select any you want to use to restrict your search.

*The default setting in Discovery is **AT MY LIBRARY** which only searches books from your home library, as well as all the eBooks and articles. You can remove this if you want a wider search across all Anglican libraries.*

Using the Source type tab

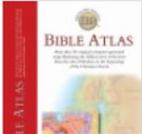
Source type is an important drop down with options to choose the type of publication you want.

You can see here for example that there are **20 eBooks** out of the search result of 417 items. If you only want to find eBooks, tick that box. Or if you only want academic journal articles, tick that one.

bible atlas

All filters (1) Full Text Peer Reviewed All time Source type

Results: 417

1  Book **Bible atlas / Tim Dowley.**
By: Dowley, Tim • In: 2010 • Library Search

Source type

- Reviews (214)
- Academic Journals (68)
- Books (58)
- Magazines (36)
- eBooks (20) ← 20 eBooks available
- +5 more

Apply

Using the Relevance type tab

Use the **Relevance** drop down to the right if you want to order your search results by newest or oldest publication date.

Show: 10

Relevance

- Relevance
- Date newest
- Date oldest

Use the **Advanced search** as shown below if you want to restrict further by date.

bible atlas

All filters (1) Full Text Peer Reviewed All time Source type

Advanced search

Results: 417

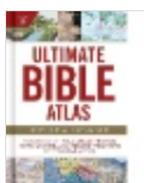
Show: 10

Relevance

STEP 4: Reading your eBook

Once you have chosen your options as above, you will have a list of **Bible atlas eBooks**. This book below is from the list.

Go to the **Access Options** dropdown, or **Access Now** button at the bottom of the book record to get to the full text. Please note, you may not have both options available to you.



eBook



Ultimate **Bible Atlas** : Hundreds of Full-Color Photos, Maps, Charts, and Reconstructions of the **Bible** Lands

By: [CSB Bibles](#) by Holman • In: 2020 • eBook Religion Collection (EBSCOhost)

The Ultimate **Bible Atlas** is the perfect tool for those who are beginning to study the **Bible**. Featured are more than 300 maps, charts, photos, and biblical reconstructions illuminating the ... [Show more](#)

Subjects: [RELIGION / Biblical Reference / Atlases](#); [RELIGION / Biblical Reference / Handbooks](#)

 [Access now \(eBook\)](#)

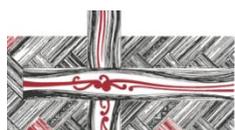
 [Access now \(eBook\)](#)

Access now tab: This means that the eBook featured here is the only version we hold of that title.

[Access options](#) ▼

However, if you also get the **Access Options** dropdown, click on the down arrow to see what other editions we have of this title - usually a print edition or an alternative eBook edition.

Please note: Our eBooks are from a range of suppliers, and they might show on the screen in different ways.



John Kinder
Theological Library

Please enter your username:
(Maximum 2000 characters)

[Login](#)

Some books and articles **may ask you to login again** through our secure gateway. You will use your username and password, as outlined earlier in this guide.

The login at this point, looks like the image to the left.

The book can be read online, or you can download or print a chapter. If you want to **download the whole book**, you may have to install a third-party software (called Adobe Digital Editions) onto your computer or device.

Google search 'Adobe Digital Editions' or use this direct link:

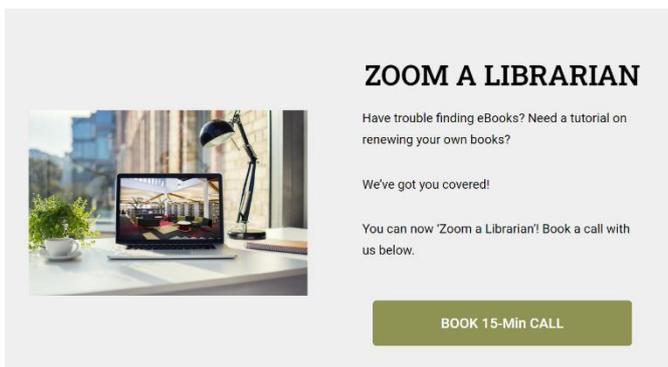
adobe.com/nz/solutions/ebook/digital-editions/download.html

While some eBooks can be used by an unlimited number of readers at the same time, please note that for many, we have a licence for one digital copy only, which means one user at a time, so downloading the whole book can block other users.

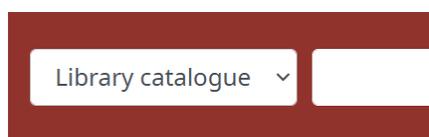
If downloaded, **an eBook is issued to you for a finite period.**

You may be able to choose the length of the loan, but if the book is in demand, a short loan of one to three days may have been set. At the expiry of the loan date, the book is no longer accessible to you.

There is further help available by contacting library staff or signing up for Zoom a Librarian (see our web site for signing up for this) session at a time that suits you, or for a workshop in-person at the John Kinder Theological Library.



Tips for using the catalogue – Catalogue search option



Catalogue entries for books on the shelves can be searched through the Discovery search and then adding filters to your search to restrict results to books only.

Or you can choose the **catalogue option** instead of Discovery option, as pictured here.

Here are some more hints for drilling down into a catalogue search.

*A reminder that the default setting in Discovery is **At my library** which only searches books from your home library as well as all the eBooks and articles. You can remove this if you want a wider search across all Anglican libraries.*

KEYWORD searching:

- This is the best place to start when guessing the subject or title. The word order does not matter, and you don't have to enter every word in the title or subject heading. Enter only words you are sure about.
- Use only 'important' words (i.e. don't use words like 'of', 'in' or 'to') and remember that a word like 'God' or 'Christianity' is a very common entry in this catalogue!
- You can use the asterisk * to search only the stem of a word. For example, spiritual* will search for - spiritual, spirituality and spiritualism.

- This search automatically looks for **ALL** the words entered. If one of these is NOT found, then there will be no results. If you wish to look for **ANY** of the words you have entered, then type **OR** between them.

e.g.: prayers OR collects

- **KEYWORD** searching looks for words that appear in authors, titles, series, notes, or in subject entries. Some examples of KEYWORD searches:
 - lambeth conference
 - franciscan spirituality
 - liberation theology*
 - matthew commentary*
 - mcgrath christian theology

Use the advanced search option for

TITLE searching

The instructions above apply, except that only words from the title are searched.

CLASSIFICATION NUMBER searching

Use this if you know the correct classification - or, after finding one book, use that classification to find similar items.

Some examples of CLASSIFICATION searches -

- BV 245
- This will find any items that begin with this notation. The space between the components is important.
- BV 24*
- This will find any items with a classification that that begins with this notation. So, this search will include the results from the BV 245 search as above.

ISBN searching

Enter the ISBN number of a title without spaces. This will take you directly to the one book with this ISBN.

AUTHOR searching

- Use this to establish the form of the author's name that is used in this catalogue if you want to find books from a particular author. For example, is he known as Allan Davidson or A K Davidson on his publications?
- It is best to begin with **ONLY** the surname and select the correct author from the resulting list.
- Remember that you can choose to simply put 'Davidson' straight into the search bar, as a keyword search but you will get a wide and unlikely unhelpful search result.

How books are organised

Books are arranged by topic, using a system of numbers and letters. The John Kinder Theological Library, Bishopdale College Library and Theology House Library use the **Library of Congress** classification. This uses a system of letters and numbers to define a subject area. Other libraries in the shared Anglicat catalogue, use the **Dewey Decimal classification** which uses numbers only.

At the John Kinder Theological Library, Bishopdale, and Theology House Libraries

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 Regional Anglican libraries

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

Overview of the John Kinder Theological Library Topic Guides

Topic Guides - Subjects

Our guides are broken up into different Subjects. Click a subject to see a drop-down list of guides within each subject. For example:

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 also understanding the library system.

Online Resources

Digital resources which may be useful to you.

Library / Topic Guides / Home

Welcome to the John Kinder Theological Library Topic Guides

Here you will find guides and resources on a wide range of topics.

ALL GUIDES **BY SUBJECT** BY TYPE BY OWNER

Search:

Showing 10 Subjects

Anglican Studies	16
Archives	16
History	12
How To	8
John Kinder Theological Library	10
Māori Studies	5
New Zealand	16
Online Resources	6
Resources	26
St John's College	3

Helpful Links

- Home
- John Kinder Theological Library
- Search the Catalogue
- ARK Archives Catalogue
- Church Papers Online

Your Friendly Librarians

John Kinder Theological Library

[More...](#)

Write to us

John Kinder Theological Library
Private Bag 28907
Remuera
Auckland 1541
NEW ZEALAND

Search box

This allows you to browse and search through all our guides.

Helpful Links

Helpful links are on all the guides, taking you to the Home page, the catalogue, library website, and Church Papers Online.

What you can find in our guides

Guides are added and updated, so make sure you check back periodically to see what new material we are sharing. There are currently various 'Subjects' which guides fall under. Some guides are in multiple Subject categories.

Anglican Studies

This includes Anglican-related guides, both locally here in Auckland, and around the country. For example, *Anglican Church Websites*, *Anglican Archive Guidelines*, and *WW1 and the Anglican Church* are all guides within Anglican Studies.

Archives

Everything to do with our archive system, items which have been archived, and historical documents. Guide examples: *Anglican Archive Guidelines*, *Using Anglican Archives*.

History

Similar to Archives, but not so much what we hold as information about history in New Zealand and the Pacific. The History subject covers topics such as *Church History*, *The New Zealand Prayer Book*, and *The Treaty of Waitangi*.

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.

John Kinder Theological Library

Guides on using our library, the classification system, Regional Student Guides and more of the like.

Māori Studies

A mixture of school-related topics which we have resources for, and guides such as learning te Reo Māori.

New Zealand

All our guides which have to do with New Zealand in some way. For example, *The Prayer Book*, *St John's Theological College*, and *Mission in Aotearoa and Polynesia*.

Online Resources

Resources with links to find them online. This includes a guide called Theological Links, which lists websites, blogs, churches and non-Christian faith websites.

Resources

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.

St John's College

A range of guides to do with St John's Theological College, including the St John's College history.

Browse Online Heritage Resources

Browse or search through our online heritage collections, Pūmotomoto and Pūtake. You can find direct links to them on the website, or visit:

- **Pūmotomoto:** kinderlibrary.recollect.co.nz/
- **Pūtake:** putake.recollect.co.nz/

BROWSE ONLINE HERITAGE RESOURCES

Tūhuratanga

Browse or search through our online archival collections: Pūmotomoto and Pūtake.

PŪMOTOMOTO
the gateway to knowledge

Our online collections of Anglican and Methodist church newspapers, synod proceedings and reports, photographs, memorabilia and manuscripts. We're continuing to update the site, so be sure to check back for updates.



Objects Audio & Visual Church Newspapers Images

VISIT PŪMOTOMOTO

PŪTAKE

You can now access name lists from a range of sources, including Clergy lists, students lists, missionary lists and more. These lists of names from published sources are free for anyone to access. Registers are available via a membership.



Church Records Clergy Lists Missionary Lists School Lists

VISIT PŪTAKE

Pūmotomoto

New Zealand Church Newspapers, Yearbooks and Synod proceedings. Also, audio files, photographs and other images, manuscripts and scrapbooks.

Pūtake

The name Pūtake translates as the 'root'. Here you can search name indexes and baptismal, marriage and burial registers for whakapapa.