Primo Library Search: Finding a book or dvd in the Sullivan Ave Library Collection

1. Go to the library homepage at [http://library.cpit.ac.nz/](http://library.cpit.ac.nz/) or just Google *cpit library* and choose the first link.

2. Enter your search terms and select **GO** or press **Enter** on your keyboard to activate your search.

3. You can also refine your search by selecting in the left column:
   
   a. **Available in the Library**
   to view books, cds, dvds (Physical library items)
   (Note: for e-books click **full text online**)
   
   b. **Topic** e.g. **House construction**
   
   c. **Resource type** e.g. **Audio visual** finds DVDs.
   
   d. **Sullivan Avenue General Collection** finds only books in the Sullivan Ave Library Collection.

4. Once you have chosen a title you can:
   
   a. select **Details** to view more about the book, DVD, etc.
   b. find the Library location e.g. **Sullivan Ave General Collection**
   c. find the **Shelf location** e.g. TT320PAI

   In the example below, **Available at** means it is on the shelf.

N.B. If your item says **Not available** or the Library location is **City Campus General Collection** you can **sign in** with your CPIT username and password in the top right corner and select the **Request** tab to place a request.

For further assistance you can:

- ring **940 8089** or
- ring **0800 24 24 76** and ask for the library
- email: library@cpit.ac.nz