

Getting started with tagging in My Discoveries

Your search for an item in the catalogue relies on the words you're looking for being used in the item records - they could be words from the title, author, contents or other description fields. If your search words aren't used anywhere in the item record, you won't get any results coming up.

Traditionally librarians have also added subject headings to further describe what an item is about. But these descriptions can be hard to guess, or still not use the words you're thinking of in your searching.

With a My Discoveries account **you** can now add words to the **Easyfind** catalogue to make it easier for yourself and others to find relevant items when searching. These words are called **tags** and they are very easy to create and use.

Start at www.wcl.govt.nz/easyfind

The screenshot shows the Wellington City Libraries website with a search for 'cookies'. The search results page displays several items, including books and music CDs. A callout box points to the 'Save or tag...' link next to the first result, 'Cookies / Editor: Stephanie Kistner, 2007'.

Wellington City Libraries
TE MATAPIHI KI TE AO NUI

Library Home Classic Catalogue Check your card Kids Catalogue www.mygateway.info

Discover cookies Search Advanced Search Help Print My Discoveries

Results 1 - 10 of 374 for cookies, sorted by: relevance

Select Location
Showing results from:
All locations

Refine
Author
Language
Publication
Topic
Person
Region

Have you found an item you would like to add your own search words to? Click on **Save or Tag**

The screenshot shows the Wellington City Libraries website with a search for 'richest man in babylon'. The search results page displays several items, including music CDs, books, websites, and DVDs. A callout box points to the 'Login to My Discoveries' form, which includes fields for Username and Password, and a 'Log in' button.

Wellington City Libraries
TE MATAPIHI KI TE AO NUI

Library Home Classic Catalogue Check your card Kids Catalogue www.mygateway.info

richest man in babylon Search Advanced Search

Results 1 - 10 of 11 for richest man in babylon, sorted by: relevance

The richest man in Babylon / George S. Clason.
Clason, George S. (George Samuel), 1874-1957.
1906, c1955.

Subject: Saving and investment.
Business ethics.
Wealth, Ethics of.

Call number: 332 CLA

Login to My Discoveries

Username:
Your username is not your library card number.

Password:

Log in Cancel

If you can't remember your password, reset it here.
If you don't have an account yet, please register.

Hint for getting started: 'click' means one click on the left mouse button

Login to My Discoveries with your Username and Password.
(If you don't have a My Discoveries account yet see 'Signing up for My Discoveries' for further information)

Wellington City Libraries
TE MATAPIHI KI TE AO NUI

Library Home Classic Catalogue Check your card Kids Catalogue www.mygateway.info

Discover cookies Search Advanced Search Help Print celemack

Results 1 - 10 of 374 for cookies, sorted by: relevance

Book Fiction KIDS Music CD DVD 5 more...

Cookies / [editor: Stephanie Kistner].
2007.
Subject: Cookies.
Cookery.
Call number: 641.8654 COO
Found: Cookies (2)
In list(s): Add to list...
My tags: baking Save

Cookies : a fine selection of sweet treats / editor, Lucy Broadhurst.
2008.
Subject: Cookies.
Series: Indulgence.
Call number: 641.8654 COO
Found: Cookies (2)
> Save or tag...

Cookies.
1990s.
2007.
Call number: CD Popular NIN
Found: Cookies (1)

500 cookies : the only cookie compendium you'll ever need / Philippa Vanstone.
Vanstone, Philippa.
2005.

Select Location
Showing results from: All locations

Refine
Author
> Carle, Eric (7)
> Valentino, Serena (6)
> Clark, Pamela (5)
> Fluke, Joanne, 1943- (4)
> 457 more...

Language
> English (361)
> Chinese (1)
> Spanish (1)

Publication Date Range

language) (17)
> Cookery (17)
> Web sites -- Design (15)
> 418 more...

Person
> Wilder, Billy, 1906-2002 (1)
> Mottley, Janette (1)
> Carnegie, Andrew, 1835-1919 (1)
> 5 more...

Region
> United States (25)
> Minnesota (4)

tough swensen
decorate hannah
treat cracker bar
sugar chocolate chip
sookie jar
cupcake cookie
cake fortune
bake biscuit muffin
brownie
need beauty
confetti

Association Spelling variation
Translation Thesaurus term
Discovery trail

Type in your tag word(s) here and click on Save

Wellington City Libraries
TE MATAPIHI KI TE AO NUI

Library Home Classic Catalogue Check your card Kids Catalogue www.mygateway.info

Discover cookies Search Advanced Search Help Print celemack

Results 1 - 10 of 374 for cookies, sorted by: relevance

Book Fiction KIDS Music CD DVD 5 more...

Cookies / [editor: Stephanie Kistner].
2007.
Subject: Cookies.
Cookery.
Call number: 641.8654 COO
Found: Cookies (2)
My tags: baking

> Save or tag...

Cookies : a fine selection of sweet treats / editor, Lucy Broadhurst.
2008.
Subject: Cookies.
Series: Indulgence.
Call number: 641.8654 COO
Found: Cookies (2)
> Save or tag...

Cookies.
1990s.
2007.
Call number: CD Popular NIN
Found: Cookies (1)

500 cookies : the only cookie compendium you'll ever need / Philippa Vanstone.
Vanstone, Philippa.
2005.
Subject: Cookies.
Call number: 641.8654 VAN
Found: Cookies (3) Cookie (1)

Select Location
Showing results from: All locations

Refine
Author
> Carle, Eric (7)
> Valentino, Serena (6)
> Clark, Pamela (5)
> Fluke, Joanne, 1943- (4)
> 457 more...

Language
> English (361)
> Chinese (1)
> Spanish (1)

Publication Date Range

language) (17)
> Cookery (17)
> Web sites -- Design (15)
> 418 more...

Person
> Wilder, Billy, 1906-2002 (1)
> Mottley, Janette (1)
> Carnegie, Andrew, 1835-1919 (1)
> 5 more...

Region
> United States (25)
> Minnesota (4)

tough swensen
decorate hannah
treat cracker bar
sugar chocolate chip
sookie jar
cupcake cookie
cake fortune
bake biscuit muffin
brownie
need beauty
confetti

Association Spelling variation
Translation Thesaurus term
Discovery trail

Click on your My Discoveries account to see your tags

Wellington City Libraries
TE MATAPIHI KI TE AO NUI

Library Home | Classic Catalogue | Check your card | Kids Catalogue | www.mygateway.info

cookies Search > Advanced Search > Help > Print celemack

Results 1 - 10 of 374 for cookies, sorted by: relevance

Book (243) Fiction (62) KIDS (60) Music CD (28) DVD (19) 5 more...

Cookies / [editor: Stephanie Kistner].
2007.
Subject: Cookies. Cookery.
Call number: 641.8654 COO

Select Location
Showing results from: All locations

Refine
Author
> Carle, Eric (7)
> Valentino, Serena (6)
> Clark, Pamela (5)
> Fluke, Joanne, 1943- (4)

My Discoveries
Lists Tags Ratings Reviews Profile

baking development personal

Click on your tags to see all the items you have tagged with the words you have used, eg 'baking'

Wellington City Libraries
TE MATAPIHI KI TE AO NUI

Library Home | Classic Catalogue | Check your card | Kids Catalogue | www.mygateway.info

cookies Search > Advanced Search > Help > Print celemack

Results 1 - 10 of 374 for cookies, sorted by: relevance

Book (243) Fiction (62) KIDS (60) Music CD (28) DVD (19) 5 more...

Cookies / [editor: Stephanie Kistner].
2007.
Subject: Cookies. Cookery.
Call number: 641.8654 COO

Select Location
Showing results from: All locations

Refine
Author
> Carle, Eric (7)
> Valentino, Serena (6)
> Clark, Pamela (5)
> Fluke, Joanne, 1943- (4)

My Discoveries
Lists Tags Ratings Reviews Profile

Tagged items Tags

Cookies / by Kistner, Stephanie. baking

You can click on your tagged items to go straight to the catalogue for more information on that title

Mmm cookies & biscuits / Bradstock, Shirley. 1994.
Over 100 recipes for biscuits, cookies and sweet treats. Recipes are included for icings, glazes and fillings. There is an introduction with...
Subject: Cookies.
Call number: 641.8654 BRA

Time Period
> 2001-2010 (1)
> 1991-2000 (1)
> 1849-1870 (1)

Wellington City Libraries
TE MATAPIHI KI TE AO NUI

Library Home | Classic Catalogue | Check your card | Kids Catalogue | www.mygateway.info

Discover cookies Search > Advanced Search > Help > Print celemack

< Return to result list Next >

Cookies / [editor: Stephanie Kistner].

Other Title: At head of title: The Australian women's weekly
Authors: Kistner, Stephanie.
Published: Australian Women's Weekly, Sydney : ACP Books, 2007.
ISBN: 9781863966436 ;
Call number: 641.8654 COO
Description: 128 p. : col. ill. ; 21 cm.
Subject: Cookies. Cookery.
Notes: Includes index.
Covertitle: At head of title: The Australian women's weekly
Url for this record: http://aquapr2.net.ad.wcc.govt.nz/?hrcid=%7clibrary%2fm%2fwllington-carl%7c0000752198

My tags: baking

Item availability

Branch	Location	Date	Call number
Central	1STFL	12/06/10	641.8654 COO
Miramar		07/05/10	641.8654 COO
Tawa		08/06/10	641.8654 COO
Wadestown		03/06/10	641.8654 COO

Book

cookies

Place a reserve
Save or tag...

Your tags will also show on the item page when you are logged into your My Discoveries account

tough swenson
decorate hannah
treat cracker bar
sugar chocolate chip
sookie jar
cupcake cookies
fortune
cake kickass
bake biscuit muffin
brownie
need beauty
confetti

Association
Translation
Discovery trail
Spelling variation
Thesaurus term

Wellington City Libraries
TE MATAPIHI KI TE AO NUI

Library Home Classic Catalogue Check your card Kids Catalogue www.mygateway.info

Discover [Advanced Search](#) [Help](#) [Print](#) [My Discoveries](#)

Covey, Stephen R. Shohan. 1996.
Subject: Success -- Psychological aspects. Character.
Call number: Foreign Language 158 COV Japanese effective (2) habits (2) highly (2) People (2)
Found: (2)
> Save or tag...

The seven habits of highly effective people : restoring the character ethic / Steven R. Covey.
Covey, Stephen R. c1989.
Subject: Success -- Psychological aspects.
Call number: 158 COV effective (2) habits (2) highly (2) People (2)
Found: (2)
Tags: self-help, business, leadership, self improvement, personal development
> Save or tag...

Gao xiao neng ren shi de qi ge xi guan = 7 habits of highly effective people / Shidifen Kewei.
Covey, Stephen R. Di 4 ban. 2004.
Subject: Success -- Psychological aspects. Character. Self-actualization (Psychology)
Call number: Foreign Language 158 COV Chinese effective (5) habits (5) highly (5) People (5)
Found: (5)
> Save or tag...

The 7 habits of highly effective people : personal workbook / Stephen R. Covey.
Covey, Stephen R. c2003.
Subject: Success -- Psychological aspects. Character.
Call number: 158 COV effective (2) habits (2) highly (2) People (2)
Found: (2)
> Save or tag...

- > Success -- Psychological aspects (7)
- > Character (6)
- > Management (2)
- > Success -- Psychological aspects -- Case studies (1)
- > Organizational effectiveness (1)
- > 6 more...

Series

- > Capstone reference (1)

User Tags

- > english (1)
- > power (1)
- > pc (1)
- > adult (1)
- > american (1)
- > 195 more...

It will take a day or two for your tags to become public so that other people can use them too - here's a book tagged earlier with 'personal development'

Wellington City Libraries
TE MATAPIHI KI TE AO NUI

Library Home Classic Catalogue Check your card Kids Catalogue www.mygateway.info

Discover [Advanced Search](#) [Help](#) [Print](#) [My Discoveries](#)

<< Return to result list < Previous Next >

The seven habits of highly effective people : restoring the character ethic / Steven R. Covey.

Other Title: **7 habits of highly effective people.**
Authors: Covey, Stephen R.
Published: Melbourne : Business Library, c1989.
ISBN: 1863500294
Call number: 158 COV
Description: 340 p. : ill. ; 22 cm.
Subject: Success -- Psychological aspects.
Notes: First published: New York : Simon and Schuster, 1989.
Other titles: 7 habits of highly effective people.
Url for this record: http://aquapr2.net.ad.wcc.govt.nz/?hrcid=%7Clibrary%2Fm%2Fwellington-carl%7C0000409330

Tags

self-help, business, leadership, self improvement, personal development, management, psychology, success, productivity, time management, character, organization, personal growth, motivation, career, habits, motivational, effectiveness, inspirational, philosophy, self-development, inspiration, how-to, communication, life, personal improvement, development, life management, relationship, self-actualization, professional, spirituality, behavior, efficiency, gtd, personal change, personal productivity, development, coaching, life skills, pmba, achievement, improvement, organizing, personal management, self-management, social science, 15th, 20th century, business management, decision making, education, growth, health, psychological aspects, training, christian living, guide, influence, interpersonal, organization, planning, sociology, values, 1990 adult non-fiction, applied psychology, attitude, conduct of life, discipline, focus, goal setting, habits, ideas, interpersonal, lifehacks, marketing, motivation, people, people skills, performance, personal effectiveness, principles, problem solving, sales, self, time, time management, college, company, emotional intelligence, essential information, goals, help, innovation, instruction

> Place a reserve
> Save or tag...
Other Covers
Author Notes & Sketches

Remember: Don't forget to click on **Log out** when you're finished using your My Discoveries account

There are lots of different ways items can be tagged.

Remember to use quote marks for tags with more than one word in them, eg "personal development" – this will keep the words together.

If you enter more than one tag at a time, separate them with a comma, eg values, inspiration