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**

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

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)

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

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

Click on your My Discoveries account to see your tags

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

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

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

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'

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

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