Searching for Music Hire Material on Te Puna Search

Te Puna Search (WorldCat Discovery) allows you to search across all New Zealand library catalogues, including organisations that wish to hire out their music. It is the simplest way to search all of the music hire organisations in the country, including the National Library of New Zealand Music Hire Service, at once.

Initial Search Screen

Logo Click on the logo at any point to return to the initial search screen

Language You have the option to search in a variety of languages, including Māori

Advanced Search Go directly to an Advanced Search
Tips for Searching

Search by opus or work numbers where possible.

Use formal titles, avoiding “popular” titles e.g. Mozart’s Symphony No. 38 K. 504 rather than “Prague” Symphony.

Truncation

* Use the asterisk at the end of a word to retrieve variant endings. A minimum of three characters must precede the symbol. Results will include records with 0 or more characters in place of the truncation symbol.

E.g. Symph* results in Symphony, Symphonies etc.

Wildcards

# Use the hash sign to represent a single character. A minimum of three characters must precede the symbol.

E.g. Wom#n results in Woman and Women

? Use the question mark to replace 0 to 9 unknown characters. A minimum of three characters must precede the symbol.

E.g. Encyclop?dia results in Encyclopedia and Encyclopaedia

Use the question mark followed by a number (1-9) to represent the number of unknown characters.

E.g. Re?4tion results in Recreation, Refraction, Relaxation, etc.

Phrase Search

“ ” Use quotation marks to search for a specific phrase.

E.g. “The land of the mountain and the flood”

Boolean Operators

You can use Boolean operators (AND, OR, NOT) in any search. Boolean operators must be capitalised and Boolean searches are processed in left to right order.

E.g. Tchaikovsky OR Tschaikowsky

Parentheses

Use parentheses () to group terms to clarify the order of multiple operators specified in a query.

E.g. (Tchaikovsky OR Tschaikowsky) AND Nutcracker
Simple Search

Enter your search criteria in the search box. The search box is a ‘keyword’ search by default.

Click on the magnifying glass or hit enter to search.

Limit Your Search by Type of Hire Material

You can use the phrases below (including quotation marks) to limit your search by type of music hire material in a ‘keyword’ search.

“Choral set”

“Orchestral parts”

“Band parts”

Search New Zealand Libraries and beyond.
Advanced Search

From the Initial Search Screen click on ‘Advanced Search’.

To limit your search to music hire material only, untick the ‘Publications New Zealand’ and ‘WorldCat’ boxes under ‘Searching Databases’ and click ‘Save Changes’.
Once you have limited your search to only music hire material enter your search criteria and click ‘Search’.

The limitations to the ‘Databases’ you apply in an ‘Advanced Search’ are **persistent** across all searches for the session.

To **remove the limitations** to the Databases you have applied, you can either re-select the Databases you wish to include and save your changes, or click ‘Reset’.
Brief Display Results Page

The ‘Brief Display Results page’ displays the number of results at the top of the results list.

Sort

You can sort your results by: Best Match
- Recency
- Library (default)
- Author (A-Z)
- Date (Newest First)
- Date (Oldest First)
- Most Widely Held
- Title (A-Z)
Search Tools

Filter categories: Library
- Format
- Databases
- Author
- Year (of publication)
- Language
- Topic

To instantly apply a filter, click on the tick box, radio button or name of the desired filter.

Applied filters will display in the ‘Selected Filters’ section above the filter options. Select ‘Keep selections for next search’ to make the filters persistent.

Remove a ‘Selected Filter’ by clicking on the cross of the filter you wish to remove or click ‘Reset’ to remove all filters.
Select the ‘Music Hire’ filter from the ‘Databases’ category to **refine your search to music hire material only**, if you have not already done so in an ‘Advanced Search’.

**Group related editions**

By default Te Puna Search clusters multiple versions of a work under a single record. It is this single representative record that will be shown in the ‘Brief Display Results page’.

You can turn this function off by unticking ‘Group related editions’ under ‘Search Tools’. This will display records separately that would otherwise be clustered.
**Item Detail Page**

Click the title of a result to display the 'Item Detail page' for that record on the right hand side of your screen.

The list of results is still available on the left hand side of your screen allowing you to easily select other records to view.

You can close the 'Item Detail page' at any point to return to the 'Brief Display Results page' by clicking on ‘View Filters’ or the cross next to the title in the ‘Item Detail page’.
**Description Tab**

Click on ‘Description’ to view more details about the record. Click on ‘Description’ again to hide the details.
**Editions & Formats Tab**

Click on ‘Editions & Formats’ to view additional editions and formats of the title held by other libraries.

As above, by default Te Puna Search clusters multiple versions of a work under a single record. If the ‘Group related editions’ option is selected, it is this single representative record that will be shown in the ‘Brief Display Results page’ and you will need to check the ‘Editions and Formats’ section for other versions that are ‘Held by: New Zealand Libraries’.

The same number of records will be listed in the ‘Editions and Formats’ tab regardless of whether the ‘Group related editions’ option is selected or not.
Availability Tab

The ‘Availability’ tab shows a list of organisations that hold copies of the item. When you view a record the ‘Availability’ tab is open by default.

Search Location

This defaults to the National Library of New Zealand Wellington address. Enter your address, city or town to see the organisations closest to you first in the list.

Plus Sign

Click on the Plus sign to view a library’s contact details.

Link to Library Catalogues

Where possible, clicking on the name of a library will open the record for the item on the library’s own catalogue in a new tab.
Music hire organisations (including choirs and orchestras) that do not have their own catalogues will be displayed under ‘New Zealand Music Hire Organisations’ in the ‘Availability’ tab.

Click on ‘Check Holdings’ to view these organisations.

It is important to note that, other than the National Library of New Zealand, the following libraries also have music hire collections:

**Auckland Libraries**

**University of Auckland** (interlibrary loan is available for non-University students)

**Invercargill City Libraries**

**Dunedin Public Libraries**

Where possible, click on the name of the library to view the record for that item on the library’s own catalogue. There you will find more information about the number of items held and their availability.
Item Detail Page Actions

At the top of the ‘Item Detail page’ you will find a range of actions available for that record.

**Link**

Share record link

Share this record by copying this URL:

https://tepuna.on.worldcat.org/oclc/28433002

This is a permanent static link to the record. Use this link, rather than the address bar URL that can break, to refer to the record.

**Email**

Email information about the record to a single email address.

**Save**

Add records to ‘My Items’ to easily compare and perform actions in bulk on them.

Records added to ‘My Items’ will change to ‘Saved’ and have a blue star 🟪 Saved
My Items

Click on ‘My Items’ on the top right of the page to view your saved records. The ‘My Items’ icon displays the number of records currently saved.

On the ‘My Items’ page, click on the title of a record to view it.

To perform actions on records in bulk, untick any of the records you want to exclude (all records are selected by default) and select ‘Email’ or ‘Cite’. Select ‘Delete’ to remove the selected records from ‘My Items’.
Requesting Music Hire Material

You cannot request music hire material directly through Te Puna Search.

Once you have found an item you want to hire, you should contact the organisation that holds it to enquire about its availability. As mentioned above, you can click on the name of a library in the ‘Availability’ tab to see the record in the library’s own catalogue. There you will find more information about the item’s availability and ways to request the item.

Alternatively, you can find contact details for all New Zealand libraries, including music hire organisations, on the Directory of New Zealand Libraries.

Requesting Music Hire Material from the National Library of New Zealand

To request items from the National Library of New Zealand Music Hire Collection please use the online booking form or contact us directly:

+64 4 474 3025
Music.Hire@dia.govt.nz
Listing Your Organisation’s Material on Te Puna Search

You can list your organisation’s music material on Te Puna Search, at no cost, to make it available for others to hire.

To do so, complete the Register for the Music Hire Service form indicating at the bottom that you wish to list your organisation’s collection on Te Puna Search. The details you provide in the ‘Catalogue and directory listings’ section will be made available publicly on the Directory of New Zealand Libraries.

Once you have completed the registration form, complete a New or updated hire set record form for each title you want to list.

Viewing Your Organisation’s Material on Te Puna Search

You will need your organisation’s OCLC symbol to view the material you have listed on Te Puna Search. This can be found in the ‘Notes’ field of your organisation’s entry in the Directory of New Zealand Libraries.

The OCLC symbol may or may not be different from the library ‘Symbol’ listed at the top of the entry.
You cannot search for your organisation’s material using the normal Te Puna Search page. Instead, you will need to go to the ‘New Zealand Music Hire Organisations’ Discovery layer.

Enter your OCLC symbol in the search box and click on the magnifying glass or hit enter.
On the ‘Brief Display Results page’ tick the ‘New Zealand Music Hire Organisations’ filter and untick ‘Group related editions’.

The resulting list is an approximate list of the titles held by your organisation.