

# He Whakatuwherataka mō kā Taurira

## An Introduction for Students



Hocken Collections/Te Uare Taoka o Hākena,  
University of Otago Library

## Nau Mai Haere Mai ki Te Uare Taoka o Hākena:

### Welcome to the Hocken Collections

He mihi nui tēnei ki a koutou

kā uri o kā hau e whā arā, kā mātāwaka o te motu, o te ao whānui hoki.

Nau mai, haere mai ki te taumata.

The Hocken Collections is one of Aotearoa New Zealand's foremost public research institutions, holding a wide variety of materials relating to the history and cultures of this country, the Pacific and Antarctica, and with a special emphasis on southern New Zealand.

### Ka Tae Mai Koe: As you Arrive

As you arrive, please:

- place your bags (including computer bags and sleeves) in the lockers provided before entering the General Reference area or heading upstairs to Pictorial Collections and the Exhibitions Gallery. Please bring in some ID and the materials you require for research
- leave all food and drink, including water bottles, in the lockers. We have a researcher lounge off the foyer that everyone is welcome to use
- set your mobile phone to silent, or turn it off
- sign the Readers' Register at the Office or Pictorial Collections desk each day

### Kei Hea Ka Taoka Katoa?: Where Are the Collections?

Most of the collections are kept in climate-controlled stacks and are available for on-site reference only. It is not possible to browse the shelves or take items away from the library. Instead, we ask you to use our online catalogues to locate and request material for consultation in our reading room. Please note that if you are using the Hocken for the first time, we may need to register you on our system before you can do this.

As items are not available for loan, we offer various reprographic services, including photocopying, digital scanning, photographing and printing. Please ask staff about prices. Additionally, we may permit you to take your own digital photographs or scans of some items for personal and research use. To arrange this, you must first speak to staff at the Reference Desk.

## Rapua ki kā taoka mō ā koutou whakatauaaka mahi: Locating Resources for your Assignments

Kā Pukapuka, kā Tuhika Whakapae, kā Hautaka, kā Niupepa, kā Taoka Ataata-Roko:

Books, Theses, Journals & Magazines, Newspapers & Audio-visual items

These cover a wide range of subject areas in varying depth, including local, regional and national history, social and cultural studies, biography, geography, politics and government, language, literature and the arts. Search our holdings on Library Search|Ketu <http://www.otago.ac.nz/library> and then click on *Get It* to request items. Ask staff for assistance. Once a request has been successfully placed, staff will retrieve the item, and issue it to you for use in the reading room.

We have produced a series of Reference Guides on a range of subjects to help direct you to useful sources in your research field. These can be found in hard copy in the General Reference area, and online, at <http://www.otago.ac.nz/library/hocken/otago038951.html>.

### Kā Tuhi Panui o kā Hautaka: Journal Articles



George St, PORT CHALMERS. 1860s.  
S04-124c.

The Index New Zealand database will help you find articles in Aotearoa New Zealand journals and newspapers such as the *New Zealand Journal of History*, *NZ Listener*, *Otago Daily Times* and many others. It offers comprehensive coverage from 1987 onwards, but does not index some earlier journals – search at <https://goo.gl/4nL5W6>. Print indexes are also available for comprehensive coverage of pre-1987 journals. Once you have found the references to relevant articles, check Library Search|Ketu to see whether we hold the relevant journal title and issue.

### Kā Mahere Whenua: Maps

The Maps collection includes topographical maps of both general and specific locations; cadastral maps, showing boundaries of subdivisions of land ownerships; well as plans of subdivisions and fire insurance maps. Search for these on Library Search|Ketu (you can refine your results to *Maps*) or ask staff for help.

## Kā Tukuka Kōrero, kā Tuhika Tawhito: Archives and Manuscripts

Archives are the records created or accumulated by an institution or organisation in the course of its usual business, and kept due to their continuing value. Manuscripts are the papers (diaries, letters etc.) of an individual person, e.g. Charles Brasch. Search for both archives and manuscripts on the Hākena catalogue at

<http://hakena.otago.ac.nz> and ask staff for further assistance.



Fragment from John Wallis  
Barnicoat's diary, April 20 1844.  
Misc-MS-1451/3

## Kā Taoka Whakaahua: Pictorial Collections

These are located on the first floor, and include photographs and photograph albums, paintings, illustrations, sketches, cartoons, prints, posters and postcards. The photographic collections include many images of Otago, its geography, architecture & its inhabitants, both tangata whenua and tau iwi.

Search for pictorial items on Hākena at <http://hakena.otago.ac.nz> (some items are also viewable online using this catalogue). Some photos are also viewable online via Hocken Snapshot - <https://hocken.recollect.co.nz/>. Additionally, more photos and artworks can be seen at <http://otago.ourheritage.ac.nz/>. Please ask staff if you wish to consult the pictorial collections.

If you have *any* questions, please ask one of the staff: we are happy to help.

Hocken Collections, December 2018