QUICK SEARCH

Quick Search is the default search. The default search setting is words_or_phrase (eg, all search terms must appear in the same record) and the library location default is ALL.

1. If required, change the default search setting by using the drop down menu and selecting the option you require, eg, author, title, subject, series, periodical title, or ISBN/ISSN.

2. If required, limit your search to your local library by selecting HERE from the drop down box (found at the top of the list just below ALL).

NOTE: You can also limit your search by the library name, eg, Wollongong. This will retrieve the same results as selecting HERE but will also include e-Books and e-Journals that meet your search criteria.

3. Type in your search terms. Don’t use words such as the, and, of. Typing in more terms will reduce the number of results and increase the relevance of results.

4. Click on the Search button or press Enter. The catalogue will display a list of items that match your search terms. In the example for communication, 6708 titles are found.

The first 20 records will be displayed on the screen in date order.

The results displayed show:
Title, author, edition and date of publication.

If you have too many titles in your search results, you can shorten the list in two ways:

a) Limit Search - There are a number of limits you may apply, the principal ones being library (eg, HERE), language, location (eg, DVD collection), format (use the item category 1 field) and year of publication (eg, <2000, >2005, or type in the year).

To limit your search, scroll down to the bottom of the results screen or use Power Search. You can also change the display order of your results here by clicking on Sort by.

b) Limit by Category - A box will display at the right of the screen which shows the Category (subject) areas of your search. You can click on a Category area to limit your search results to that category.

ADVANCED SEARCH

Advanced Search allows searching using Boolean operators, and allows for limiting of the search using any or all of the following: library, language, location, item format (item category 1) and publication year. Advanced Search also allows you to sort the items you retrieve.

Another feature of Advanced Search is the ability to search without search terms. For example, to view an up-to-date list of DVDs held at Wollongong Library, search on item category 1=DVD and Library=select your library, without adding a search term in the search boxes at the top of the screen.

It is also possible to submit a search and then refine the search by adding more limits – simply click on the Limit Search button and then Search again, once a results list is displayed.

BROWSE AND CALL NUMBER SEARCH

From the Quick Search screen you can access two additional specific catalogue search features:

Browse Search: This allows you to browse a keyword by author, title, subject, series or periodical title. Similar keywords are included in the display list.
Call Number Search: This allows you to browse items within a specific call number (eg. 641). You can also refine your search by library and location (eg. Reference, DVD Collection).

TO VIEW AVAILABILITY
To view full details of an item, and to display its location(s), click the Details button to the left of the title you wish to view.

This screen shows the holdings (library locations) for this item, the call number and whether the book is on loan. Local copies are displayed first.

MY LIBRARY RECORD
Your user account (My Account) allows you to:
- See the items you currently have out
- Renew any items that are not overdue or have not been renewed more than twice (provided you are a current TAFE student and do not have other items overdue or fines)
- Place holds on up to 5 items, that belong to your home library, at a time.
- View the status of any holds you have placed or hold requests that are pending.
- See any fines or other blocks on your library account

To log on to your account, click on My Account, then Review My Account. You will need the library barcode from your TAFEcard, and a Personal Identification Number (PIN). You can find out your PIN from your local TAFE NSW library.

PRINTING AND EMAILING
You can print a page of results or the full page record by clicking on the printer icon on the toolbar or click on File, Print and OK.

NOTE: As an alternative you can log into your account by entering your TAFEcard barcode and PIN in the fields located at the top right of the catalogue screen. Once you have logged on you can click on "My Account".

HOW TO USE
TAFE NSW LIBRARY CATALOGUE

http://tafecat.tafensw.edu.au/tafecat.html

- Contains details of holdings at all TAFE NSW libraries
- Can be searched from anywhere on the web
- Allows users to see their borrower record, renew loans and place holds online

For more assistance, please contact library staff
www.illawarra.tafensw.edu.au/library

TAFE NSW – Illawarra Institute Library and Information Services

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