TAFE NSW
LIBRARY CATALOGUE

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

Choose **Your Campus Library** from the drop down list by clicking the drop down button and highlighting the library name you require.

Select your local TAFE NSW Library...
Ulladulla Campus Library
Ultimo College Library
Wagga Wagga Campus Library
Wellington Campus Library
Wetherill Park College Library
Wollongbar Campus Library
Wollongong Campus Library
Wollongong West Campus Library
Wyong Campus Library
Yallah Campus Library
Young TAFE High School Library

Then click on **Go to the catalogue**

Tip: When you search in TAFEcat, you are searching the catalogue of **all** TAFE NSW libraries.

NOTE: Do **NOT** use the back button in your web browser, always go back by clicking on the **Go Back** link at the top of your search results window!

Go Back   Help   New Se

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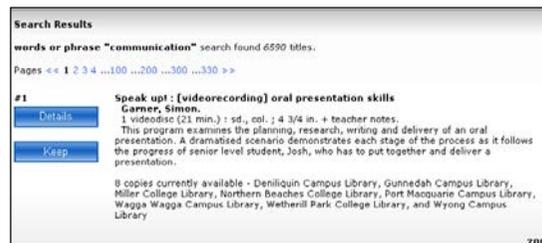
If required, change the default search setting by using the drop down menu and selecting the option you require, eg**, author, title, subject, series, periodical title, or ISBN/ISSN.**

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).

Tip: 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 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.

Search Results
words or phrase "communication" search found 6590 titles.

Pages << 1 2 3 4 ...100 ...200 ...300 ...330 >>

#1   Speak up! : [videorecording] oral presentation skills
     Garner, Simon.
     1 videodisc (21 min.) : sd., col. ; 4 3/4 in. + teacher notes.
     This program examines the planning, research, writing and delivery of an oral presentation. A dramatised scenario demonstrates each stage of the process as it follows the progress of senior level student, Josh, who has to put together and deliver a presentation.

     8 copies currently available - Deniliquin Campus Library, Gunnedah Campus Library, Miller College Library, Northern Beaches College Library, Port Macquarie Campus Library, Wagga Wagga Campus Library, Wetherill Park College Library, and Wyong Campus Library

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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), **location** (eg, DVD collection), **format** (use the **item category 1** field) and **year of publication** (eg, <2010, >2012, or type in a specific 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.
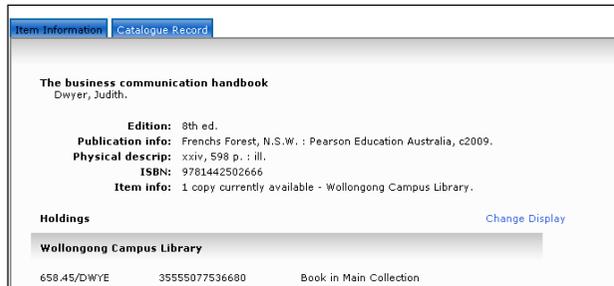
After viewing information about a specific item, you can tick to add the item to the **Temp List**. This allows you to compile a list which you can print, save to a disk, or email to yourself. To view your list, click on **Temp List** on the grey toolbar. Select from the options available to you.

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** > **OK**

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**). Ask for your PIN from your local TAFE NSW library.

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".

Keep your information private; do not share your PIN with anyone. If you are using the Catalogue on a public computer, **log out** when finished to protect your personal information

HOW TO USE

TAFEcat
- the 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 Illawarra
Library and Information Services**

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BEGA | COOMA | DAPTO | GOULBURN | MORUYA | MOSS VALE | NOWRA | QUEANBEYAN | SHELLHARBOUR | ULLADULLA | WOLLONGONG | WOLLONGONG WEST | YALLAH | YASS

tafeillawarra.edu.au   1300 766 123   TAFE ILLAWARRA

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