

1. Select the campus collection you wish to search.



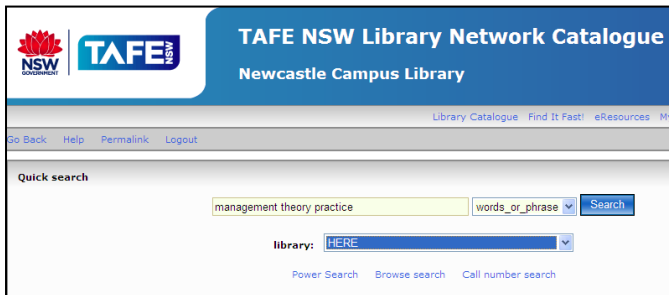
There are two main searches, the **Quick Search** which allows you to search by keyword in any field such as title, author or subject; and the **Power Search** which allows you to combine search elements with Boolean operators, search by call no. and also limit your search to date or item format.

2. Quick Search.

“Words or phrase” (keyword) is the default search. Use the dropdown box to select specific searches such as author, title, subject, series or ISBN. To limit results to items held in this library, use the **library** dropdown box to select **HERE**, or a specific library name.

Select a search type

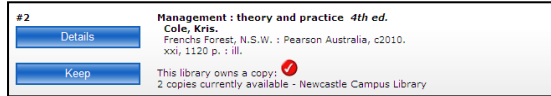
- **Type in your search terms.**
- **Select a library or HERE**
- **Click search**



3. View your search results.

The catalogue will display a list of items that match your search terms. To find out if the book is in the library and available for loan, click on the Details button on the left, next to the title.

Any local copies will be identified by a tick.



4. To view the details of a title and its availability

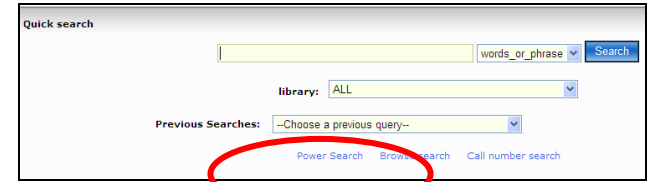


Click on the “Details” button of the item whose detailed information you want to view. TAFEcat displays information for the title.

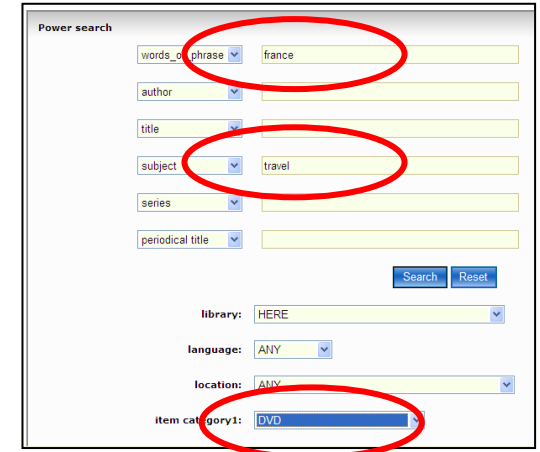
This screen shows the Library Locations which hold this item, the Call Number and whether the book is on loan.

5. Power Search

This search is recommended as an advanced search in which you can combine search elements e.g.: word or phrase, author, date, item type, format - even library to produce a more limited or refined search.

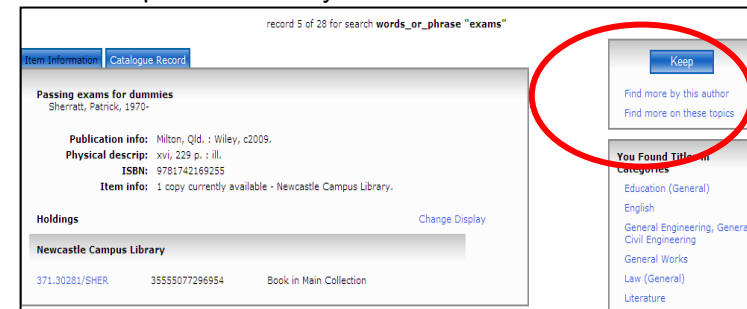


Example below shows searching for DVDs on travel in France



6. Related Works

Another feature of TAFEcat is that you can choose to see more items by the same author or in the same topic as the item you've selected.



7. Kept List

You can make a list of items found in your search by clicking on the "Keep" button next to each of the records you want to include. The Items in your **Kept** list can be viewed online, printed or emailed to your email account (to incorporate them into a bibliography).

The screenshot shows the 'Kept' list interface. On the left, there are two buttons: 'Remove checked titles' and 'Remove all titles'. Below them, it says 'Number of titles: 6'. There are three items in the list, each with a checkbox and a title: 'Passing exams for dummies' by Sherratt, Patrick, 1970-; 'How to pass exams : accelerate your learning, memorise key facts, revise effectively' by O'Brien, Dominic; and 'How to pass exams : accelerate your learning, memorise key facts, revise effectively' by O'Brien, Dominic. At the bottom, there is a 'Print / View' button and an 'Email' field. On the right, there are options for 'sort by:' (Title), 'library:' (HERE), and 'list format:' (Bibliography only). There is also a 'Print / View' button and an 'Email' field. At the bottom right, there is a note: 'To print or view the bibliography in a table on the links below. You can select the text in the table and paste in to other programs, such as MS Word, Excel and Outlook.'

8. My Account

The screenshot shows the 'My Account' login form. It has a blue header with 'TAFEcard barcode:' and a text input field containing '25555'. Below that is 'PIN:' with a text input field. At the bottom left is a 'Login Hint' button and at the bottom right is a 'Login to TAFEcat' button.

Your user account (called "**My Account**") allows you to:

- View the items you currently have on loan
- Renew your current loans
- View the status of any holds you have placed or hold requests that are pending
- Check if you have any overdue items, fines or other blocks on your library account

To logon to your account, you need the library barcode from your TAFEcard, and a Personal Identification Number (**PIN**).

You need to request a PIN from your local TAFE NSW Library.

If you are using the catalogue on a public computer, remember to Logout when finished, to protect your personal information.

9. Printing and Emailing

To **print** from TAFEcat, use the "Print" features of your web browser (either the "Print" icon on the toolbar, or the File/Print commands on the menu bar at the top of the screen).

Alternatively, you can **email** search results to your email account using the Kept List.

If you require further information, please contact the staff at your local TAFE NSW library

TAFE NSW - Hunter Institute
Library Service
TAFEcat Brochure

Last Updated January, 2011



TAFE NSW Library Network Catalogue

User Guide to TAFEcat

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

- Contains details of holdings for all TAFE NSW libraries.
- Can be searched from anywhere on the web
- Allows users to see their borrower record



**TAFE NSW – Hunter Institute
Library Service**