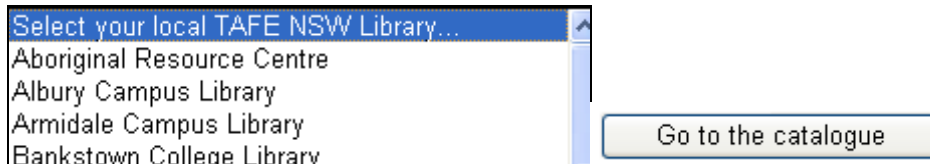


# TAFecat – TAFE NSW Library Network Catalogue User Guide

<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 and renew online

## Select the campus collection you wish to search



Select your local TAFE NSW Library...

- Aboriginal Resource Centre
- Albury Campus Library
- Armidale Campus Library
- Bankstown College Library

Go to the catalogue

## Why select your local TAFE NSW library?

When choosing an individual library, you are actually searching the catalogue of all TAFE NSW libraries. However, if the library you have chosen to search owns an item, information about the copies it owns will be listed first.

## Searching

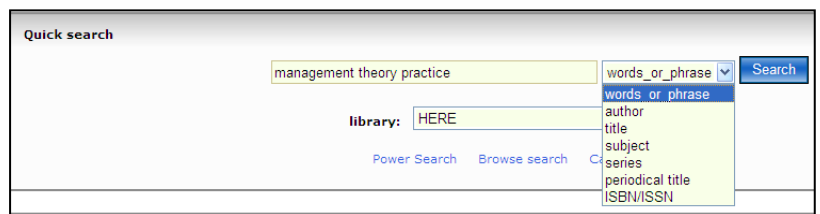
There are two main types of searches, the **Quick Search**, and the **Power Search**.

### Quick Search

The default search “**Words or Phrase**” allows you to search by keyword in any field, such as title, author, subject etc.

Use the dropdown box to select specific searches such as author, title, subject, series, periodical title or ISBN.

- Select a search type
- Type in your search terms.
- Select a library
- Click search



Quick search

management theory practice words\_or\_phrase Search

library: HERE

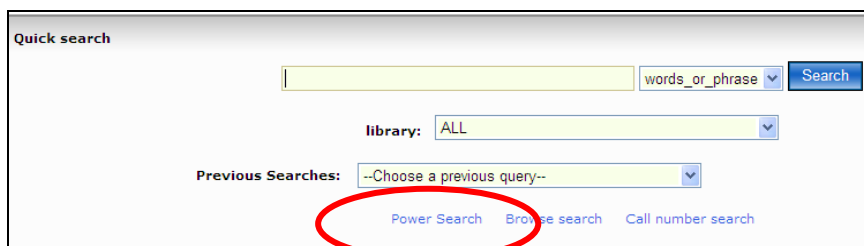
Power Search Browse search Call number search

- words\_or\_phrase
- author
- title
- subject
- series
- periodical title
- ISBN/ISSN

### Power Search

This search is recommended as an advanced search in which you can combine several search elements.

Click on the **Power Search** link at the bottom of the Quick Search box.



Quick search

words\_or\_phrase Search

library: ALL

Previous Searches: --Choose a previous query--

Power Search Browse search Call number search

Some of the search elements you can combine include:

- words or phrase
- Author
- subject
- publication year
- item format eg. DVD (Use Item Category 1),
- library

The screenshot shows a 'Power search' form with the following fields and values:

- words\_or\_phrase: france
- author: (empty)
- title: (empty)
- subject: travel
- series: (empty)
- periodical title: (empty)
- library: HERE
- language: ANY
- location: ANY
- item category1: DVD

Buttons for 'Search' and 'Reset' are visible.

This allows you to create a more limited or refined search.

## View your search results

The catalogue will display a list of items that match your search terms.

The results are displayed in date order - 20 records per page.

You can move through the search results by clicking the page numbers at the top or bottom of the search results screen.

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.

|                         |  |
|-------------------------|--|
| #2                      | <b>Management : theory and practice 4th ed.</b><br><b>Cole, Kris.</b><br>Frenchs Forest, N.S.W. : Pearson Australia, c2010.<br>xxi, 1120 p. : ill. |
| <a href="#">Details</a> |  |
| <a href="#">Keep</a>    | This library owns a copy:<br>2 copies currently available - Newcastle Campus Library   |

## Item details and availability

The **Item Information** screen shows the library locations which hold this item, the Call Number and whether the book is on loan.

*Any local copies will be displayed first.*

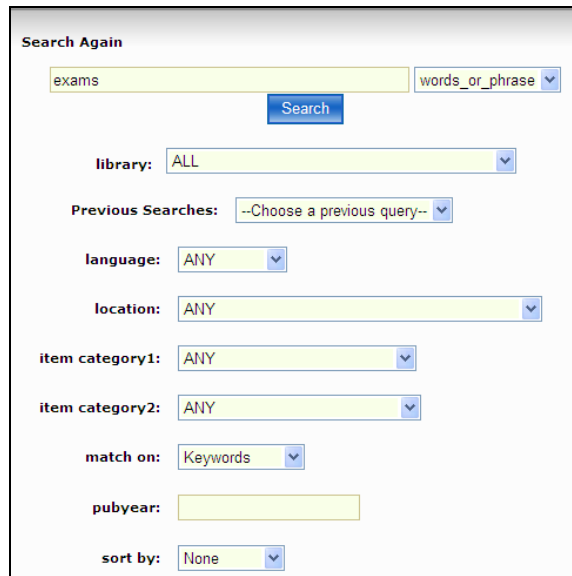
It also shows the bibliographic details, such as publisher and publication date.

|   |  |
|---|--|
| Item Information  | Catalogue Record                       |
| <b>Management : theory and practice</b><br>Cole, Kris.  |  |
| Edition: 4th ed.<br>Publication info: Frenchs Forest, N.S.W. : Pearson Australia, c2010.<br>Physical descrip: xxi, 1120 p. : ill.<br>ISBN: 9781442503120<br>Item info: 2 copies currently available - Newcastle Campus Library. |  |
| <b>Holdings</b>   |  |
| <b>Newcastle Campus Library</b>   |  |
| 658.302/COLE 4TH.ED.  | 35555076530031 Due: 10/1/2011          |
| 658.302/COLE 4TH.ED.  | 35555076520917 Book in Main Collection |
| 658.302/COLE 4TH.ED.  | 35555076521048 Book in Main Collection |

## Search Limiting

If you have too many titles in your search results, you can limit the search.

Click on **Limit Search** in the blue bar at the top of the search results page, or **scroll** to the bottom of page to access the limiting options.



Search Again

exams words\_or\_phrase

Search

library: ALL

Previous Searches: --Choose a previous query--

language: ANY

location: ANY

item category1: ANY

item category2: ANY

match on: Keywords

pubyear:

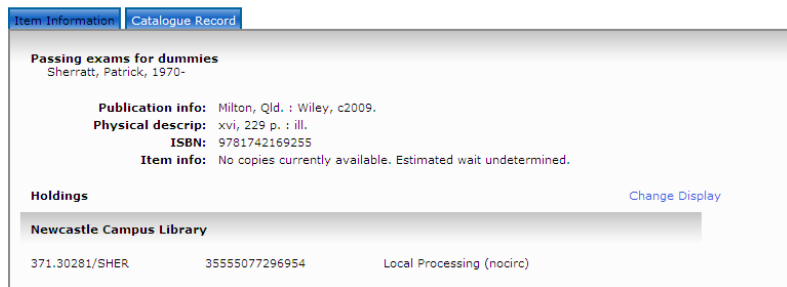
sort by: None

There are a number of limits you may apply – such as library, language, format (Item Category 1) and year of publication.

The display order of results can also be **sorted** by publication date, title or author.

## 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.



Item Information Catalogue Record

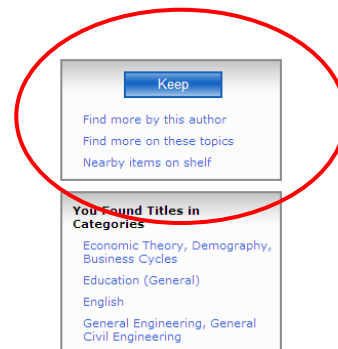
**Passing exams for dummies**  
Sherratt, Patrick, 1970-

**Publication info:** Milton, Qld. : Wiley, c2009.  
**Physical descrip:** xvi, 229 p. : ill.  
**ISBN:** 9781742169255  
**Item info:** No copies currently available. Estimated wait undetermined.

**Holdings** [Change Display](#)

**Newcastle Campus Library**

371.30281/SHER 35555077296954 Local Processing (nocirc)



Keep

[Find more by this author](#)

[Find more on these topics](#)

[Nearby items on shelf](#)

**You Found Titles in Categories**

[Economic Theory, Demography, Business Cycles](#)

[Education \(General\)](#)

[English](#)

[General Engineering, General Civil Engineering](#)

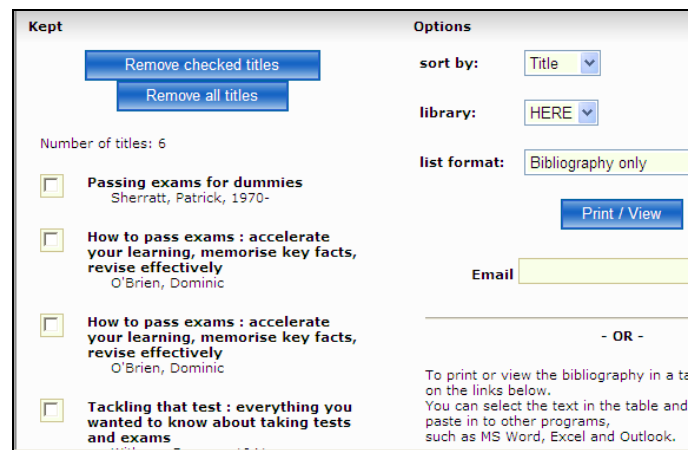
A box will display at the left of the item details screen, which provides links to more by this author, and more on this topic.

It also shows the **Category** (subject) areas of your search. You can click on a **Category** area to limit your search.

## Kept List

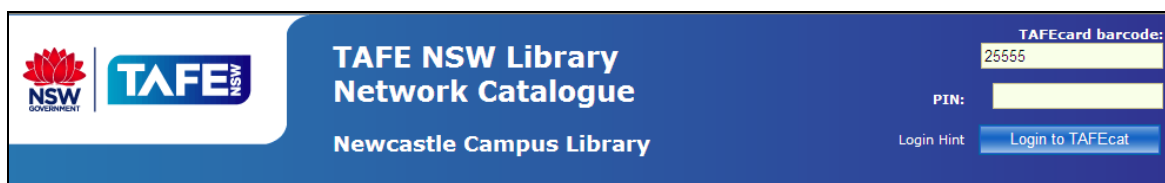
You can make a list of items found in your search by clicking on the **Keep** button next to each of the records you want to include.

To return to your list, click on **Kept** on the blue toolbar. The items in your Kept list can be printed or emailed to your email account (to incorporate them into a bibliography).



The screenshot shows a web interface for a 'Kept' list. On the left, under the heading 'Kept', there are two blue buttons: 'Remove checked titles' and 'Remove all titles'. Below these, it says 'Number of titles: 6'. There is a list of four items, 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; another identical entry for 'How to pass exams...'; and 'Tackling that test : everything you wanted to know about taking tests and exams'. On the right, under the heading 'Options', there are dropdown menus for 'sort by:' (set to 'Title'), 'library:' (set to 'HERE'), and 'list format:' (set to 'Bibliography only'). There is a blue 'Print / View' button, an 'Email' input field, and a '- OR -' separator. 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.'

## My Account



The screenshot shows the login page for the TAFE NSW Library Network Catalogue, specifically for the Newcastle Campus Library. It features the NSW Government and TAFE NSW logos on the left. On the right, there is a 'TAFECard barcode:' field with the value '26555', a 'PIN:' field, and a 'Login Hint' button labeled 'Login to TAFecat'.

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

You can request a PIN from your local TAFE NSW Library.

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

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

## 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 feature (see above).

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