

## 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
- 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.

## 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.

Any local copies will be displayed first.

## 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, even library to produce a more limited or refined search.

## 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.

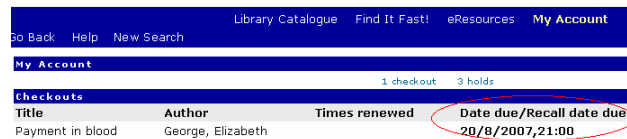
## 7. Kept List

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 emailed to your email account (to incorporate them into a bibliography).

## 7. My Account

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



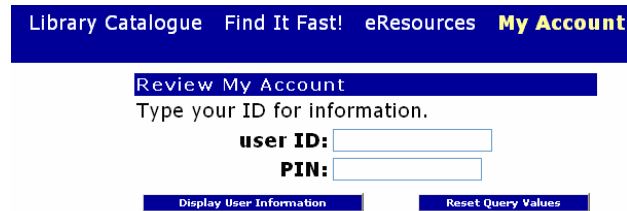
The screenshot shows the 'My Account' page with a navigation bar at the top containing 'Library Catalogue', 'Find It Fast!', 'eResources', and 'My Account'. Below the navigation bar, there are links for '1 checkout' and '3 holds'. A table titled 'Checkouts' is displayed with the following columns: Title, Author, Times renewed, and Date due/Recall date due. The first row of data shows 'Payment in blood' as the title, 'George, Elizabeth' as the author, and '20/8/2007,21:00' as the due date, which is circled in red.

Title	Author	Times renewed	Date due/Recall date due
Payment in blood	George, Elizabeth		20/8/2007,21:00

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.

To keep your information private, do not share your PIN with anyone.



The screenshot shows the 'Review My Account' form. It includes a header with 'Library Catalogue', 'Find It Fast!', 'eResources', and 'My Account'. Below the header, there is a section titled 'Review My Account' with the instruction 'Type your ID for information.'. There are two input fields: 'user ID:' and 'PIN:'. At the bottom of the form, there are two buttons: 'Display User Information' and 'Reset Query Values'.

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

## 8. 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, 2008



# 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**