Creating TAFEcat links v.5

Tips for creating TAFEcat links to titles and subject searches

A Creating TAFEcat links to specific titles

1. Open Notepad for use when saving book details and checking the links. (Click on Start / All Programs / Accessories / Notepad.

   Tip: To make Notepad quicker to access in future, right click on it in the Accessories list. There is an option to Pin to Start Menu. Click on this and a permanent link will be available above the Start button.

2. Open TAFEcat – via the generic account (Tip: add this link to Favourites on your PC)

   http://tafecat.tafensw.edu.au/uhtbin/cgisirsi/0/X/0/57/49?user_id=tafeweb

   Why? Using this account means that no library holdings will be highlighted with a red tick.

3. Locate the TAFEcat record for the most recent edition of the item. Each search should be limited to the Illawarra Institute. This makes it easier to see which Illawarra libraries hold the item.

4. On an item record screen, click on the Permalink button on the top menu bar above the record. A pop-up window will display with some code in it.

5. Select (highlight by pointing into the box and clicking) and Copy the Permalink – (see sample below)

   Tip: To Copy, hold down CTRL + C keys together. Close the box.

   ![Permalink Image]

6. Paste this link into Notepad.

7. Check the link - the permalink directly relates to the search you did.
The final URL should include the phrase: &library=INST_ILL&user_id=tafeweb

8. Paste the final version of the link into the URL field on the Books from the Catalog screen, or use as an ordinary weblink.

(See procedure: LibGuides Tips 3 - TAFEcat links and book cover images)

B Creating TAFEcat links to subject searches

You will be using TAFEcat searches to create some specific subject based searches for the Books and DVDs page. You then create a Permalink for that results list – a URL you can copy and paste into the subject guides (using the Books from the Catalog box)

The idea is to provide a few specific subject searches on each guide, to give guide users an overview of the types of resources held at Illawarra libraries on that topic.

When clicked on, the permalink will always start a new search in the catalogue, so all the latest titles will be included in the search – it will not link to a static collection of titles.

Procedure

1. Open Notepad for use when saving book details and checking the links. (Click on Start / All Programs / Accessories / Notepad.

   Tip: To make Notepad quicker to access in future, right click on it in the Accessories list. There is an option to Pin to Start Menu. Click on this and a permanent link will be available above the Start button.

2. Open TAFEcat – via the generic account (Tip - make this a favourite on your PC)

   http://tafecat.tafensw.edu.au/uhtbin/cgisirsi/0/X/0/57/49?user_id=tafeweb

   Why? Using this account means that no library's holdings will be highlighted with a red tick.

3. Enter search term/s you think will generate a good list of resources.

   Important: Select to search the library group - # Illawarra Institute Libraries

4. Click on Search

5. Check the results list. Does it contain:

   - Relevant items?
   - Items at a range of libraries?
   - Current items?

Note: The list should display in latest date order (you can use Power search to ensure the date sort is included in your permalink URL)
Are there too many or too few results? - you may want to change your search terms.

Tips:

- You can look at the **Detailed** display for several items which are good examples – they may provide you with better subject terms to search with.

- You can then click on the Catalogue record tab to locate **exact subject headings**. Clicking on a subject heading will take you to a new list which may have a more select list of results.

- You can then recreate the search using **Subject** rather than Keyword as the search type – this will cut out the unrelated items and shorten the results list. (But some subject headings are too specific, so keyword may be better for that search)

- You can also combine several keyword or subject heading searches using Power Search (eg collage and assemblage)

  **Note:** As subject based searches don’t automatically sort by publication date, this type of search should also have a Power Search Limit set to **sort by New to Old**.

6. When you are happy with the results of your search, click on the **Permalink** link on the menu bar. A pop up window will display the permalink.

7. Click into the line of code to highlight and then Copy it (Ctrl+C)

8. Open **Notepad** (Start / All Programs / Accessories) and paste the URL into the open Notepad document to check it before inserting in your guide.

9. **Note:** check that the permalink includes the phrase &library=INST_ILL&user_id=tafeweb
   
   This is the key to a results list with only Illawarra holdings.
   
   For example: (the following is one permalink – it breaks into lines when pasted into Word)
   
   ```
   http://tafecat.tafensw.edu.au/uhtbin/cgisirsi/x/0/0/57/5?searchdata1=body
   language&srchfield1=SU^SUBJECT^SUBJECTS^^subject&library=INST_ILL&match_on=KEYW
   ORD&user_id=tafeweb
   ```

10. When you are ready, go back to the LibGuide and paste the URL into the *Books From the Catalog - Add a Book* popup box. Use a title for the search – it doesn’t have to be the keywords/subject terms used – it should be more natural language that better describes the item the subjects covered.

### C Some libraries have special collections which are searchable via TAFEcat

For example: **Art prints – Wollongong West**
Method 1 – Find It Fast

1. Open to the required library’s account (e.g. Wollongong West)
2. Click on **Find It Fast** on the top toolbar.
3. Click on the required format (e.g. Posters)
4. Click on the **Permalink** link on the menu bar.

This is a sample of the Find It Fast permalink:

http://tafecat.tafensw.edu.au/uhtbin/cgiisirsi/x/0/0/57/5?&library=GRP_WOW&item_1cat=POSTER
&match_on=KEYWORD&user_id=wowweb

If you want to sort the resultant list (e.g. into Author or Publication Year order):

1. Click on **Limit Search** and specify the **Sort order** at the bottom of the screen.
2. Click on **Search** and the custom list will display.
3. Click on the **Permalink** link on the menu bar again and you will see that a “sort by” instruction is now included in thepermalink.

For example, the following link goes to the same list as the previous link, but it will now sort into AU (author) order.

http://tafecat.tafensw.edu.au/uhtbin/cgiisirsi/x/0/0/57/5?&library=GRP_WOW&item_1cat=POSTER
&match_on=KEYWORD&sort_by=AU&user_id=wowweb

Method 2 – Power Search  (for collections not already listed on the **Find It Fast** screen)

1. Log on to the required library’s account (e.g. Wollongong West)
2. Click on **Power Search** on the Quick Search screen
3. Select your search options.
   Remember that you don’t have to add any search terms to get a list of all items with a specific Item cat 1 and/or Item cat 2.
4. Click on **Search** and the custom list will display.
5. Use the Permalink from the resultant search results, or refine the search to obtain the exact list required.

**Important** - If adding a special collection link to a generic LibGuide, you should make it clear in the name of the content box, document or link that it is a list for a specific library’s collection. For example: **Art prints – Wollongong West**

**Warning:** Using TAFEcata to create and check permalinks may cause a problem by overloading the central TAFEcata server. There is a system limit to the number of simultaneous TAFEcata connections.

There are two options –

1. Open only one session of the catalogue and do all searching from within that session.
2. When you are testing links, they will always open in a new session of TAFE. You should close the TAFEcata session (close browser/or tab) before clicking on a new link. This will reduce the number of TAFEcata sessions in use at any one time.

**Note:** The built-in LibGuides Link Checker is not used to check TAFEcata links on the guides. This is because of the large number of TAFEcata links in use on TAFE NSW LibGuides/ Campus Guides – the regular checking was crashing the TAFEcata server.

It is therefore essential that all the TAFEcata permalinks used are checked for accuracy when first added to your guides.