Adding Books from the Catalogue

See also: LibGuides Tips 2 - Creating TAFEcat links

Always search for catalogue records via the TAFEcat link for LibGuides use (tafeweb)

This TAFEcat generic account does not highlight any particular holding library. This link is also available on the library teamsite home page (LibGuides box)

The **Books from the Catalog** content item provide links to the catalogue records in TAFEcat, and can also contain a book cover image.

The link from the title and image will go to a live catalogue record, which has current locations, call numbers and status for each item. It is best to show items held in more than one library if possible.

Remember – the general subject guides are not meant to feature a single library’s collection.

**Locating books / DVDs to add to your LibGuides**

You can check the TAFEcat New Resources lists ([on the library website](http://librarywebsite) – updated monthly) or your own library’s new books/DVDs display.

If you have a New Resources RSS feed on your LibGuide, you can click on a title link and reach the catalogue record that way.

(see sample RSS feed at right)

**To add a direct link to the TAFE catalogue entry:**

Create a Permalink URL for the item, using the generic TAFEcat account.

See separate procedure - Creating TAFEcat links

Copy and paste the URL into Notepad ready for copying into the *Add New Book* box.

Check the URL is in the correct format - must include &library=INST_ILL&user_id=tafeweb

**Copy** the title, author and ISBN of the book and **Paste** into Notepad for later use.
In any Libguides box, click on Add /Reorder to Add > Book from the Catalog and enter information as follows:

Copy and Paste the item's title and author (use First name Last name) from TAFEcat (or notepad)

Enter the TAFEcat URL – for accuracy you should copy/paste the edited permalink from your Notepad document. (see note above)

Do not include call number – as they may differ between libraries – so clicking the link will give the patron full details.

Publication year is optional – the expectation is that you are only linking to recently published books. You could enter 4th ed 2014 if this is important.

A brief description of the item is optional – e.g. if the title is unclear or a series is being promoted.

To see if a book cover image is available, copy and paste the item's ISBN into the ISBN field BUT don't click on get book info *

Instead, scroll down the box and click in the Syndetics checkbox on the right.

If no image is available, a small green icon will display. Change the checkbox to none, and delete the ISBN from the box.

Do not link to Amazon covers – they do not auto link to TAFEcat, and instead go to the Amazon shop.

For DVD or music CD cover art, try using the UPN (universal Product Number) found on the back cover of the item, or a search for Google.

If a Syndetics cover is available, it will display in the box.

There is no need to remove the ISBN from the box – LibGuides 2 will not display ISBNs on the live guide.

Click on Save.

Notes

Book cover art may not be available for all titles. It is more difficult to find Australian book covers.

Syndetics only works with 13 digit ISBNs. If you have only a 10 digit number, you can try Google (or Amazon) to locate the matching 13 digit ISBN.

* Clicking on get Book Info will add extra information we do not use (e.g. pub date in 2012-12-11 format)