LIBRARY CATALOGUE – USER GUIDE

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

- TAFEcat contains details of holdings at all TAFE NSW libraries
- TAFEcat can be searched from anywhere on the web
- TAFEcat allows users to see their borrower record, renew loans and place holds online

On this guide: Quick Search
View Availability
Advanced Search

Browse and Call Number Search
Printing and Emailing
My Library Record

Choose Your Library from the drop down list by clicking the drop down button and highlighting the library name you require.

Click Go to the catalogue

Tip: When you search in TAFEcat, you are searching the catalogue of all TAFE NSW libraries. Selecting your library at this step will highlight local holdings with a tick

QUICK SEARCH

Quick Search is the default search. The default search setting is words_or_phrase (where all search terms must appear in the same record) and the default library location is ALL

1. Enter your search terms. Don’t use words such as the, and, of. Using more keywords will reduce the number of results and increase relevance of results.

2. Options
   - Change the default search setting by using the drop down menu and selecting the option you require: author, title, subject, series, periodical (journal) title, or ISBN/ISSN.
   - Limit your search to your local library by selecting Library: HERE from the drop down box (found at the top of the list just below ALL).

3. Click on the Search button or press Enter.

Other options
- You can limit your search to the collection of another library - e.g. Shellharbour.
- You can limit your search to eResources only, a specific eResource format (e.g. eBooks, eVideos) or exclude all eResources (only lists items in the physical collection of the selected library).
The catalogue will display a list of items matching your search terms. In the example for aged care, 496 titles are found.

The first 20 records will be displayed on the screen in date order. The results displayed show: Title, author, edition and date of publication.

Click on the title line to view full details of the item and display library holdings.

Important:
Do NOT use the back button in your web browser!
To go back, click on the Go Back link at the top of the search results window!

Too many results? Use the Limit Search link at top of the list, or scroll down to the bottom of the results screen to the Search Again box - Advanced Search.

a) Limit Search - choose one or more of these limits:
library (e.g. HERE), location (in the library e.g. DVD collection), format (use the item category 1 field)
year of publication (e.g. >2017 (this means later than 2017) or you can type in a specific year.

You can also change the display order of results by clicking on Sort by.

b) Limit by Category - A box will display at the right of the screen showing the Subject Categories of items in your result list. Click on a Category to limit your search results.

HOW TO VIEW AVAILABILITY

Click on the title line to view full details of an item, and display library holdings.
This screen shows the holdings (library locations) for this item, the shelf number and whether the book is on loan. Local copies are displayed first.

<table>
<thead>
<tr>
<th>Item Information</th>
<th>Catalogue Record</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>The Australian carer : a training manual for aged care workers</td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Croft, Helen, author.</td>
</tr>
<tr>
<td><strong>Publication details:</strong></td>
<td>South Melbourne, Victoria : Cengage Learning, [2017?]</td>
</tr>
<tr>
<td><strong>Copy right date:</strong></td>
<td>c2017</td>
</tr>
<tr>
<td><strong>Physical description:</strong></td>
<td>xiv, 647 pages : colour illustrations.</td>
</tr>
<tr>
<td><strong>ISBN:</strong></td>
<td>9780170368803</td>
</tr>
<tr>
<td><strong>Item info:</strong></td>
<td>1 copy currently available - Wollongong Library.</td>
</tr>
</tbody>
</table>

**Holdings**

Wollongong Library

**Due:** 18/2/2019

If an item is on loan, the due date will display – you can place a hold on the item - ask library staff or log in to your Library Record to place a hold (see below).
ADVANCED SEARCH

Advanced Search is available on the Quick Search screen. You can enter more search terms using Boolean operators, and include limits such as: library, location, item format (item category 1) and publication year. Advanced Search also allows you to sort the items you retrieve.

It is also possible to submit a search, and then refine the search by adding more limits – simply click on the Limit Search button, add more limits and then Search again.

Another feature of Advanced Search is the ability to search without search terms. For example, to view an up-to-date list of DVDs held at your library, search on item category 1 = DVD and Library = select your own library, without adding a search term in the search boxes at the top of the screen.

BROWSE AND CALL NUMBER SEARCH

From the Quick Search screen you can access: Browse Search: This allows you to browse a keyword by author, title, subject, series or periodical title. Similar keywords are included in the display list

Call Number Search: This allows you to browse items within a specific call (shelf) number (e.g. 641). You can also refine your search by library and location (e.g. DVD Collection). Use the previous and next buttons to move to other pages in the call number search results.

PRINTING AND EMAILING

To print or email a list of items, click in the Temp List box to add one or more items to your list.

Then click on Temp List on the toolbar to view your list and prepare the list for printing or emailing.

To store items in a list that can be accessed at a future date, please log in to your user account first (see below) and use the My Lists function.

MY LIBRARY RECORD (User account)

To log in to your account, you will need the library barcode from your TAFEcard, and a Personal Identification Number (PIN) - ask at your local TAFE NSW library.

After logging in, click on My Account.

Your user account (My Account) allows you to:

- See the items you currently have out
- Renew any items that are not overdue or have not been renewed more than twice (provided you are a current TAFE student and do not have other items overdue or fines)
- Save items to a list for later use (My Lists)
- Place holds on up to 5 items, that belong to your home library, at a time
- View the status of any holds you have placed or hold requests that are pending
- See any fines or other blocks on your library account

Keep your information private; do not share your PIN with anyone. If you are using the catalogue on a public computer, log out when finished to protect your personal information.

Remember: If you need help, please contact your local library staff