TAFECAT – TAFE NSW LIBRARY NETWORK CATALOGUE

USER GUIDE

Available from:
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 LOCATION YOU WISH TO SEARCH

<table>
<thead>
<tr>
<th>Library Type</th>
<th>Library Name</th>
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<tbody>
<tr>
<td>Aboriginal Resource Centre</td>
<td>Aboriginal Resource Centre</td>
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<tr>
<td>Albury Campus Library</td>
<td>Albury Campus Library</td>
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<tr>
<td>Armidale Campus Library</td>
<td>Armidale Campus Library</td>
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<tr>
<td>Bankstown College Library</td>
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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 Advanced 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
ADVANCED SEARCH

This search allows you to combine several search elements. Click on the Advanced Search link at the bottom of the Quick Search box.

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

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 blue Title text.
The **Item Information** screen shows the library locations which hold this item, the Dewey 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 Screen](image)

**SEARCH LIMITING**

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](image)

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.

Links to more by this author and more on this topic display at the left of the item details screen.

At the right of the item details, you can also see the Category (subject) areas of your search. You can click on a Category area to find other items on this subject.

TEMP LIST

You can make a list of items found in your search by clicking in the Temp List box next to each of the records you want to include.

To open your list, click on Temp List on the blue toolbar. The items in your Temp List can be printed or emailed to your email account (to incorporate them into a bibliography).
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 Temp List feature (see above).

PLEASE ASK FOR MORE INFORMATION AT YOUR LOCAL HUNTER TAFE LIBRARY