TAFEcat – TAFE NSW LIBRARY NETWORK CATALOGUE

Available from: https://tafecat.tafensw.edu.au

- Contains details of holdings for all TAFE NSW libraries
- Available online via the URL above
- Allows users to see their borrower record and renew online

SELECT THE LOCATION YOU WISH TO SEARCH

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. You can also search by Browse Search (subject) or Call number 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 item is in the library, look for the red tick as well as the library locations listed below. You can also select the title in blue to see who holds the item. The symbols on the far right tell you what the item is eg: book or DVD.

The Item Information screen shows the library locations which hold this item, the Dewey number and whether the item is on loan. Any local copies will be displayed first.
It also shows the bibliographic details such as publisher and publication date. **Main collection** means the item is available. If a date displays next to the item, it is on loan. You can then request a hold be placed on the item.

**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.

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 is located 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).

MY ACCOUNT

To log on 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 (You CAN NOT renew overdue items)
- 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 (the “three dots” icon on the toolbar and then select Print from the drop-down menu.

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 TAFE NSW LIBRARY.