HOW TO USE THE TAFE NSW LIBRARY CATALOGUE – QUICK SEARCH AND ADVANCED SEARCH

You can use the TAFE NSW Library Catalogue to search for books, eBooks, online videos, DVDs and magazines.

**STEP 1.** To begin go to: http://tafecat.tafensw.edu.au/
and select your local TAFE NSW Library
(Please note: selecting a library will affect how results are displayed. It will not limit your search).

**STEP 2.** Click on Go to the catalogue.

**STEP 3.** Type your keywords into the search box.

**STEP 4.** Choose an index. This will tell the catalogue where you want to search for your keywords. You can search by words or phrase, author, title, subject, series, periodical (magazine) title or ISBN/ISSN.
**STEP 5.** Select a library. You can search across all TAFE NSW Libraries or limit your search to a particular library.

**STEP 6.** Limit your search by format (OPTIONAL).

There are three ways to limit your search:

1. You can tick the **Limit to eResources** box to limit your search to eResources such as eBooks, eDatabases, eJournals, eVideos, LinkedIn Learning videos and websites.

2. You can use the **Limit to a specific eResource format** drop-down menu if you want to limit your search to a particular type of eResource, e.g. eBooks only.

3. You can tick the **Exclude eResources** box if you want to limit your search to hardcopy items, such as books, DVDs and magazines. Please note this only works with a words or phrase search.
STEP 7. Click Search.

STEP 8. View your search results. The number of results is shown at the top of the page.

For each result you can see the title, author, publication details, and format.

You can also see the number of copies available and where the item is held.

eResource records will contain a link you can use to access the resource online.
STEP 9. Click on the title to view the item’s full details, including where to find a hard copy item on the library shelves.

**Wound care manual Revised & expanded 7th edition.**
Carville, Keryn, 1949- author.
376 pages, 10 unnumbered pages of plates : illustrations (some colour)
12 copies currently available - Ballina Library, Cootamundra Library, Griffith Library, St Leonards Library, Orange Library, Port Macquarie Library, Queanbeyan Library, Randwick Library, Shellharbour Library, and St George Library

STEP 10. The **Item Information** page will show you the **author**, **title** and **publication** details. For hardcopy items it will also show you the **holding libraries**, the **call number** (i.e. where you can find the item on the shelves), and let you know if the item is currently available.

**Availability.** If the item is in the library you will see the name of the collection it’s in. If the item is out on loan, the due date will be displayed here.
Using Advanced Search

Advanced Searching is useful when you have a number of search requirements (e.g. if you are looking for a DVD on a particular subject located at Wetherill Park Library).

To use Advanced Search:

**STEP 1.** Select Advanced Search from the Quick Search box on the Library Catalogue Homepage.

**STEP 2.** Type your keywords into the search boxes available. For best results enter one word or phrase per box.

**STEP 3.** Choose an index for each search box. You can search by words or phrase, author, title, subject, series, periodical (magazine) title or ISBN/ISSN.

**STEP 4.** Link the information in your search boxes together with Boolean operators.

There are three Boolean Operators to choose from:

- **AND** searches for records containing all of your keywords e.g. nursing AND law.
- **OR** searches for records containing at least one of your keywords e.g. mental health OR mental illness.
- **NOT** excludes records that contain the second word entered. E.g. Child development NOT social development.
The catalogue will display either a single match, or a list of items that match your search terms.

**Getting Help**

If you need help finding an item in the library please contact library staff

https://tafensw.libguides.com/contacts