HOW TO USE THE TAFE NSW LIBRARY CATALOGUE

You can use the TAFE catalogue to see what’s available in the TAFE NSW library collection. This includes books, eBooks, online videos, DVDs and magazines. You can use the Catalogue in the library or at home.

STEP 1. To begin go to:
http://tafecat.tafensw.edu.au/tafecat.html
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. 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, or Institute.

STEP 6. You also have the option of limiting your search to eResources (e.g. eBooks, eDatabases, eJournals etc). If you’re looking for books and DVDs available in hard copy make sure this option is set to No limit.

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 number of copies available.

You can also see the item’s format.

Number of results.

Title, author & publication details.

Format icon. This item is a book.

Number of copies available at the library or libraries you selected.

STEP 9. To view the full details for an item, including the call number, click on the title.
The Item Information page will show you the author, title and publication details. It will also show you the call number (i.e. where you can find the item on the shelves), and let you know if the item is currently available.

Call number.

If the item is out on loan the due date will be displayed here.

Use these links to find more items:
- By the same author
- On the same topic
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. 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 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.
Step 5. Select a library. You can search across all TAFE NSW Libraries or limit your search to a particular library, or Institute.

Step 6 (optional). To search for a particular type of item—e.g. DVDs, CDs, Toys or Posters use the item category 1 drop down menu.

Step 7 (optional). Enter a publication year (optional). For items published after a particular year use the greater than (>) symbol. For items published before a particular year use the less than (<) symbol.

The catalogue will display either a single match, or a list of items that match your search terms. If you need help finding an item in the library please contact library staff.