Searching Library Catalogue Tutorial

Northern Beaches Campus Library

www.nsi.edu.au

Unlock your potential. It starts here.
Library catalogue contains:

• Books
• Journals
• Audio-visual items (DVDs, CDs)
• (Part of) Electronic resources

Not:
• Journal articles

When you search the library catalogue

• you search the brief descriptions of the items
• NOT the full text
Dewey No Guide

- 001 – Computing (including 006 Digital Media)
- 305 – Social Groups (including 305.89915 Indigenous studies)
- 330 – Economics
- 338 – Travel & Tourism
- 340 – Law
- 360 – Social Welfare (including 361.8 Community Services, 362.6 Aged care)
- 394 – Event Management
- 420 – English Language (including 423 Dictionaries, 428 English Usage)
- 610 – Nursing & Fitness (including 611 Anatomy, 613 Health & Fitness, 616 Diseases)
- 623 – Maritime (Maritime course notes kept separately)
- 629 – Automotive
- 635 – Horticulture
- 641 – Food & Drink (including 641.5 – Cooking)
- 647 – Hospitality Management
- 650 – 659 Management (including 651 Business Administration, 657 Accounting, 658.002 Small Business, 658.3 Human Resources, 658.8 Marketing, 659 Advertising)
- 671 – Welding
- 690 – Building
- 700 – Art (including 730 Sculpture, 740 Drawing, 750 Painting, 760 Graphic Arts)
- 790 – Sport & Recreation (including 796.5 Hiking – also see Fitness at 613)
- 820 – English & Australian Literature
- 994 – Australian History
2 Available Layouts

1. TAFE Library Catalogue layout
2. NSI Library Catalogue layout

Similarities:
Sharing the same database

Differences:
1. TAFE Library Catalogue layout is more complicated with more options and full list of libraries
2. NSI Library Catalogue layout is simplified and customized for NSI students and staff
Using TAFE Library

Catalogue Layout

1. Choose a search option
2. Enter search term(s)
3. Choose a library
4. Click Search

Hands on:
Try to find out one of your textbook using title, author or ISBN
Using NSI Library

Catalogue Layout
1. Choose a library
2. Enter a few keywords of a topic
3. Limit your search to My library, NSI Libraries or search in All TAFE libraries.
4. Click Search

Search Term Tips:
1. To make your results more specific, add more search terms
2. Leave out any meaningless words: a, an, the, in etc.
Finding out appropriate subject headings for a topic

1. Search the catalogue as instructed earlier.
2. Browse the result list and select one result that seems appropriate and click it.
3. Click Catalogue Record tab.
4. Browse the subject terms and click the subject term communication in management.
Finding out appropriate subject headings for a topic (cont.)

Q: A new results list is brought to you. Compare it to your original results list, what do you think the quality?

Further Tips: You can combine more than 2 subject headings in advanced search to get more specific results.
Making use of the call numbers (classification numbers)

1. Click Item Information tab
2. Click one of the call number to see other books with the same call number.
3. A new result list is brought to you. You can browse through adjacent numbers, just as if you were browsing books on the library shelves.
Marking or saving references that interest you

1. Tick the boxes next to the items that interest you
2. Click Temp List
3. In Temp List view, you can email or print your references

Unlock your potential. It starts here.
Using NSI Library

Catalogue Layout to search eBooks

1. Select the radio button next to Look for eBooks
2. Enter a few keywords of a topic
3. Click Search

Hands on:
Think of a topic and search to see if any eBook available for that topic

Renew your items online
Renew your items online at My Account. To renew your library items you will need your TAFEcard barcode and your library PIN. For more information contact your librarian.