

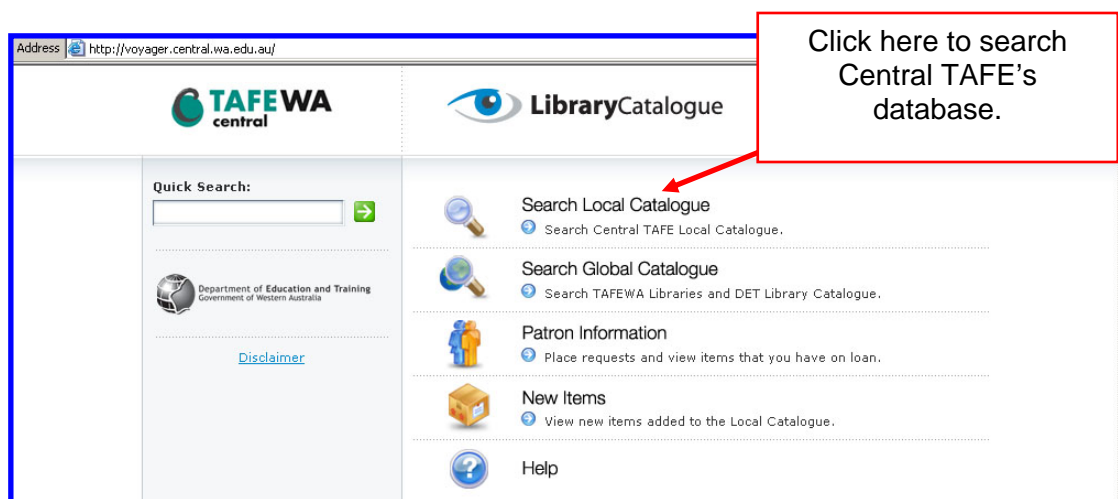
## LIBRARY CATALOGUE — HELP SHEET

The **Library Catalogue** is a database of **all** the resources held by TAFEWA libraries and the Department of Education and Training Library.

To access the catalogue:

- Use the catalogue terminals in the Library; or
- Open your Internet browser and go to <http://voyager.central.wa.edu.au/>; or
- Click on the '**Library Catalogue**' link on the Library homepage at [www.centraltafe.wa.edu.au/library](http://www.centraltafe.wa.edu.au/library) .

To begin your search, click on the '**Search Local Catalogue**' button to search Central TAFE's database.

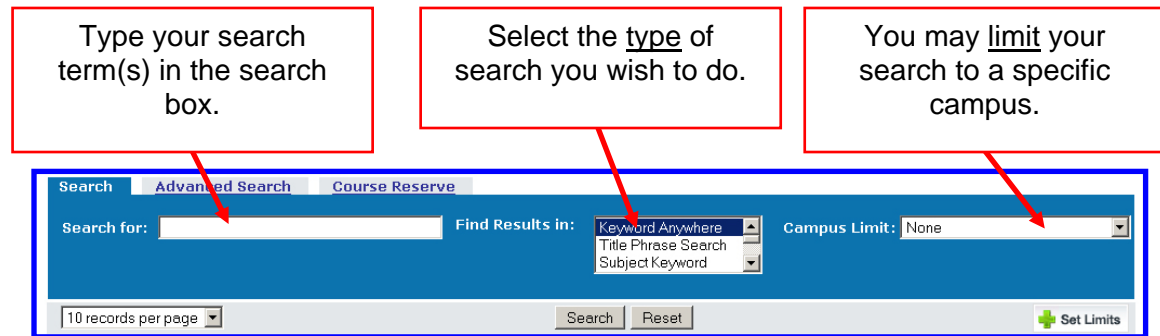


Click here to search Central TAFE's database.

## ENTERING YOUR SEARCH

1. Type your search term(s) in the search box.
2. Click on the drop-down menu beside '**Find Results in**' to select the type of search you wish to do.
3. Click on the drop-down menu beside '**Campus Limit**' to further limit your search to resources held in the campus libraries of Central TAFE. For example: click on '**Central-Perth**' to search for resources at Perth Campus Library only.
4. Click on the '**Search**' button to start the search.

**Note:** Your search will be on Central TAFE's database, but if any other TAFEWA libraries also hold these items, they will display together with those belonging to Central.



## SEARCH TIPS

- **Keyword Anywhere**
  - use a plus sign before essential words. For example: *+industrial +safety +workplace*.
  - use quotation marks for exact phrases. For example: *"business letters"*.
- **Title Phrase Search** – Enter keywords from the title. (HINT: terms must be in the correct order and words cannot be omitted). For example: *public speaking*.
- **Subject Keyword** – Enter subject keyword(s). For example: *environmental protection*
- **Author Keyword** – Enter an author's surname followed by their initials or given name. For example: *gates bill*
- **Title** – Omit 'the, a or an'. For example: to search for 'the dictionary of art' use *dictionary of art*. (This is a 'left anchored' search, so all the results will begin with the phrase entered).
- **Call Number** – Enter a call number. For example: *709 GAR*
- **Journal Title Keyword** – Enter keywords from a journal title. For example: *new scientist*.
- **Boolean** – Use Boolean operators (AND, OR, NOT) to combine terms. For example: to search for texts on business law but excluding international law, enter *business AND law NOT international*.

## VIEWING THE KEYWORD SEARCH RESULTS

The list of results from a keyword search provides the title, author and date of publication of each item. The results are automatically sorted by relevance. The Relevance column displays stars, indicating how much relevance (weight) each item has with the search terms that were entered. The most relevant titles are displayed at the top of the list. There is an option here to re-sort your results by selecting from the drop-down. The default is set to 'Relevance'; other options include by title, author and date.

Search Request: Keyword Relevance Search = "business letters"  
 Search Results: Displaying 1 through 8 of 8

"business letters" 10 records per page Central - Perth

Relevance ranking – the more stars indicates greater relevance.

Relevance [dropdown] Post Limit

#	Relevance	Title Long	Author	Date
[1]	★★★★★	<a href="#">Readymade business letters / Jim Dening.</a> Title has multiple holdings	Dening, Jim.	1986
[2]	★★★★★	<a href="#">Complete idiot's almanac of business letters and memos / by Tom Gorman.</a> Title has multiple holdings	Gorman, Tom.	1997
[3]	★★★★★	<a href="#">Letter writing at work [videorecording]</a> Title has multiple holdings		1970

To view more information about a particular item of interest, either click on the number or on the title and the **'Short Record with Holdings'** screen (below) provides the following information about each item:

- **The location** – which library it is available from
- **Call number** – where it is located on the shelves
- **Loan status** – if the item is available for loan, or on loan and the date it is due for return

*Readymade business letters / Jim Dening.*

Relevance: ★★★★★

Main Author: Dening, Jim.  
 Title: Readymade *business letters* /  
 Format: Book  
 Publisher: London : Kogan Page, 1986.  
 Subject(s): [Commercial correspondence.](#)  
[Business writing.](#)

Location: Central Perth Campus - General collection

Call Number: [808.06665 DEN](#)


Loan Status: Available

## SETTING SEARCH LIMITS

Clicking on **'Set Limits'** on the main search page takes you to the **'Search Limits'** page where a number of options are available to limit your search to a specific language, location, date, medium, item type and place of publication. Once you have made your selection, click on **'Set Limits'**. You are then returned to the main search page, where you can enter your search terms. Note: Search limits will remain in effect until you specifically clear them or until you close your browser.

## USING ADVANCED SEARCH

Click on '**Advanced search**' on the search tab bar to do an advanced search. It allows search terms to be combined using Boolean operators (AND, OR, NOT) and for combinations of words in different fields.

**Remember:** If the screen has timed out, you can click on the 'eye image'  to return to the introductory page.

## PATRON INFORMATION

To access your personal record, click on '**Patron Information**'. If you are a TAFEWA student, enter your student user ID and password; other patrons require a barcode and pin number.

Personal information including your name and contact details are displayed. Charged items, ie items you have on loan, are shown and may be renewed once if they are not needed by another patron.

Items you have requested are shown and there is an option to cancel a request if it is no longer required. Details about patron blocks, fines and fees are also displayed.

To protect your personal details, be sure to click on '**Exit**' when you have finished.

## OTHER FUNCTIONS

**Requests:** If you search for an item and it is on loan or at another Central TAFE campus, you may place a request (or hold) on the item by clicking on 'Request' in the Short Record with Holdings' screen menu bar. You must login before you are able to place requests.

**Bookbag:** This feature allows you to save records from various search results for printing, emailing or saving.

**New Items:** Allows you to search for new library items at a particular location.

**Course Reserve:** Allows you to search for items on reserve for various classes. You may search by instructor, department or course.

**History:** Enables you to re-do or edit any previous searches you have performed in your current search.

**Help:** Displays information about various topics in the Library Catalogue.