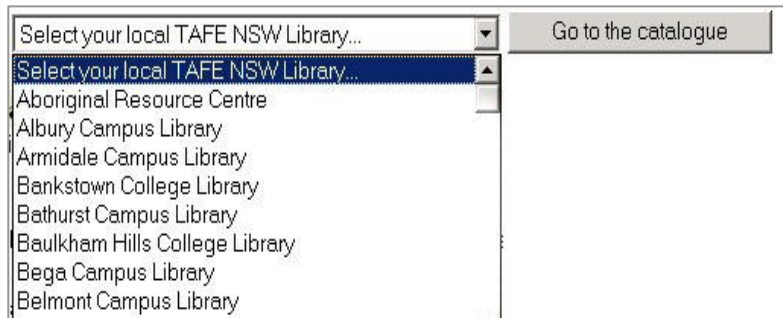


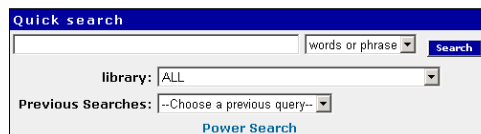
## 1. Select the campus collection you wish to search.



Though choosing an individual library, you are actually searching the catalogue of all TAFE NSW libraries.

## 2. Start with a Quick Search.

- Type in your search terms
- Search for “words or phrase” or change the drop-down box to one of the other options, such as author
- Click on the blue Search button.
- If you want to limit your search to just one library change “ALL” to your library’s name.



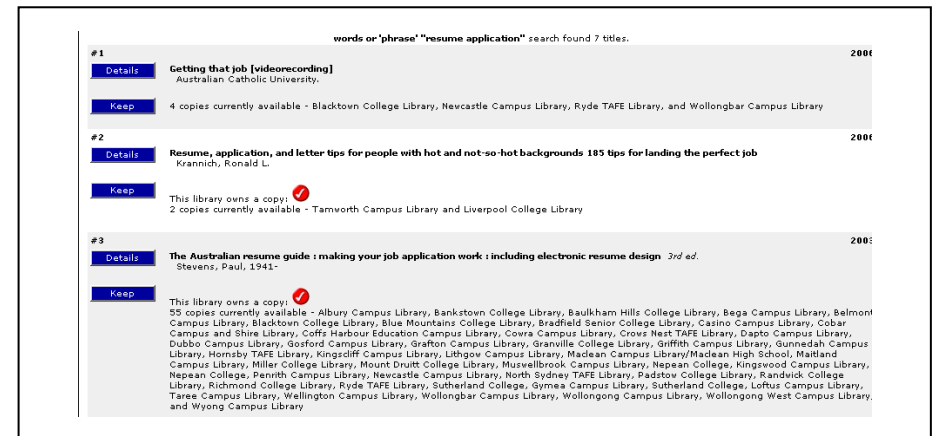
If you want to truncate your search use the \$ symbol (e.g. Austral\$ will find things on Australia, Australian, Australasia, etc.)

Other searches, such as a Power Search or DVD and Video Search, can be accessed by clicking on the links.

## 3. View your search results.


The catalogue will display either a single match, or a list of items that match your search terms. If you have too many titles in your search results, you can shorten the list by applying limits. You can limit by format or location.


To view what is held at your campus library, click on Limit Search and select your library’s name in the Library box.



words or 'phrase' "resume application" search found 7 titles.

#1  
**Details:** Getting that job [videorecording]  
Australian Catholic University. 2001  
**Keep:** 4 copies currently available - Blacktown College Library, Newcastle Campus Library, Ryde TAFE Library, and Wollongbar Campus Library

#2  
**Details:** Resume, application, and letter tips for people with hot and not-so-hot backgrounds 185 tips for landing the perfect job  
Kranich, Ronald L. 2001  
**Keep:** This library owns a copy:  2 copies currently available - Tamworth Campus Library and Liverpool College Library

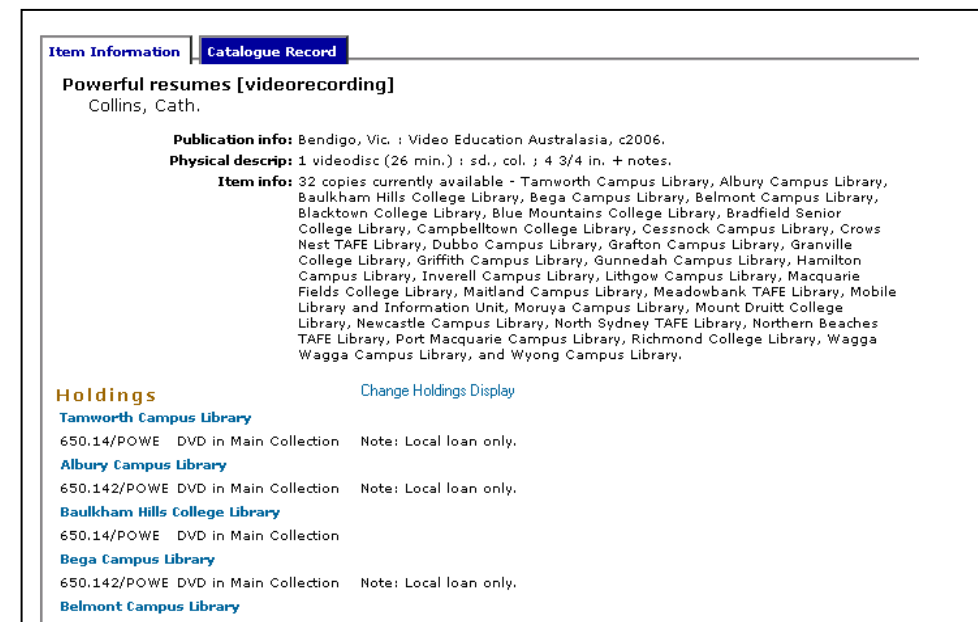
#3  
**Details:** The Australian resume guide : making your job application work : including electronic resume design 3rd ed.  
Stevens, Paul. 1941- 2001  
**Keep:** This library owns a copy:  55 copies currently available - Albury Campus Library, Bankstown College Library, Baulkham Hills College Library, Bega Campus Library, Belmont Campus Library, Blacktown College Library, Blue Mountains College Library, Bradfield Senior College Library, Casino Campus Library, Cobar Campus and Shire Library, Coffs Harbour Education Campus Library, Cowra Campus Library, Crows Nest TAFE Library, Dapto Campus Library, Dubbo Campus Library, Grafton Campus Library, Grafton College Library, Griffith Campus Library, Gunnedah Campus Library, Hornsby TAFE Library, Kingscliff Campus Library, Lithgow Campus Library, Maitland Campus Library, Maitland High School, Maitland Campus Library, Miller College Library, Mount Druitt College Library, Muswellbrook Campus Library, Nepean College, Kingswood Campus Library, Nepean College, Penrith Campus Library, Newcastle Campus Library, North Sydney TAFE Library, Padsow College Library, Randwick College Library, Richmond College Library, Ryde TAFE Library, Sutherland College, Gynea Campus Library, Sutherland College, Loftus Campus Library, Taree Campus Library, Wellington Campus Library, Wollongbar Campus Library, Wollongong Campus Library, Wollongong West Campus Library, and Wyong Campus Library

The red circles containing white ticks  indicate your library holds the item.

## 4. Select a title to view its details and availability.

Click on the **Details** button of the title of the item whose detailed information you want to view. TAFEcat displays information for the title.

This screen shows the Library Locations which hold this item, the Call Number and whether the book is on loan. Any local copies will be displayed first. If you can't see any colleges' names make sure the “Items information” tab is selected, not the “Catalogue record” tab.



**Items Information** | **Catalogue Record**

**Powerful resumes [videorecording]**  
Collins, Cath.

**Publication info:** Bendigo, Vic. : Video Education Australasia, c2006.

**Physical descrip:** 1 videodisc (26 min.) : sd., col. ; 4 3/4 in. + notes.

**Item info:** 32 copies currently available - Tamworth Campus Library, Albury Campus Library, Baulkham Hills College Library, Bega Campus Library, Belmont Campus Library, Blacktown College Library, Blue Mountains College Library, Bradfield Senior College Library, Campbelltown College Library, Cessnock Campus Library, Crows Nest TAFE Library, Dubbo Campus Library, Grafton Campus Library, Granville College Library, Griffith Campus Library, Gunnedah Campus Library, Hamilton Campus Library, Inverell Campus Library, Lithgow Campus Library, Macquarie Fields College Library, Maitland Campus Library, Meadowbank TAFE Library, Mobile Library and Information Unit, Moruya Campus Library, Mount Druitt College Library, Newcastle Campus Library, North Sydney TAFE Library, Northern Beaches TAFE Library, Port Macquarie Campus Library, Richmond College Library, Wagga Wagga Campus Library, and Wyong Campus Library.

**Holdings** [Change Holdings Display](#)

**Tamworth Campus Library**  
650.14/POWE DVD in Main Collection Note: Local loan only.

**Albury Campus Library**  
650.142/POWE DVD in Main Collection Note: Local loan only.

**Baulkham Hills College Library**  
650.14/POWE DVD in Main Collection

**Bega Campus Library**  
650.142/POWE DVD in Main Collection Note: Local loan only.

**Belmont Campus Library**

You can email the details of the item to yourself. Look for the **Keep** button.

When you have clicked **Keep** on one or more items you can then click on **Kept** to see your list and either print or email your selection.

## 5. My Account

Your user account allows you to :

- view the items you currently have out
- renew items which are not overdue
- view the status of any holds you have placed or hold requests that are pending
- any fines or other blocks on your library account

To logon to your account, you need the library barcode from your TAFEcard, and a Personal Identification Number (**PIN**).

You need to request a PIN from your local TAFE NSW Library.

***If you require further information, please contact the staff at your local TAFE NSW library.***



# User Guide to TAFEcat

<http://tafecat.tafensw.edu.au/tafecat.html>

- Contains details of holdings for all TAFE NSW libraries.
- Can be searched from any Internet PC anywhere
- Allows users to see and renew what they have on loan

***TAFE New England Libraries***