



# Search Manual

Edition no. 3



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# Contents

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<b>Section 1: Libraries Australia .....</b>	<b>8</b>
1.1 Who Uses Libraries Australia? .....	9
1.2 What are our services? .....	9
1.3 Libraries Australia Search .....	9
1.4 Libraries Australia Cataloguing Client (LAC) .....	10
1.5 Libraries Australia Document Delivery (LADD) .....	10
1.6 Libraries Australia Administration .....	10
1.7 Charges .....	10
1.8 Training .....	10
1.9 Keeping Up-To-Date .....	11
1.10 Providing Feedback .....	12
1.11 Browser Setup .....	12
1.12 Hide the Toolbars .....	12
1.13 Font size .....	12
1.14 Screen Display .....	12
1.15 Viewing Diacritics .....	12
<b>Section 2: Getting started searching with Libraries Australia .....</b>	<b>14</b>
2.1 Where is Libraries Australia? .....	15
2.2 Bookmarking Libraries Australia .....	15
2.3 Usernames and Passwords .....	16
2.4 Remembered settings – statefulness .....	18
2.5 Other Ways of Searching Libraries Australia .....	20
<b>Section 3: Libraries Australia Search Overview .....</b>	<b>21</b>
3.1 Introduction .....	22
3.2 Navigational Toolbar Functions .....	22
3.3 Select Databases .....	27
<b>Section 4: Using Simple Search .....</b>	<b>30</b>
4.1 Introduction .....	31
4.2 Indexes Searched in Search .....	31
4.3 Basic rules for using Search .....	32
4.4 Operands in Search .....	33
4.5 Boolean operators .....	34
4.6 Material Group Limits .....	35
4.7 Constructing a search .....	37

---

<b>Section 5: Search Results</b> .....	<b>40</b>
5.1 Results screen .....	41
5.2 Viewing records .....	46
5.3 Navigating records.....	49
5.4 Record views .....	50
<b>Section 6: Search History, Saved Records and Saved Searches</b> .....	<b>57</b>
6.1 Search History.....	58
6.2 Saved Records.....	61
6.3 Saved Searches .....	68
<b>Section 7: Get this item</b> .....	<b>75</b>
7.1 Get this item link.....	76
7.2 Options available for obtaining items.....	76
<b>Section 8: Advanced Search</b> .....	<b>84</b>
8.1 Advanced Search screen .....	85
8.2 Using Advanced Search.....	85
8.3 Boolean operators in Advanced Search .....	88
8.4 Material Group Limits.....	89
8.5 Advanced limits in Advanced Search .....	91
8.6 Basic search rules for Advanced Search.....	93
8.7 Operands .....	94
8.8 Constructing a search in Advanced Search .....	95
8.9 Some common search strategies in Advanced Search.....	100
<b>Section 9: Compare records and report duplicates</b> .....	<b>105</b>
9.1 Selecting records to compare .....	106
9.2 Viewing compared records .....	107
9.3 Report Duplicates.....	109
9.4 Report Duplicates form.....	110
<b>Section 10: Favourite Libraries</b> .....	<b>112</b>
10.1 How to add libraries to your list of 'favourite libraries' .....	113
10.2 How to add libraries to your list of 'favourite libraries' .....	114
10.3 How to remove libraries from my 'Favourite Libraries' .....	115
<b>Section 11: Command Search using Query builder</b> .....	<b>118</b>
11.1 Command Search screen.....	119
11.2 Searching in Command Search using Query Builder .....	119
11.3 Example of a Command Search Using More than One Search Term .....	120
11.4 Using Command Search for searching for Control Numbers (Identifiers).....	121

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---

11.5	<i>More complex searches in Command Search</i> .....	122
11.6	<i>Editing a query</i> .....	122
11.7	<i>Nesting</i> .....	123
11.8	<i>Using Relational operators and Range searches in Command Search</i> .....	124
11.9	<i>Serial frequency</i> .....	125
11.10	<i>Other useful MARC codes</i> .....	126
<b>Section 12:</b>	<b>Command Search using Solr</b> .....	<b>130</b>
12.1	<i>Using Solr query</i> .....	131
12.2	<i>Learning Solr</i> .....	133
<b>Section 13:</b>	<b>Browse Terms</b> .....	<b>138</b>
13.1	<i>Browse Terms / Term list</i> .....	139
13.2	<i>Tips for using Browse Terms</i> .....	139
13.3	<i>Searching Browse Terms</i> .....	140
<b>Section 14:</b>	<b>More searching practice</b> .....	<b>145</b>
<b>Section 15:</b>	<b>Web Cataloguing</b> .....	<b>158</b>
15.1	<i>Libraries Australia cataloguing standards</i> .....	159
15.2	<i>Adding a bibliographic record using the web cataloguing form</i> .....	159
15.3	<i>Importing records from an external database</i> .....	165
15.4	<i>Adding your library's holdings to an existing bibliographic record</i> .....	167
15.5	<i>Editing your library's holdings attached to an existing bibliographic record</i> .....	167
15.6	<i>Deleting your library's holdings attached to an existing bibliographic record</i> .....	168
15.7	<i>Closing the web cataloguing form</i> .....	169
15.8	<i>Data input boxes</i> .....	169
<b>Section 16:</b>	<b>Other Databases</b> .....	<b>182</b>
16.1	<i>British Library Catalogue</i> .....	183
16.2	<i>Canada Institute for Scientific and Technological Information (CISTI)</i> .....	183
16.3	<i>Chinese University of Hong Kong (CUHK)</i> .....	184
16.4	<i>Hong Kong University of Science and Technology Library Catalogue</i> .....	184
16.5	<i>Library of Congress</i> .....	184
16.6	<i>University of Hong Kong Libraries Catalogue</i> .....	187
16.7	<i>OCLC WorldCat Database (including Te Puna)</i> .....	187
16.8	<i>OCLC Number index</i> .....	188
16.9	<i>Libraries Australia Authorities</i> .....	191
16.10	<i>OCLC WorldCat Authorities</i> .....	193
16.11	<i>Library of Congress Names (LCNH)</i> .....	193
16.12	<i>Library of Congress Subjects (LCSH)</i> .....	193

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<b>Section 17: Authorities</b> .....	<b>194</b>
17.1 <i>Libraries Australia Authorities</i> .....	195
17.2 <i>Other Authority databases</i> .....	200
<b>Section 18: Personal Accounts</b> .....	<b>203</b>
18.1 <i>How do I activate personal accounts?</i> .....	204
18.2 <i>Creating Personal Accounts</i> .....	205
18.3 <i>Changing details for your personal account</i> .....	207
18.4 <i>Forgotten your Password</i> .....	207
18.5 <i>Change your Password</i> .....	207
18.6 <i>Secret Answer</i> .....	207
18.7 <i>Forgotten Username</i> .....	207
<b>APPENDIX 1 – Material Group Limits</b> .....	<b>208</b>
<b>APPENDIX 2 – Fields Displayed in Brief, Record Preview Pane, Holdings Preview Pane and Full View Bibliographic Records</b> .....	<b>215</b>
<b>APPENDIX 3 – Indexes and Codes</b> .....	<b>225</b>
<b>ANSWERS – SUGGESTED SEARCH STRATEGIES</b> .....	<b>240</b>
<b>TRAINING LOGINS</b> .....	<b>260</b>
<b>GLOSSARY</b> .....	<b>265</b>
<b>INDEX</b> .....	<b>273</b>

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## INTRODUCTION

This workbook will assist you to use Libraries Australia fully and efficiently.

It can be used in a face-to-face course, or by library students or staff teaching themselves how to use Libraries Australia.

The Libraries Australia Search Service uses a Web interface. Using Libraries Australia you can search the Australian National Bibliographic Database (ANBD) and a number of other databases. The Libraries Australia service is a subscription service.

Libraries Australia also provides a training interface on which you can practice. The URL for the training interface is [librariesaustralia-train.nla.gov.au](http://librariesaustralia-train.nla.gov.au). The training database provides a smaller range of databases to search.

Training logins are listed at the back of this manual. Please use them to familiarise yourself with the Libraries Australia Search Service, and remember to log off when you have finished.

### Aims and Objectives

On completion of the exercises in this workbook, you should be able to

- Login to Libraries Australia Search
  - Construct a search in the ANBD using
    - Search
    - Advanced Search
    - Command Search
  - Construct a search in the ANBD using
    - Boolean operators
    - Limits
    - relevant indexes
  - Use the following search symbols in ANBD correctly
    - right truncation (\*)
    - single character wildcard (?)
  - View, sort and display search results
  - Go into Search History to run, edit and delete a query
  - Save a record in the Saved Records file and email it, save it to a file or print it
  - Select, compare and report duplicate records
  - Add favourite libraries
  - Browse the ANBD
  - Find how to obtain an item using “Get this item”
  - Select, search and browse other databases via Libraries Australia.
-

# 1

## Section 1: Libraries Australia

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In this section of the manual, you will learn about the Libraries Australia resource discovery and resource sharing service hosted by the National Library of Australia for Australian libraries and their users.

### Objectives

By the conclusion of this section, you should be able to:

- understand Libraries Australia services,
  - get started,
  - set up your browser,
  - keep up-to-date with the latest LA news.
-



Libraries Australia is a resource discovery and resource sharing service hosted by the National Library of Australia for Australian libraries and their users. It is used for many purposes, including reference, collection development, acquisitions, cataloguing and interlibrary loans and document delivery.

The heart of Libraries Australia is the Australian National Bibliographic Database (ANBD), which records the location details of over 50 million items held in most Australian academic, research, national, state, public and special libraries. Gateways to other major library databases are also provided.

Libraries Australia replaces Kinetica and the Australian Bibliographic Network (established 1981) and continues to provide access to national and international collections. It is the most widely available online source of location information for interlibrary loan items. In November 2009 the Libraries Australia free service was replaced by Trove. Trove is a new discovery service focused on Australia, Australians, and items found in Australian collecting institutions. Records in Trove are a copy of the records in the ANBD.

Libraries Australia provides access to over 50 million items held across the Australian library network. Its resources include maps, manuscripts, pictures, audio visual material, theses, books, newspapers and journals.

In 2013-14, the Libraries Australia Search Service was redeveloped. This included the design and development of a new user interface, and use of a new underlying search platform to provide a faster, more stable search experience for Libraries Australia members.

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## **1.1 Who Uses Libraries Australia?**

All member libraries can use Libraries Australia. Many libraries also allow their clients to search Libraries Australia. Members include national, state, academic, special and public libraries from all states and territories.

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## **1.2 What are our services?**

Libraries Australia consists of four services:

- Libraries Australia Search;
  - Libraries Australia Cataloguing;
  - Libraries Australia Document Delivery; and
  - Libraries Australia Administration.
- 

## **1.3 Libraries Australia Search**

Libraries Australia Search allows users to perform simple and complex searches in a number of databases, including the ANBD. You can search for an item, find bibliographic details, locate a library in Australia that holds it, and follow a number of paths to obtain it.

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Libraries Australia Search is available 24 hours a day, 7 days a week at:  
[librariesaustralia.nla.gov.au](http://librariesaustralia.nla.gov.au)

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#### **1.4 Libraries Australia Cataloguing Client (LAC)**

Access to Libraries Australia Cataloguing is via a client application (The Client). The Client supports searching on most fields within a MARC record via a choice of indexes and enables the addition, editing and deletion of bibliographic, authority and holdings data on the ANBD in real time. Cataloguers can also import records from other databases.

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#### **1.5 Libraries Australia Document Delivery (LADD)**

Libraries Australia Document Delivery is the national interlibrary loan and document delivery service. Users can identify a potential supplier via a Z39.50 search of the ANBD, Te Puna and RightFind, and request the item in LADD. Both requesters and suppliers can use the system, including the payment service, to manage all aspects of their interlibrary loan and document delivery activity. LADD uses the Virtual Document eXchange (VDX).

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#### **1.6 Libraries Australia Administration**

The Libraries Australia Administration System (Administration System) records information about Libraries Australia customers and their organisations (mainly libraries). This administration interface allows administrators from each organisation to record and manage their Libraries Australia users. Libraries Australia administrator staff are able to manage user groups and users of Libraries Australia from any organisation. Authentication and access is managed through the Administration System and provides data for the authentication and authorisation to access to Libraries Australia Search; Libraries Australia Cataloguing; the Record Import Service; the record Export Service; Z39.50 searching of external databases; usage reports; management reports; and a customer database. The Administration System receives data from the Libraries Australia services and produce billing data and usage data for customer reports and management reports.

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#### **1.7 Charges**

Details of the costs, which are recommended by the Libraries Australia Advisory Committee, can be found on the Libraries Australia website at:

[nla.gov.au/librariesaustralia/become-member/fees-and-charges](http://nla.gov.au/librariesaustralia/become-member/fees-and-charges)

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#### **1.8 Training**

Training enables users to search more efficiently, thereby saving time and money. Face-to-face courses are run by accredited Libraries Australia Training

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Service Providers, mainly in capital cities. Users can also work their way through this book.

On the Libraries Australia website you can access details of Libraries Australia Training Agents and scheduled courses at:

[nla.gov.au/librariesaustralia/learn/attend-training-course](http://nla.gov.au/librariesaustralia/learn/attend-training-course)

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## 1.9 Keeping Up-To-Date

Detailed, up-to-date information about developments in Libraries Australia can be found on the Libraries Australia home page at:

[www.nla.gov.au/librariesaustralia/](http://www.nla.gov.au/librariesaustralia/)

It includes:

**About** who we are and what we do

**Our Services:** information about the available services

**Become a member:** how to become a member

**Learn:** in-depth information about the services including manuals and training courses

**Connect:** newsletter and news, including a news archive, Libraries Australia events, and Local Community meetings

**Get Help:** how to get in contact Libraries Australia and information about upcoming upgrades and outages

**Manage your account:** managing your Libraries Australia account.

**Contact Us:** online, phone the Member Services and postal

**Login to:** direct connections to all the Libraries Australia services, and troubleshooting

The most recent information about developments in Libraries Australia is posted on the Libraries Australia-l email list managed by the National Library. Subscribing to Libraries Australia-l is the best way to keep up-to-date, and to have your say about Libraries Australia issues.

Topics covered on the list include:

- training courses
- system failures
- features of upgrades
- handy hints from colleagues
- wish lists for future enhancements

You can subscribe to Libraries Australia-l by sending an email from your own email address to [sympa@nla.gov.au](mailto:sympa@nla.gov.au), leaving the subject line blank, and writing as the text of the message:

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subscribe librariesaustralia-l yourfirstname yourlastname  
(for example: subscribe librariesaustralia-l john jones)

## 1.10 Providing Feedback

If you have suggestions for future enhancements of Libraries Australia Search, contact the Libraries Australia Member Services on 1800 026 155, or log an enquiry with us on: [nla.gov.au/librariesaustralia/contact-us](http://nla.gov.au/librariesaustralia/contact-us).

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## 1.11 Browser Setup

Libraries Australia operates most efficiently in the latest versions of the most popular web browsers which offer improved security, performance and presentation.

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## 1.12 Hide the Toolbars

You can view more of the screen and reduce scrolling by hiding the toolbars at the top of the screen.

On a PC, press the F11 key once to remove the toolbars, and again for them to reappear. On a Macintosh, choose View, and then Collapse Toolbars or Show/Hide Toolbars.

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## 1.13 Font size

You can also see more of the screen by reducing the size of the font.

Choose View --> Text Size or View --> Text Zoom

---

## 1.14 Screen Display

Libraries Australia is best viewed on a screen with a resolution of 800x600.

If necessary, change the screen resolution in the **Control Panel(s)**.

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## 1.15 Viewing Diacritics

To see diacritics in Libraries Australia, you need to set your browser to Arial Unicode MS.

In **Internet Explorer**, go to Tools --> Internet Options --> Fonts

Set the code at **Arial Unicode MS** (from Web based font options).

In **Firefox**, go to Tools menu --> General --> Fonts & Colours --> Sans-serif

---



## EXERCISE 1

Specify your search strategy and answers to the following:

1. Open your browser.
2. Login to the Libraries Australia Search website.
3. Find the schedule of training courses, and identify the Libraries Australia Training Agent(s) who offer Libraries Australia training in your state or territory.
4. Subscribe to [librariesaustralia-l](#) (if you have not already done so).

# 2

## Section 2: Getting started searching with Libraries Australia

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In this section of the manual you will learn about different ways of searching in the Libraries Australia Search Service.

### Objectives:

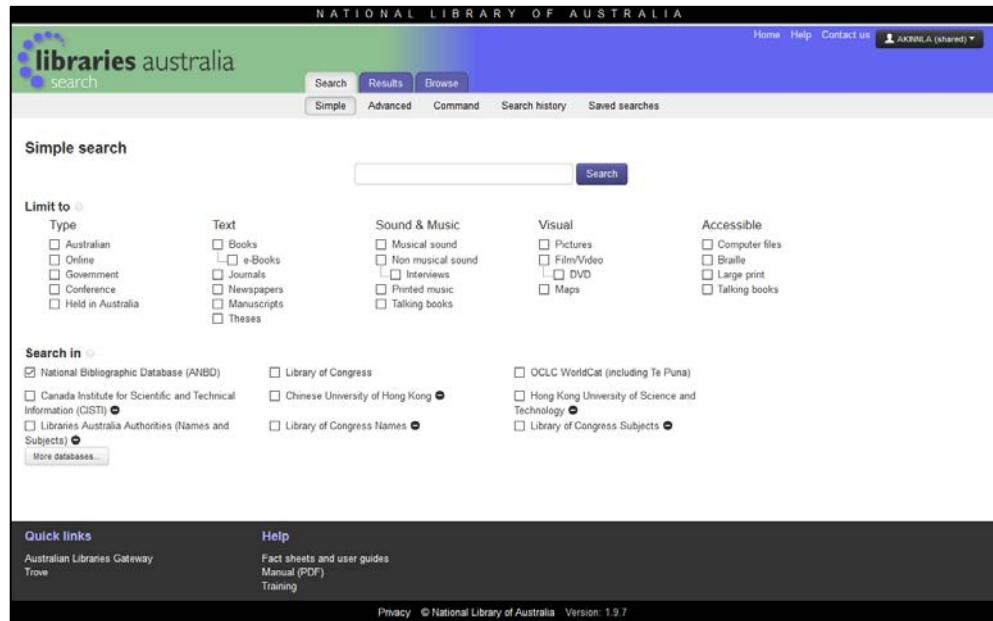
By the conclusion of this section you should be able to:

- login to the Libraries Australia Search Service,
  - understand what “statefulness” is,
  - understand Z39.50 compliance and the Trove API.
-

## 2.1 Where is Libraries Australia?

Libraries Australia is available via a web browser from this URL:

[librariesaustralia.nla.gov.au](http://librariesaustralia.nla.gov.au)



When you are learning to use Libraries Australia, you will use the training database, which is at [librariesaustralia-train.nla.gov.au/](http://librariesaustralia-train.nla.gov.au/). The training database provides a smaller range of databases to search. You will need to login from this screen to the training version of the subscription search service.



## 2.2 Bookmarking Libraries Australia

You can bookmark Libraries Australia at [librariesaustralia.nla.gov.au](http://librariesaustralia.nla.gov.au) and screens within the service are also bookmarkable.

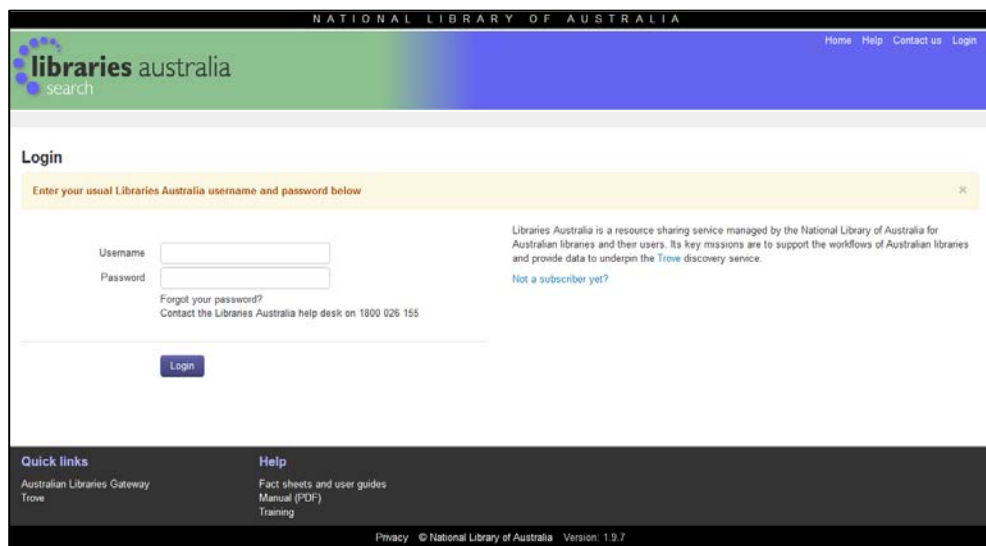
## 2.3 Usernames and Passwords

Each member of Libraries Australia has at least one login (that is, a username and password) to use with Libraries Australia.

While you are learning to use the system, you need a training login. Choose one from the list at the back of this manual.

To login, note that:

- You will find that usernames and passwords are case-sensitive
- You can tab from one box to the next
- You can press Enter rather than clicking on the Login button



The screenshot shows the login page for Libraries Australia. At the top, there is a header with the National Library of Australia logo and navigation links (Home, Help, Contact us, Login). Below the header, the 'libraries australia search' logo is displayed. The main content area is titled 'Login' and contains a yellow banner with the instruction 'Enter your usual Libraries Australia username and password below'. There are two input fields for 'Username' and 'Password'. Below the password field, there are links for 'Forgot your password?' and 'Contact the Libraries Australia help desk on 1800 026 155'. To the right of the input fields, there is a paragraph of text explaining the service and a link 'Not a subscriber yet?'. A blue 'Login' button is positioned below the input fields. At the bottom of the page, there is a footer with 'Quick links' (Australian Libraries Gateway, Trove) and 'Help' (Fact sheets and user guides, Manual (PDF), Training). The footer also includes 'Privacy © National Library of Australia Version: 1.9.7'.





## EXERCISE 2

Specify your search strategy and answers to the following:

1. Open your browser.
  2. Enter the URL for Libraries Australia Search training database.
  3. Bookmark this screen, and change its name from Libraries Australia - Login to Libraries Australia Search Training - Login. (Hint: From Favourites on the menu bar, choose Organise Favourites, then Rename.)
  4. Choose a training login from the list at the back of this Search manual (Hint: Don't choose from the first few logins, as they are likely to be more heavily used.)
  5. Login to Libraries Australia Search training
  6. Logout of Libraries Australia Search training
-

## 2.4 Remembered settings – statefulness

Remembered settings or statefulness is where Libraries Australia remembers what settings users have chosen. The user does not have to go to a separate form and choose options to be remembered as defaults, the system will simply remember what they used last.

When a user accesses a page for the first time, the page will revert to the default settings. (This will also happen for various settings if the user accesses the screen from a new PC; or has deleted their cookies and has no backup settings for the user account; or chooses to reset the advanced search form; or their session cookie has expired.) Once a user starts using Libraries Australia, the system remembers their personal preferences using "statefulness" and the usual defaults are overridden.

A variety of statefulness levels will be used. For example the databases chosen for searching will be remembered as long as a user is on the same PC. The fields selected in the advanced search form will only be remembered for the current session. The user's favourite libraries will be associated with a particular LA user account - so they are remembered no matter what PC the user is on.

The parts of the system which will be stateful and their level include:

Part of system	Feature	Level of statefulness
All Search forms	Databases selected	Set by persistent cookie*
	Databases shown up front (other than the standard high usage databases)	Set by persistent cookie*
	Type of search form being accessed by default (at login and when the "search" tab is clicked)	Set by persistent cookie*
	Limits applied (books, journals etc.)	Current Session
Advanced Search form	Fields being searched (title, author, etc.); Search type (all, any, phrase, etc.) Boolean logic	Current Session
	When published When record created Where held	Current Session
	Number of results per page	Set by persistent Cookie*

Search Results	Sort	Set by persistent cookie*
	Show preview on hover	Set by persistent cookie*
Search Results and full view	State limit on holdings to be displayed	Set by persistent cookie*
Full view	Favourite libraries	Set on login
	Full view vs. MARC view	Set by persistent cookie*
Select browse	Database selected	Current Session
	Index selected	Current Session
Search history	List of recent searches	Current Session



**Note:** \*Users who do not have the same PC all the time will only have this setting remembered while using a particular PC. With each new PC they will revert back to the user account defaults.

Where different people use the same shared account, the default settings being set by a persistent cookie (as identified above) will be different, but the features that are set on the login, like the favourite libraries, will be the same. If you require additional logins please contact the Libraries Australia Member Services.

Default settings are the same for all users.

Statefulness will not work if Javascript is turned off. The features identified above that have the 'set by a persistent cookie' level of statefulness require your browser to accept cookies from

<https://librariesaustralia.nla.gov.au/search/simpleSearch>.

If you find that some of the functions identified above are not working please contact your IT department for advice on how to turn on Javascript or how to allow your browser to accept cookies from Libraries Australia.

## 2.5 Other Ways of Searching Libraries Australia

### 2.5.1 Z39.50

Z39.50 is a client-server protocol for searching and retrieving information from remote computer databases. In basic terms it means that you can search and retrieve information from any Z39.50 compliant database using your own Z39.50 compliant system.

LA Search is compliant with the Z39.50 protocol. The Libraries Australia Z39.50 Gateway (or 'Z-Gateway') supports access to ANBD bibliographic and authority files as well as many other databases. Members wishing to connect to the Z-Gateway need to configure their library management system (LMS) according to our Z39.50 configuration guide at

[nla.gov.au/librariesaustralia/about-z3950-0](http://nla.gov.au/librariesaustralia/about-z3950-0).

### 2.5.2 Trove API

The Trove Application Programming Interface (API) allows reuse of the Trove search engine and data. You can use the API to search across Trove's books, images, maps, music, sound, video, archives, journal articles, newspaper articles and lists created by other users (archived websites, people and organisations may be added at a later date) and retrieve metadata records for the items you find.

All the features of the API are detailed at <http://help.nla.gov.au/trove/building-with-trove/api> and its Terms of Use are available at <http://help.nla.gov.au/trove/building-with-trove/api-terms-of-use>.

# 3

## Section 3: Libraries Australia Search Overview

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In this section of the manual you will find an overview of the features of the Libraries Australia Search.

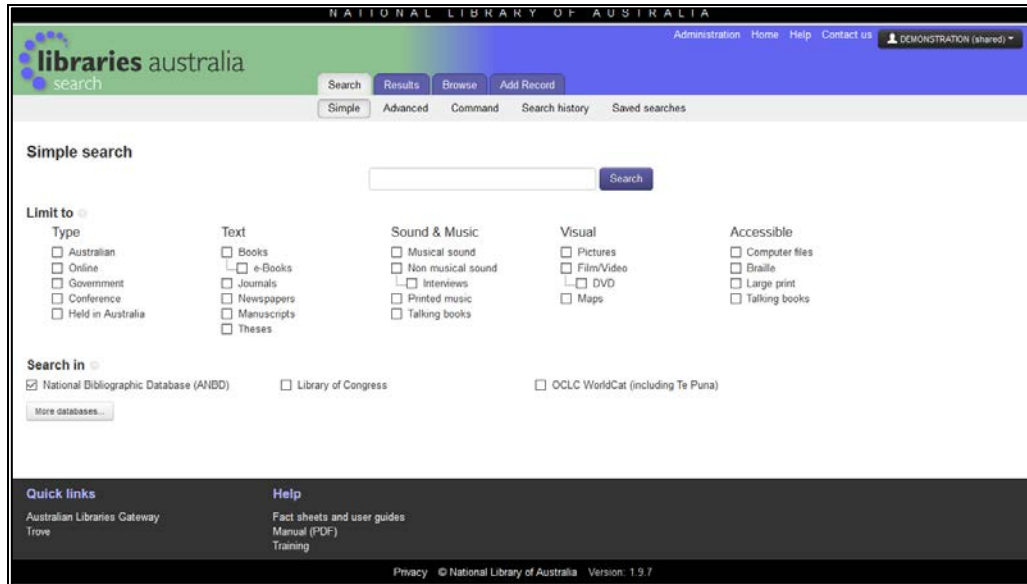
### Objectives

By the conclusion of this section you will know:

- the features of the Libraries Australia Search,
  - the navigational toolbar functions,
  - about selecting databases.
-

### 3.1 Introduction

This section gives you an overview of the features available on the **Search** page. More detail on these features are provided in the following chapters. The **Search** page provides access to a range of functions to help you find the information you are looking for.



As soon as you are logged in, the system presents the default simple search form for you. Once a user starts changing the settings, the system remembers their personal preferences using "statefulness" and the usual defaults are overridden. See [Section 2.4 for an explanation of Statefulness](#).

Above the **Search** box you will find the **Navigational Toolbar**. This will display on all subsequent screens, and provides a means of accessing frequently used functions.

At the bottom of each of the Search screens are links to information to support users:

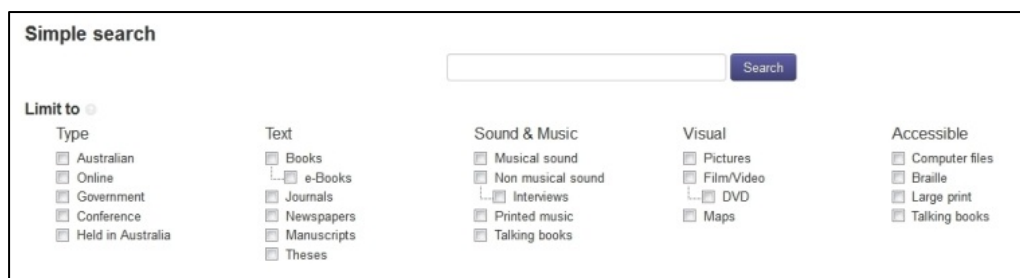
- under the heading **Quick Links** are some useful links that will allow you to connect to the Australian Libraries Gateway and Trove.
- under the heading **Help**, is a list of useful links to Online help, Manuals & Guides and FAQs to assist you in using Libraries Australia Search. It also contains a link to information about the training services offered by accredited Libraries Australia trainers.

## 3.2 Navigational Toolbar Functions

### 3.2.1 Search

#### 3.2.1.1 Simple Search

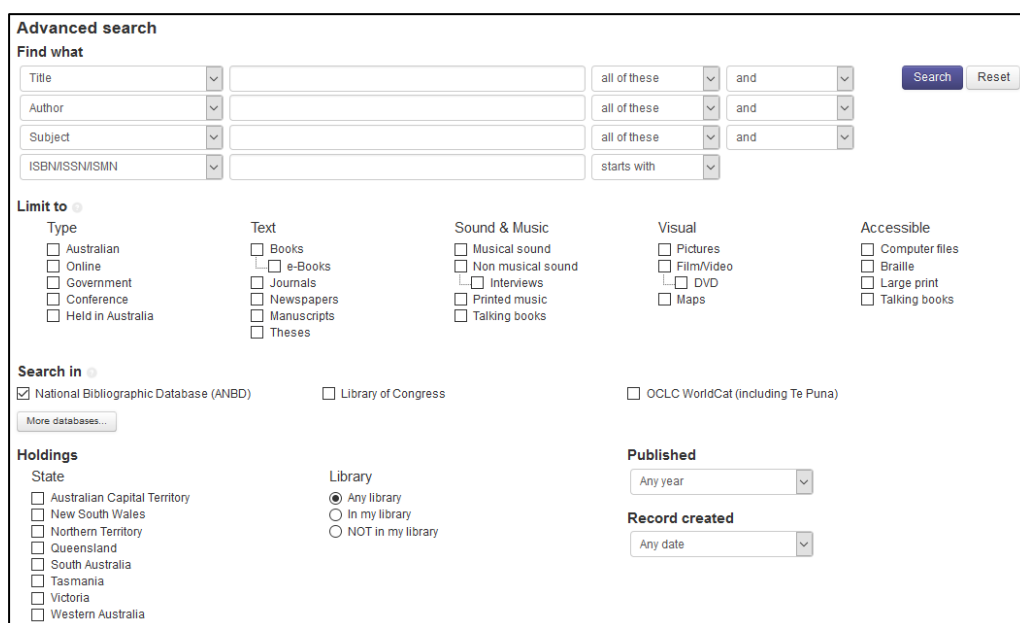
The **Simple Search** page of Libraries Australia acts as a simple search screen. You can enter a search query in the **Search** box located in the middle of the **Search** page. The **Limit to** options provided on the screen can be used to refine your search.



See [Section 4](#) for details on using *Simple Search*.

### 3.2.1.2 Advanced Search

For more complex search queries, using multiple drop-down options, select **Advanced Search** under the Search tab on the Navigational Toolbar.



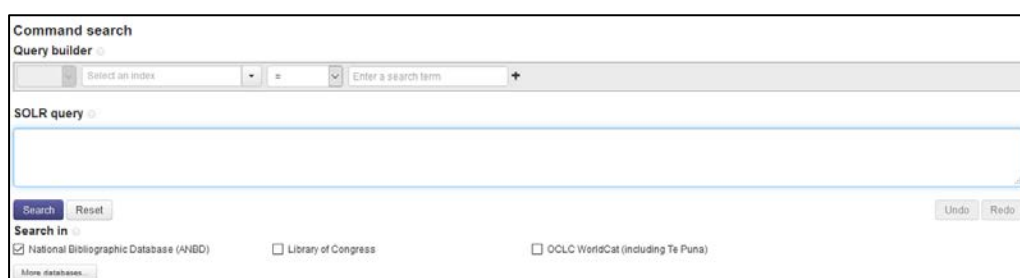
You will notice that there are additional limit options available in **Advanced Search: Holdings, Published and Record created**.

See [Section 8](#) for details on using *Advanced Search*.

### 3.2.1.3 Command Search

More complex searches can be carried out using **Command Search**, which is located under the Search tab on the Navigational Toolbar.

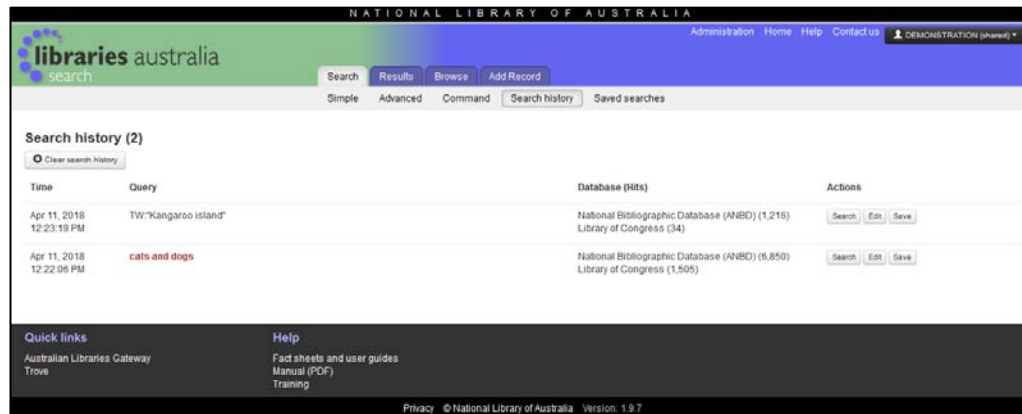
This requires the use of Solr query syntax as well as a familiarity with the codes used for the various database indexes. A **Query builder** function is available if you are less familiar with Solr query syntax and index codes.



See [Sections 11 & 12 for details on using Command Search](#).

### 3.2.1.4 Search History

The **Search History** screen shows the previous search queries that you have performed during your current session in Libraries Australia. These queries can be re-run, edited or saved.



When you logout from Libraries Australia your **Search History** is cleared.

See [Section 6 for details on using Search History](#).

### 3.2.1.5 Saved Searches

You may save searches you have constructed to use again. The option to save is available in **Search History** and in the **Search results** page.



See [Section 6 for details on using Saved Searches](#).

## 3.2.2 Search Results

### 3.2.2.1 Search Results/Full View

When searching in Libraries Australia using Search, Advanced Search or Command Search, your results are displayed on the Search Results screen. A brief view of the records is displayed and you can select the Full View link to display the full record.

See [Section 5 for details on using Search Results](#).



### 3.2.2.2 Compare Records

The **Compare records** function enables you to select and compare 2-4 records side by side (in full or MARC view) and report duplicates using a pre-populated form.

Compare records 4 selected MARC view				
Fields	View record 1 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record	View record 2 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record	View record 3 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record	View record 4 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record
Database	National Bibliographic Database (ANBD)	National Bibliographic Database (ANBD)	National Bibliographic Database (ANBD)	National Bibliographic Database (ANBD)
Record ID	57063855	59621214	54084292	57171133
Description conventions	rda	rda pn	rda	
Author	Winton, Tim, 1960-. (author).	Winton, Tim, 1960-. (author).	Winton, Tim, 1960-. (author).	Winton, Tim, 1960-
Title	Cloudstreet / Tim Winton.	Cloudstreet / Tim Winton.	Cloudstreet / Tim Winton.	Cloudstreet : a novel / Tim Winton.
Medium				[electronic resource]
Content types	text.	text.	text.	text.
Carrier types	volume.	online resource.	volume.	online resource.
Online resource				OverDrive RBdigital OverDrive Excerpt Excerpt Image
Edition			Picador classic edition.	
Published (imprint)				New York : Picador, 2014.
Published	London Picador, [2015]	London Picador, 2015.	London Picador, 2015.	
Description	xii, 435 pages ; 20 cm.	1 online resource.	xii, 435 pages ; 20 cm.	1 online resource.
ISBN	9781447275305 (pbk.) :	9781447275312 (ePub ebook) :	9781447275305	9781250035623 125003552X 9781742537016 1742537014
LC call number				PR9619.3.W585
Dewey number	823.92	823.92	823/.914	823
Series		Picador Classic ; 5		
Summary			"After two separate catastrophes, two very different families leave the country for the bright lights of Perth. The Lambs are industrious, united, and—until God seems to turn His back on their boy Fish—religious. The Pickleses are gamblers, boozers, fractious, and unlikely landlords. Change, hardship, and the war force them to swallow their dignity and share a great, breathing, shuddering house called Cloudstreet. Over the next twenty years, they struggle and strive, laugh and curse, come apart and pull together under the same roof, and try as they can to make their lives. Winner of the Miles Franklin Award and recognized as one of the greatest works of Australian literature, Cloudstreet is Tim Winton's sprawling, comic epic about luck and love, fortitude and forgiveness, and the magic of the everyday".	From award-winning author Tim Winton comes an epic novel that regularly tops the list of best-loved novels in Australia. After two separate catastrophes, two very different families leave the country for the bright lights of Perth. The Lambs are industrious, united, and until God seems to turn His back on their boy Fish—religious. The Pickleses are gamblers, boozers, fractious, and unlikely landlords. Change, hardship, and the war force them to swallow their dignity and share a great, breathing, shuddering house called Cloudstreet. Over the next twenty years, they struggle and strive, laugh and curse, come apart and pull together under the same roof, and try as they can to make their lives. Winner of the Miles Franklin Award and recognized as one of the greatest works of Australian literature, Cloudstreet is Tim Winton's sprawling, comic epic about luck and love, fortitude and forgiveness, and the magic of the everyday.
Notes	Originally published: Australia: McPhee Gribble, 1991. Formerly CIP. Also issued online.	Originally published: Australia: McPhee Gribble, 1991. Description based on CIP data; item not viewed		Title from resource description page (Recorded Books, viewed October 06, 2014).
Subjects	Australia -- Social life and customs -- 20th century -- Fiction.	Family Life. bisacsh Australia -- Social life and customs -- 20th century -- Fiction.	Blue collar workers -- Fiction. Families -- Fiction. Working class -- Fiction. Blue collar workers. fast Families. fast Working class. fast Western Australia -- Fiction. Western Australia. fast Fiction. fast	Fiction. Blue collar workers -- Fiction. Working class -- Fiction. FICTION -- Literary. bisacsh Blue collar workers. fast Working class. fast Australia -- Fiction. Australia. fast Electronic books Fiction. fast
Music publisher number				EB00532393
Available in other form	ebook version 9781447275312	Print version 9781447275305		
Holdings	0 holdings	0 holdings	4 holdings	2 holdings

See [Section 9](#) for details on using *Compare Records and Report Duplicates*.

### 3.2.2.3 Saved Records

The **Saved Records** function enables you to save records that you have found while searching.

When you select required records, the records go to the **Saved Records** file and are kept until cleared by you.

The screenshot shows the 'Saved Records' page in the Libraries Australia search interface. The page title is 'Saved Records 1-4 of 4'. It features a navigation bar with 'Search', 'Results', 'Browse', and 'Add Record' buttons. Below the navigation bar, there are tabs for 'Search results', 'Full view', 'Compare records', 'Saved records', and 'Saved Full view'. The 'Saved records' tab is active. The page displays a list of four records with their details and holding counts. The records are:

Record details	Holdings
1. <a href="#">Animals : a visual encyclopedia.</a> text.online resource.London : DK Pub., 2012. Edition: [Rev. and updated] pbk. American ed. Description: 1 online resource (304 pages) : ISBN: 9780750698906, 0750698900 <a href="http://find.galegroup.com/openurl/open...">http://find.galegroup.com/openurl/open...</a>	1
2. <a href="#">Annie and Simon : the sneeze and other stories / Catharine O'Neill.</a> O'Neill, Catharine. text.volume.Somerville, Mass. : Candlewick Press, 2013. Edition: 1st ed. Description: 57 p. : ISBN: 9780763649210	5
3. <a href="#">How to draw cats and dogs and other pets / Peter Gray.</a> Gray, Peter, 1969- RDA text.volume.New York PowerKids Press, 2014. Description: 32 pages : ISBN: 9781477713006 (library binding), 9781477714119 (pbk.), 9781477714126 (6-pack)	1
4. <a href="#">Air pollution and control / Nikhil Sharma, Avinash Kumar Agarwal, Peter Eastwood, Tarun Gupta, Akhileendra P Singh, editors.</a> text.online resource.Singapore : Springer, 2018. Description: 1 online resource. ISBN: 9789811071850, 9811071853 Standard number: 10.1007/978-981-10-7185-0 SpringerLink. Restricted to UC campuses; <a href="http://ezaccess.libraries.psu.edu/log...">http://ezaccess.libraries.psu.edu/log...</a> Click here to view book; Electronic version; EBSCOhost; SpringerLink; (Unlimited Concurrent Users) from Springer; SpringerLink; Ebook Library; Available to Stanford-affiliated users; Connect to Springer e-book; Access restricted: DAL users only; Access restricted: SMU users only	3

The page also includes a 'Quick links' section with links to 'Australian Libraries Gateway' and 'Trove', and a 'Help' section with links to 'Fact sheets and user guides', 'Manual (PDF)', and 'Training'. The footer contains 'Privacy', '© National Library of Australia', and 'Version: 1.9.7'.

See [Section 6 for details on using Saved Records.](#)

### 3.2.3 Select Browse

The **Select Browse** and **Term List** function enables you to browse the list of headings for titles, authors or subjects. From these lists you can then select the heading to use in a search enquiry.

The screenshot shows the 'Select browse' page in the Libraries Australia search interface. The page title is 'Select browse'. It features a navigation bar with 'Search', 'Results', 'Browse', and 'Add Record' buttons. Below the navigation bar, there are tabs for 'Select browse' and 'Term list'. The 'Select browse' tab is active. The page displays a form for choosing a database and browsing terms. The 'Choose a database' section has four radio buttons: 'National Bibliographic Database (ANBD)' (selected), 'Libraries Australia Authorities (Names and Subjects)', 'OCLC WorldCat (including Te Puna)', and 'OCLC WorldCat Authorities'. The 'Browse terms' section has a text input field for 'Browse terms starting from this point' and three radio buttons: 'Author' (selected), 'Subject heading', and 'Title'. A 'Browse' button is located to the right of the radio buttons. The page also includes a 'Quick links' section with links to 'Australian Libraries Gateway' and 'Trove', and a 'Help' section with links to 'Fact sheets and user guides', 'Manual (PDF)', and 'Training'. The footer contains 'Privacy', '© National Library of Australia', and 'Version: 1.9.7'.

See [Section 13 for details on using Browse Terms.](#)

### 3.2.4 Add Record

The **Add Record** screen gives you access to a web form via Libraries Australia Search, which allows you to create a simple catalogue record directly onto the ANBD.

See [Section 15 for details on using Web Cataloguing](#).

## 3.3 Select Databases

When you login to Libraries Australia Search the most highly used databases are available on the Search form itself. Once a user starts changing the settings, the system remembers their personal preferences using "statefulness" and the usual defaults are overridden.

You can search many other databases available via Libraries Australia. The **More databases** button at the bottom of the search screens takes you to the list of available databases. This list is determined by both library access and the user account access.

### 3.3.1 Selecting Databases

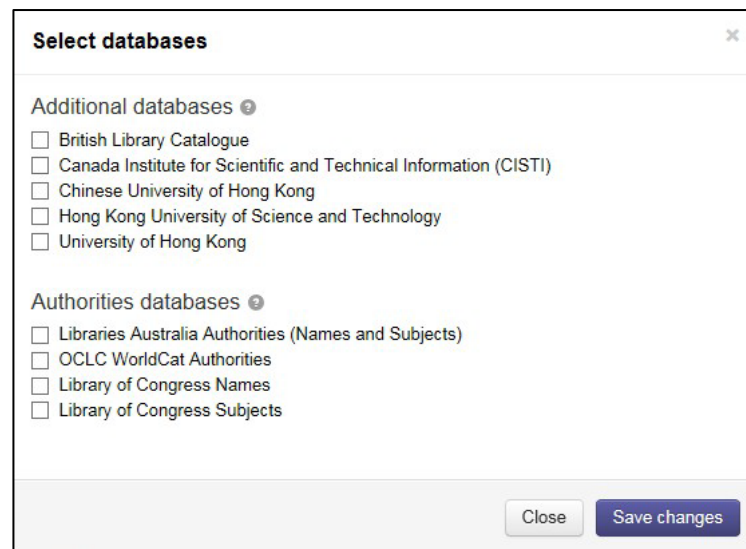
You can add and remove databases by clicking or unclicking the corresponding database on the screen, or by clicking 'More databases' to add more databases.

The screenshot shows the Libraries Australia Search interface. At the top, there is a navigation bar with links for Administration, Home, Help, and Contact us, along with a user profile icon labeled 'DEMONSTRATION (shared)'. Below this is a search bar with a 'Search' button and a 'Results' button. The main content area is titled 'Simple search' and features a search input field and a 'Search' button. Underneath, there are several sections for filtering results:

- Limit to:**
  - Type:** Australian, Online, Government, Conference, Held in Australia
  - Text:** Books, e-Books, Journals, Newspapers, Manuscripts, Theses
  - Sound & Music:** Musical sound, Non musical sound, Interviews, Printed music, Talking books
  - Visual:** Pictures, Film/Video, DVD, Maps
  - Accessible:** Computer files, Braille, Large print, Talking books
- Search in:**
  - National Bibliographic Database (ANBD)
  - Library of Congress
  - OCLC WorldCat (including Te Puna)
  - [More databases...](#) (circled in red)

At the bottom of the page, there are sections for 'Quick links' (Australian Libraries Gateway, Trove) and 'Help' (Fact sheets and user guides, Manual (PDF), Training). The footer contains the text 'Privacy © National Library of Australia Version: 1.9.7'.

A list of available databases will be displayed:



**Select databases** ✕

Additional databases ⓘ

- British Library Catalogue
- Canada Institute for Scientific and Technical Information (CISTI)
- Chinese University of Hong Kong
- Hong Kong University of Science and Technology
- University of Hong Kong

Authorities databases ⓘ

- Libraries Australia Authorities (Names and Subjects)
- OCLC WorldCat Authorities
- Library of Congress Names
- Library of Congress Subjects

Close Save changes

Authority databases can be searched at the same time as bibliographic databases.

To add a database to be searched, tick the box next to the database you require and click on the **Save changes** button, at the bottom of the screen

The databases are displayed and selected.

See [Section 16 for more information about search rules and about databases \(other than the ANBD\)](#).



### EXERCISE 3

Specify your search strategy and answers to the following:

1. Select **Advanced Search** and go to the **Help** Screen. List two features of **Advanced Search**.
2. From any search screen select the OCLC WorldCat and Library of Congress Catalogue, and then go to the **More databases** screen and add two more databases that are available to you. Then check that these databases are listed on the search screen.
3. Go to the **Select databases** screen by clicking the **More databases** button. Read about the National Bibliographic Database (ANBD) database in the **Database Information** help screen, which is accessed via clicking on the question mark symbol on the **Select databases** screen.

# 4

## Section 4: Using Simple Search

---

You can perform simple searches in a number of databases, including the ANBD, by accessing the **simple search** functions of Libraries Australia Search Service. You can search for an item, find bibliographic details, locate a library that holds it, and follow a number of paths to obtain it.

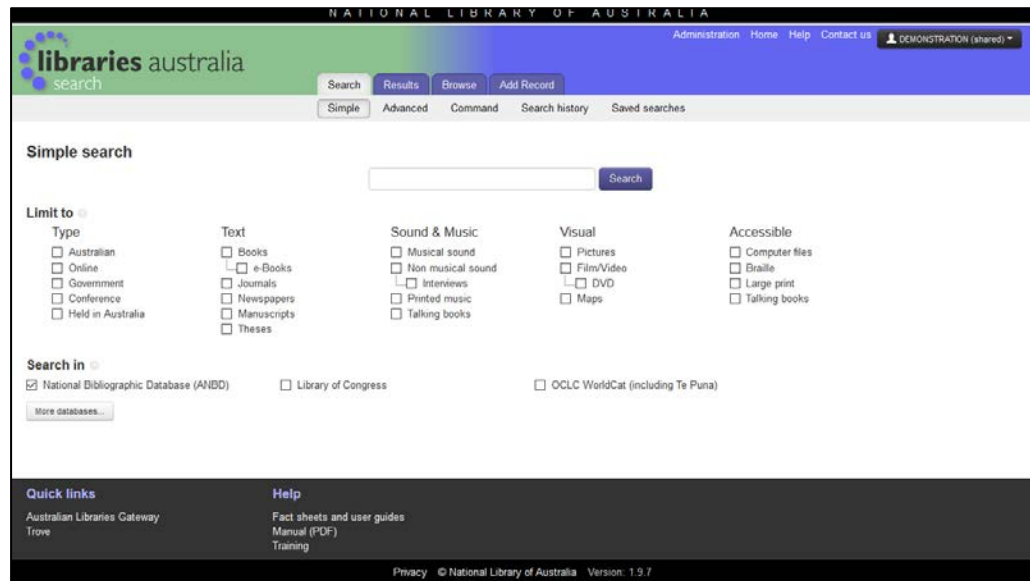
### Objectives

By the conclusion of this section, you should be able to:

- use simple search procedures,
  - use basic rules for searching,
  - use Boolean operators,
  - search for different types of materials.
-

## 4.1 Introduction

The **Simple Search** page of Libraries Australia acts as a simple search screen.



The search box located in the middle of the **Search** page allows you to enter a single search query. The functions of the search screen are similar to those on search engines such as Google and uses keyword searching.

You can use a single search term or enter more than one word in the search box, and the system will combine the words using the Boolean operator AND. In **Search** you can conduct variety of queries including:

- Enter a single word for example, dolphins
- Enter keywords for example, term natural will find “For the term of his natural life”
- Enter a phrase by enclosing search terms in inverted commas “.....”
- Search for an ISBN for example, 0312585152
- Find books by a certain publisher for example, Shambhala

## 4.2 Indexes Searched in Search

In database terms, an index is a field you can search on. When you enter a search term in **Simple Search** all of the following indexes are searched:

Index Name	Searches
Title Keyword	Searches all title statements (including other title information, statements of responsibility, and general material designations), variant titles, uniform titles and series titles.
Name Keyword	Searches all name fields, including personal, corporate and conference names.

Subject Keyword	Searches all subject fields. You can enter any subject or part of a subject heading or subdivision.
Standard Identifier	Searches: BN (ISBN) MN (ISMN) SN (ISSN) IN (ISRN) CD (CODEN number) PN (Music Publisher's number) RN (Report number) URI (Uniform Resource ID) NN (Other Control No.) IR (Identifier – ISRC)
Control Numbers	AN (ANBD number) XIN (Immutable No. only) OL (OCLC Number) LN (LC Control No.)
Note Keyword	Searches all note fields. For example you can search for a thesis.
RDA Types	Searches all RDA content, carrier and media fields.

### 4.3 Basic rules for using Search

Before you start searching, familiarise yourself with the following basic search rules and other information in this section. This will save you time and achieve more reliable results.

Upper or lower case e.g. New South Wales Parliament	Case not important when entering search terms. e.g. New South Wales Parliament OR new south wales parliament OR NEW SOUTH WALES PARLIAMENT
Search an exact phrase e.g. Tertiary education	Insert quotes around phrase "tertiary education"
ISSN and ISBN e.g. 0 312 58515 2	Leave out spaces but can leave in hyphens e.g. 0312585152



e.g. 0016-2493	e.g. 0016-2493 OR 00162493
Initial articles e.g. The art, An expedition	Leave out initial articles e.g. art, expedition
Initial articles – foreign languages e.g. L’Arlesienne	Search both with and without the initial article, to take into account non-filing characters e.g. larlesienne ; arlesienne
Other articles, prepositions, etc e.g. Land of the long white cloud	Leave in for phrase searches e.g. “land of the long white cloud”
Punctuation marks e.g. sex, lies, ‘white’ lies, and videotape: a manual	Leave in or out e.g. “sex lies white lies and videotape a manual”, or sex lies white lies and videotape a manual
Apostrophes e.g. do’s and don’ts	Leave in or out e.g. do’s and don’ts OR dos and donts
Hyphens e.g. make-up	Leave in or use a space e.g. make-up OR make up
Diacritics e.g. écriture, thằng	Leave diacritic symbols in or out e.g. ecriture/écriture, thang/thằng

## 4.4 Operands in Search

In **Search** operands such as truncation and wildcard can be used.

### 4.4.1 Truncation

The \* symbol can be used immediately after a word stem or at the end of an initial in a name to retrieve words beginning with that word stem or initial.

- Danc\* - will retrieve records with the words dancing, dances, dancer, etc.
- jones c\* – will retrieve the records with the names jones charles, jones catherine, etc.



**Note:** When you truncate using \* it must appear at the end of the search line for a phrase search

### 4.4.2 Wildcard

The ? symbol can be used as a wildcard to replace a character in a word. It is useful if you are not sure of the spelling of a word. This symbol only replaces one character, so you can use ? more than once in a single word.

- m?cro – will retrieve macro, micro etc
  - t??th – will retrieve tooth, teeth etc
  - m?cro-organi?ation – will retrieve macro/micro-organisation/organization
- 



**Note:** When you use a wildcard ? each symbol replaces only one character. This wildcard search is only supported by ANBD and OCLC Worldcat.

---

## 4.5 Boolean operators

The **Search** screen also uses Boolean operators.

### 4.5.1 AND

When you type in more than one word in your search query, the Boolean **AND** operator is applied automatically by the system and combines the words. **Do not** type in the **AND** operator in your search query. Note that the word **AND** is not visible in your search query box. For example, if you want records that contain both the terms cats and dogs use:

cats dogs - Each record will contain both terms cats AND dogs

---



**Note:** Only records where both terms appear in the same keyword fields will be retrieved, e.g. The terms cats dogs must appear in the same keywords searches, if one term is in Title keywords and one in Notes then the record won't be retrieved. For these types of searches, use **Advanced Search**.

---

### 4.5.2 OR

When searching for records that contain either the terms cats or dogs, you must type in the Boolean operator **OR** in uppercase.

Cats **OR** dogs - Each record will contain one of the terms cats or dogs, or both

### 4.5.3 NOT

When searching for records that contain the term cats excluding records that also contain the term dogs, use the minus sign to indicate the Boolean operator **NOT**. Do not type the word **NOT** into your search query.

cats -dogs

This search will retrieve records that contain cat not dog in the field in which you are searching, however, the same record may contain both cat and dog in another field, e.g.

- Title: Cat stories
  - Contents: Cat on the mat -- Cat meets dog -- Cat toys.
-

For these types of searches, use **Advanced Search**.



**Note:** do not use the **NOT** Boolean operator in **Search**. Use **cats -dogs** instead. Also, note that there is a space between cats and the hyphen (-) sign, and there are no spaces between the hyphen and the second term (dogs).

#### 4.5.4 Processing order of Boolean operators

When the search query contains more than one Boolean operator the system, by default, works on the **AND** operator first, then the **OR** and finally the **NOT** operator.

#### 4.5.5 Changing the processing order

If your search requires the operators to be applied in a different order from the default order, type the terms you want processed first in parentheses. For example:

To search for records about cats or wild dogs:


- type your query as: cats **OR** wild dogs
- the system will search this as: cats **OR** (wild **AND** dogs), that is retrieving records about wild dogs first and then adding records about cats

To search for records about wild dogs and wild cats

- type in your search as: (cats **OR** dogs) wild
- the system will search cats **OR** dogs first because these are in parentheses and then apply the term **AND** wild to those records.

## 4.6 Material Group Limits

Both the Simple Search and Advanced Search screens on Libraries Australia enable you to limit your searches to material types and/or categories of materials, by clicking in the box next to a particular category.

Limit to 				
Type	Text	Sound & Music	Visual	Accessible
<input type="checkbox"/> Australian	<input type="checkbox"/> Books	<input type="checkbox"/> Musical sound	<input type="checkbox"/> Pictures	<input type="checkbox"/> Computer files
<input type="checkbox"/> Online	<input type="checkbox"/> e-Books	<input type="checkbox"/> Non musical sound	<input type="checkbox"/> Film/Video	<input type="checkbox"/> Braille
<input type="checkbox"/> Government	<input type="checkbox"/> Journals	<input type="checkbox"/> Interviews	<input type="checkbox"/> DVD	<input type="checkbox"/> Large print
<input type="checkbox"/> Conference	<input type="checkbox"/> Newspapers	<input type="checkbox"/> Printed music	<input type="checkbox"/> Maps	<input type="checkbox"/> Talking books
<input type="checkbox"/> Held in Australia	<input type="checkbox"/> Manuscripts	<input type="checkbox"/> Talking books		
	<input type="checkbox"/> Theses			

See [Appendix 1](#) for details about indexes and codes used with *Material Group Limits*.

#### 4.6.1 Using Material Group Limits

You can select a single limit or use more than one limit.

The **Material Group Limits** fall into two groups as shown below:

**Group 1- Type**

<input type="checkbox"/>	Australian
<input type="checkbox"/>	Online
<input type="checkbox"/>	Government
<input type="checkbox"/>	Conference
<input type="checkbox"/>	Held in Australia

**Group 2 – Text, Sound & Music, Visual, Accessibility**

<input type="checkbox"/> Books	<input type="checkbox"/> Musical sound	<input type="checkbox"/> Pictures	<input type="checkbox"/> Computer files
<input type="checkbox"/> e-Books	<input type="checkbox"/> Non musical sound	<input type="checkbox"/> Film/Video	<input type="checkbox"/> Braille
<input type="checkbox"/> Journals	<input type="checkbox"/> Interviews	<input type="checkbox"/> DVD	<input type="checkbox"/> Large print
<input type="checkbox"/> Newspapers	<input type="checkbox"/> Printed music	<input type="checkbox"/> Maps	<input type="checkbox"/> Talking books
<input type="checkbox"/> Manuscripts	<input type="checkbox"/> Talking books		
<input type="checkbox"/> Theses			

When using more than one limit, the system applies Boolean operators as follows:

- Multiple limits from **Group 1** are combined with an **AND**  
e.g. Selecting limits **Australian** and **Government** - will retrieve only Australian government publications
- Multiple limits from **Group 2** are combined with an **OR**  
e.g. Selecting limits **Journals** and **Books** – will retrieve records of journals and records of books
- Combined selections from **Group 1** and **Group 2** are combined with an **AND**  
e.g. (Australian **AND** Government) **AND** (Books **OR** Journal) and will retrieve records of books and records of journals published by the Australian government

**4.6.2 Tips when using Material Group Limits**

All limits are available when searching the National Bibliographic Database (ANBD).

<b>Limit to</b>				
<b>Type</b>	<b>Text</b>	<b>Sound &amp; Music</b>	<b>Visual</b>	<b>Accessible</b>
<input type="checkbox"/> Australian	<input type="checkbox"/> Books	<input type="checkbox"/> Musical sound	<input type="checkbox"/> Pictures	<input type="checkbox"/> Computer files
<input type="checkbox"/> Online	<input type="checkbox"/> e-Books	<input type="checkbox"/> Non musical sound	<input type="checkbox"/> Film/Video	<input type="checkbox"/> Braille
<input type="checkbox"/> Government	<input type="checkbox"/> Journals	<input type="checkbox"/> Interviews	<input type="checkbox"/> DVD	<input type="checkbox"/> Large print
<input type="checkbox"/> Conference	<input type="checkbox"/> Newspapers	<input type="checkbox"/> Printed music	<input type="checkbox"/> Maps	<input type="checkbox"/> Talking books
<input type="checkbox"/> Held in Australia	<input type="checkbox"/> Manuscripts	<input type="checkbox"/> Talking books		
	<input type="checkbox"/> Theses			
<b>Search in</b>				
<input checked="" type="checkbox"/> National Bibliographic Database (ANBD)	<input type="checkbox"/> Library of Congress	<input type="checkbox"/> OCLC WorldCat (including Te Puna)		
<input type="button" value="More databases..."/>				

Limits are not available when searching most of the other databases via Libraries Australia. If you combine a search on National Bibliographic Database with another database, your limits will be restricted to those available in the other database. For example: When combining National Bibliographic Database with Library of Congress there are no limits available.

**Limit to**

<b>Type</b>	<b>Text</b>	<b>Sound &amp; Music</b>	<b>Visual</b>	<b>Accessible</b>
<input type="checkbox"/> Australian	<input type="checkbox"/> Books	<input type="checkbox"/> Musical sound	<input type="checkbox"/> Pictures	<input type="checkbox"/> Computer files
<input checked="" type="checkbox"/> Online	<input type="checkbox"/> e-Books	<input type="checkbox"/> Non musical sound	<input type="checkbox"/> Film/Video	<input type="checkbox"/> Braille
<input type="checkbox"/> Government	<input type="checkbox"/> Journals	<input type="checkbox"/> Interviews	<input type="checkbox"/> DVD	<input type="checkbox"/> Large print
<input type="checkbox"/> Conference	<input type="checkbox"/> Newspapers	<input type="checkbox"/> Printed music	<input type="checkbox"/> Maps	<input type="checkbox"/> Talking books
<input type="checkbox"/> Held in Australia	<input type="checkbox"/> Manuscripts	<input type="checkbox"/> Talking books		
	<input type="checkbox"/> Theses			

**Search in**

National Bibliographic Database (ANBD)     Library of Congress     OCLC WorldCat (including Te Puna)

[More databases...](#)



**Note:** Limits are available only to Australian National Bibliographic Database (ANBD) and OCLC WorldCat database.

## 4.7 Constructing a search



**Procedure:** To construct a search, for example, to find information about taxation in Australia

1. Select the databases you wish to search  
See [Section 3 for more detail on how to Select Databases.](#)
2. Type in **taxation in Australia** in the text box.
3. Limit your search by selecting a material group type **Online**.

**Simple search**

Applied search limits - Limited to: Online [Clear selected limits](#)

[Search](#)

**Limit to**

<b>Type</b>	<b>Text</b>	<b>Sound &amp; Music</b>	<b>Visual</b>	<b>Accessible</b>
<input type="checkbox"/> Australian	<input type="checkbox"/> Books	<input type="checkbox"/> Musical sound	<input type="checkbox"/> Pictures	<input type="checkbox"/> Computer files
<input checked="" type="checkbox"/> Online	<input type="checkbox"/> e-Books	<input type="checkbox"/> Non musical sound	<input type="checkbox"/> Film/Video	<input type="checkbox"/> Braille
<input type="checkbox"/> Government	<input type="checkbox"/> Journals	<input type="checkbox"/> Interviews	<input type="checkbox"/> DVD	<input type="checkbox"/> Large print
<input type="checkbox"/> Conference	<input type="checkbox"/> Newspapers	<input type="checkbox"/> Printed music	<input type="checkbox"/> Maps	<input type="checkbox"/> Talking books
<input type="checkbox"/> Held in Australia	<input type="checkbox"/> Manuscripts	<input type="checkbox"/> Talking books		
	<input type="checkbox"/> Theses			

**Search in**

National Bibliographic Database (ANBD)     Library of Congress     OCLC WorldCat (including Te Puna)

[More databases...](#)

4. Click on the Search button or press enter.
5. Your search results will be displayed on the Results screen.

**National Bibliographic Database (ANBD) - Results 1-20 of 2,383**

Your search for **taxation in australia** Limited to: **Online**; found these results: **National Bibliographic Database (ANBD) 2,383**

Per page: 10 **20** 50 100 200 Sort by Date, latest first

<input type="checkbox"/>	Record details	Holdings
<input type="checkbox"/>	1. <b>Australian practical tax examples / edited by Marcus Lai.</b> RDA text.online resource. Sydney, N.S.W. : CCH <b>Australia</b> Limited, 2018. Description: 1 online resource (480 pages). ISBN: 9780994621177 (ePub) : <a href="#">Full text</a>	<b>1</b> including my library
<input type="checkbox"/>	2. <b>Australian tax treaties 2018.</b> <b>Australia.</b> RDA text.online resource. North Ryde, N.S.W. Wolters Kluwer, 2018. Edition: Sixth edition. Description: 1 online resource (1152 pages). ISBN: 9781925554810 (ePub) <a href="#">Full text</a>	<b>Nil</b>
<input type="checkbox"/>	3. <b>FBT compliance guide 2018 / [editors: Bill Page and Mary Zachariah].</b> RDA text.online resource. North Ryde, N.S.W. : CCH <b>Australia</b> , 2018. Description: 1 online resource (570 pages) ISBN: 9781925672307 (ePub) <a href="#">Full text</a>	<b>Nil</b>
<input type="checkbox"/>	4. <b>Malaysia master tax guide 2018 / by CCH Tax Editors ; consultant editors: Vincent Josef ; technical advisor, <b>taxation:</b> Veerinderjeet Singh.</b> RDA text.online resource. Kuala Lumpur : CCH (Malaysia) Sdn Bhd, 2018. Edition: 35th edition. Description: 1 online resource (115 pages). ISBN: 9789670853536 (ePub) <a href="#">Full text</a>	<b>Nil</b>
<input type="checkbox"/>	5. <b>Markets and the state : microeconomic policy in Australia / Malcolm Abbott.</b> <b>Abbott, Malcolm, 1963-, (author).</b> still image, text.online resource. London Routledge, 2018. Edition: 1st. Description: 1 online resource : ISBN: 9781351215602 (ePub ebook) ; 9781351215619 (PDF ebook) ; 9781351215596 (Mobipocket ebook) ; 9781351215626 (ebook) ; Standard number: 40027924331 <a href="http://search.ebscohost.com/login.asp...">http://search.ebscohost.com/login.asp...</a>	<b>1</b> including my library

See [Section 5](#) for details on viewing your Search Results.

**EXERCISE 4.1**

Specify your search strategy and answers to the following:

1. How many books can you find published by Capstone Press?
2. What is the title of the book which has the ISBN 9781760063061?
3. Where was *The international journal of aviation psychology* published?
4. Who wrote the book *The diagnosis of plant diseases*?

**EXERCISE 4.2**

Specify your search strategy and answers to the following:

1. Find items that are about flowers but not about roses.
2. Find all items about the environment (could be environmental, environs etc).
3. Find all items that are about Aboriginal song and dance.

**EXERCISE 4.3**

Specify your search strategy and answers to the following:

1. Find Australian online items about population.
  2. Can you find a record for a conference on sewage disposal?
  3. Find the newspaper *The Age*.
  4. Find Australian books about psychology.
-

## Section 5: Search Results

---

When searching in Libraries Australia using **Search**, **Advanced Search**, **Command Search** or **Browse**, your results are displayed on the **Search results** screen. The default sort order is Publication date, latest first. Search results can also be sorted by Relevance or Date (latest first or earliest first) or Number of Holdings or Title or Name (A-Z or Z-A). These options can be selected from the 'Sort by' drop down list at the top of the results screen.

### Objectives

By the conclusion of this section, you should be able to:

- Navigate the basic layout of the Search Results screen including search summary, record details and preview pane,
  - Use basic features in the Search Results screen including view, save, download, email, print and compare records,
  - Navigate between records in the Search Results screen, including viewing and navigating records from multiple databases,
  - Sort search results in the Search Results screen by Relevance, Date, Number of Holdings, Title and Name,
  - View records in Brief View, Record preview via the preview pane, Full View and MARC view.
-



## 5.1 Results screen

### 5.1.1 Search summary, edit search and save search


A summary of your search query and results is displayed at the top of the screen.

**Search results from many databases**

Your search for **ned kelly** Limited to: **Computer files**; found these results: [National Bibliographic Database \(ANBD\)](#) 260  
[WorldCat \(including Te Puna\)](#) 0

[Edit search](#) [Save search](#)

**National Bibliographic Database (ANBD)** First 10 of 260 [View all records ▶](#)

<input type="checkbox"/> Record details	Holdings
<input type="checkbox"/> 1. <a href="#">And fire came down : Caleb Zelic #2 / Emma Viskic. Viskic, Emma, (author).</a> <small>RDA text.online resource. Richmond, Vic. Bonnier Publishing Australia, 2017. Description: 1 online resource. ISBN: 9781760402983, 1760402982, 9781760402990, 1760402990 <a href="#">Image</a></small>	<b>2</b> including my library
<input type="checkbox"/> 2. <a href="#">Hades [electronic resource] / Candice Fox. Fox, Candice.</a> <small>[S.l.] : Pinnacle, 2017. Description: 1 online resource. ISBN: 9780786040704, 078604070X <a href="http://rbdigital.onedickdigital.com">http://rbdigital.onedickdigital.com</a>; <a href="#">OverDrive</a>; <a href="#">Excerpt</a></small>	<b>Nil</b>
<input type="checkbox"/> 3. <a href="#">The Kelly Gang, or, the outlaws of the Wombat Ranges / [George Wilson Hall] ; a transcript of the original book, with annotations by Stuart Dawson.</a> <small>The Kelly Gang, or, the outlaws of the Wombat Ranges (Online)            RDA text.online resource [Victoria] Stuart Dawson, 2017. Description: 1 online resource (82 unnumbered pages). <a href="https://stors.tas.gov.au/1537291">https://stors.tas.gov.au/1537291</a>; <a href="#">thumbnail</a></small>	 <b>1</b>
<input type="checkbox"/> 4. <a href="#">Mrs Kelly : the astonishing life of Ned Kelly's mother / Grantlee Kieza. Kieza, Grantlee, (author).</a> <small>RDA text.online resource. Sydney, N.S.W. ABC Books, [2017]. Description: 1 online resource. ISBN: 1743097174, 9781743097175 <a href="#">OverDrive</a>; <a href="#">Excerpt</a>; <a href="#">Image</a></small>	<b>2</b> including my library



**Note:** \*Copyright for cover images displayed in Libraries Australia is reserved by the original copyright holders.

You will be given a 'did you mean' spelling prompt for queries which are likely to have been misspelt which will complete a new search with updated spelling if clicked on.

**National Bibliographic Database (ANBD) - Results 0**

Your search for **ned kolly** found these results: [National Bibliographic Database \(ANBD\)](#) 0

[Edit search](#) [Save search](#)

Did you mean: [ned kelly?](#) ✕

The summary includes

- Your search query term(s) including limits from material group type
- The database(s) searched with the number of records found in each database

The **Edit Search** button takes you back to the search screen if you want to edit the search.

The **Save Search** button saves your search query to the Saved Searches file.

When your query has been successfully saved a message Search Saved will display.

See [Section 6](#) for more detailed information on [Saved Searches](#).

## 5.1.2 Record details

The records retrieved from your search are displayed in the center of the **Results** screen.

The screenshot shows search results from the National Bibliographic Database (ANBD). The search results are displayed in a table format with columns for record details and holdings. The first record is highlighted with a yellow box.

Record details	Holdings
<input type="checkbox"/> 1. <a href="#">Backseat drivers / Craig Cormick.</a> Cormick, Craig, (author). RDA text.volum.e.[Port Adelaide, South Australia] : Ginninderra Press, 2018. Description: 263 pages ; ISBN: 9781780415051	2 including my library
<input type="checkbox"/> 2. <a href="#">Big scream! : The creepiest, most disgusting, horrifying things you should know.</a> [s.l.] : Scribo pubns ltd, 2018. ISBN: 1912233673, 9781912233670	Nil
<input type="checkbox"/> 3. <a href="#">Bushrangers : a history of Australia's outlaws / Anna Purcell.</a> Purcell, Anna, (author). RDA text, still image.volum.e.London, United Kingdom ; Chatswood, NSW ; Auckland, New Zealand : New Holland Publishers, 2018. Description: 47 pages : ISBN: 9781921580239	6 including my library
<input type="checkbox"/> 4. <a href="#">Eden / Candice Fox (author).</a> RDA text.North Sydney, NSW Penguin Random House Australia, 2018. ISBN: 9780143789857, 0143789856	2 including my library
<input type="checkbox"/> 5. <a href="#">Fall / Candice Fox (author).</a> RDA text.North Sydney, NSW Penguin Random House Australia, 2018. ISBN: 9780143789864 (paperback) :	1 including my library
<input type="checkbox"/> 6. <a href="#">Hades / Candice Fox (author).</a> RDA text.North Sydney, NSW Penguin Random House Australia, 2018. ISBN: 9780143789840, 0143789848	2 including my library
<input type="checkbox"/> 7. <a href="#">Lawless [dvd] : the real bushrangers.</a> Lawless : The real bushrangers (Documentary) : 2017)	1

Brief views of the records are displayed and are listed in sets under each database searched. The name of the database appears at the top of the relevant list with the total number of records found in that database.

When searching on one database only, if the search results in more than 20 records, only the first 20 records will be displayed on the screen. To see the complete list of results from that particular database, click on the 'View all records' button

When searching on more than one database (as in the example above), if the search results in more than 10 records for an individual database, only the first 10 records for each database are displayed on the screen. To see the complete list of results from that particular database, click on the 'View all records' button.

The Holdings column displayed to the right of the record details gives information about the number of libraries holding that item and if your library has a copy of the item e.g. **33** including my library. It also indicates the number of your favourite libraries holding that item e.g. ♥1.

The cover art of books is displayed as a thumbnail between the record and the holdings detail.\*

### 5.1.3 Preview pane

By hovering your mouse over the Title or Holdings information of each record displayed in the **Results** screen, you can display a preview of the full record or the holdings for that record on the right of the screen.

When hovering your mouse over the Title, the **Record Preview** will be displayed on the right of the screen.

When hovering your mouse over the Holdings, a preview of the **Holdings** will be displayed on the right of the screen. The holdings preview can also be limited by location e.g. All, State or Favourite Libraries by clicking the buttons at the top of the holdings preview pane.

The preview pane can be switched off by clicking on the button 'Hide preview on hover'.

---



## EXERCISE 5.1

Using the Libraries Australia training database and the Search screen answer as many of the following questions as you need to, and write down your search strategy for each. The search strategy is more important than the answers to individual questions. See [Section 4 for tips on using Simple Search](#) to assist you.

You can check the answers at the back of the workbook for search strategies and hints. In addition to these questions, there is more searching practice in Section 14 if you need.

Specify your search strategy and answers to the following:

1. Who wrote the book *Don't diet – live it!*?
  2. Where was the journal *Health & justice* published?
  3. What is the title of the book that has the ISBN 9780099583363?
  4. Which journal has the ISSN 1927-0887?
  5. Which journal has the ISSN 2202-7351?
  6. Find the title of a book by Carol Javes. Are there any co-authors?
  7. Find the title of a book by Amirah Inglis. Are there any co-authors?
  8. What subject headings are used to describe the book titled *Forbidden flats*?
  9. What subject headings are used to describe the book titled *The golden age of pantomime*?
  10. How many books can you find published by Second Back Row Press?
-

11. Find a book with 'global warming' somewhere in the title.
  
  12. Find a record that includes 'market response' in any field.
  
  13. Which publication has the Record Id 11828645?
  
  14. Who wrote the music with the ISMN M900951946?
  
  15. How many libraries in Australia hold the journal *Art, architecture and design*?
  
  16. Who wrote the book *On-line LC-NMR and related techniques*?
-

## 5.2 Viewing records

From the **Results** screen you can use the various features of the system to view your records.



The buttons at the top of the screen can be used as follows:

### 5.2.1 View

To view only selected records from the list, first select your records by clicking in the box next to the selected records. Then select the **View** button and a brief view of only the selected records will be displayed.

### 5.2.2 Save

Records can be saved to the **Saved Records** file using the **Save** option. First select records by clicking in the box next to the relevant record and then select the **Save** button. When records have been successfully saved, a message will appear e.g. **Success: 1 records saved to Saved Records**

See *Section 6* for more details about *Saved Records*.

### 5.2.3 Download

Records can be saved or downloaded using the **Download** option:



**Procedure:** How to download a record

1. First select records by clicking in the box next to the relevant records.
2. Select **Download** button. The screen below will display:

The screenshot shows a dialog box titled "Download selected records" with a close button (X) in the top right corner. It has two sections: "Format:" and "Include lists of libraries that have these items:". Under "Format:", there are five radio button options: "Brief records", "Full records" (which is selected), "MARC (Unicode)", "MARC (MARC-8)", and "RIS Citation format (for use in EndNote, Zotero, RefWorks, etc)". Under the second section, there are two radio button options: "Yes" (which is selected) and "No". At the bottom right of the dialog are "Download" and "Close" buttons.

3. Select the desired format.
4. Press the **Download** button. Different browsers deal with downloading files in different ways. For some a pop up box will appear asking you to

confirm your download request others will just download the file for you.



**Note:** If one of the records you have selected for download does not support MARC format, you will not be able to download any of the records in that format. Please either remove that record from the records to be downloaded or select an alternate format.

## 5.2.4 Email

Records from your search query can be emailed using the **Email** option.



**Procedure:** How to email a record:

1. First select records by clicking in the box next to the relevant records.
2. Select **Email** button. The screen below will display:

**Email selected records** ✕

---

**Email address:**

Please enter an email address

**Note to be included in the email:**

**Format:**

Brief records  
  Full records  
  MARC (Unicode)  
  MARC (MARC-8)  
  RIS Citation format (for use in EndNote, Zotero, RefWorks, etc)

**Include lists of libraries that have these items:**

Yes  
  No

3. Type your email address in the **Email address** box. You can enter multiple email addresses in the email address field separated by a delimiter which is a semi-colon (;) or a comma (,).
4. Add a note to be included in the email in the next text box (optional).
5. Select the desired format.
6. Press the **Email** button.

### 5.2.5 Print

Records resulting from your search query can be printed using the Print option.



**Procedure:** How to print records:

1. First select records by clicking in the box next to the relevant records.
2. Select **Print** button. The screen below will display:

A screenshot of a web dialog box titled "Printer-friendly version of selected records" with a close button (X) in the top right corner. The dialog contains two sections. The first section is labeled "Format:" and has three radio button options: "Brief records", "Full records" (which is selected), and "MARC (Unicode)". The second section is labeled "Include lists of libraries that have these items:" and has two radio button options: "Yes" (which is selected) and "No". At the bottom right of the dialog, there are two buttons: a blue "Print" button and a grey "Close" button.

3. Select your preferred **format** and whether or not you want to include a list of the libraries that hold the item.
4. Press **Print** button and your record(s) will be displayed in print view.
5. Then print as you would normally, e.g. click on the **Print** icon of your browser.



**Note:** If a record you select to download is not in MARC format, none of the records will download in that format. Remove that record or select an alternate format.

### 5.2.6 Compare Records

Compare Records functionality enables the user to view and compare between two and four records in one screen, and report duplicates using a pre-populated form.

See [Section 9 for more information on Compare Records and Report Duplicates](#).



## 5.2.7 Emailing and downloading records with Chinese Japanese and Korean characters

Libraries Australia users can use both the **Email** and **Download** options to get MARC records from Libraries Australia in MARC-8 as well as Unicode UTF-8 encoding. Unicode UTF-8 is the encoding used to display Chinese, Japanese and Korean (CJK) characters in Libraries Australia. To display CJK characters in Libraries Australia, in the IE toolbar, click on View – Encoding – Unicode (UTF-8).

## 5.2.8 Asian Character Display

If Asian characters appear incorrectly as boxes in downloaded CJK records, to view them you may need to install a unicode font that has the relevant characters.

## 5.2.9 Exporting records to EndNote

Libraries Australia users can use both the **Email** and **Download** options to import into bibliography management packages such as EndNote. Choose **Email** and **Download** and select the Citation format (RIS) when exporting records into bibliography management packages.

## 5.3 Navigating records

You can also navigate, sort and look at different views of the records that you have found.

When multiple databases are selected, only the first 10 are displayed. You can then click the **View all records** button and navigation options will display at the top of the screen.

**Search results from many databases**  
 Your search for Title: **ned kelly** (as a phrase), found these results: National Bibliographic Database (ANBD) 885  
 WorldCat (including Te Puna) 1,448

View Save Download Email Print Export record Compare Hide preview on hover

**National Bibliographic Database (ANBD) First 10 of 885** **View all records**

<input type="checkbox"/>	Record details	Holdings
<input type="checkbox"/>	1. <b>Black snake : the daring of Ned Kelly</b> / Carole Wilkinson. Wilkinson, Carole, 1950-, (author). RDA text, still image, cartographic image.volume.[Strawberry Hills, NSW] ReadHowYouWant, [2017] Edition: EasyRead large edition. Description: iv, 140 pages (large print) : ISBN: 9781525234583 (paperback)	1
<input type="checkbox"/>	2. <b>An introduction to Ned Kelly : a pictorial history of an Australian outlaw</b> / by Jack Peterson. Peterson, Jack, (author). RDA still image, text.volume.[Australia] : Xlibris, [2017] Description: 105 pages : ISBN: 9781524520960 (paperback). 9781524520977 (hardback)	4
<input type="checkbox"/>	3. <b>Ned Kelly and the city of bees [electronic resource]</b> / Thomas Keneally. Keneally, Thomas, 1935- text.online resource.New York : Open Road Distribution, 2017. Description: 1 online resource. ISBN: 1504038681, 9781504038683 EBSCOhost; http://lib.mylibrary.com?id=1043818; http://public.eblib.com/choice/Public...; OverDrive; http://rbdigital.rbdigital.com; http://ebookcentral.proquest.com/lib/...; Excerpt; Image; Image; Click here to access	1
<input type="checkbox"/>	4. <b>Ned Kelly</b> / Gary Try. Try, Gary. [Melbourne : The Artist, 2017] Description: 1 can, 53 cards :	1
<input type="checkbox"/>	5. <b>Ned Kelly : the iron outlaw</b> / Brad Webb. Webb, Brad, 1966-, (author). RDA text, still image, cartographic image.volume.[Strawberry Hills, NSW] ReadHowYouWant, [2017] Edition: EasyRead large edition. Description: iv, 140 pages (large print) : ISBN: 9781525234583 (paperback)	40 including my library

You can then:

- Navigate to the next 10 or 20 records or the previous 10 or 20 records using the single arrow buttons
- Go to the first 10 or 20 records or the last 10 or 20 records using the double arrow buttons
- Change the number of records on display on the page by clicking on the 'Per page' numbers: 10, 20, 50, 100 or 200

**National Bibliographic Database (ANBD) - Results 1-20 of 1,740**

Your search for **ned kelly** found these results: [National Bibliographic Database \(ANBD\) 1,740](#) [Edit search](#) [Save search](#)

[View results from all searched databases](#)

Per page: **10** 20 50 100 200 Sort by: Date, latest first [Go](#) [Previous](#) [Next](#) [First](#) [Last](#)

[View](#) [Save](#) [Download](#) [Email](#) [Print](#) [Export record](#) [Compare records](#) [Show preview on hover](#)

Record details	Holdings
<p>1. <b>Ned Kelly : the story of Australia's most notorious legend / Peter FitzSimons.</b> FitzSimons, Peter. North Sydney, N.S.W. : William Heinemann, 2013. Description: v. : ISBN: 9781742758909</p>	1
<p>2. <b>Ned Kelly / written by Janeen Brian ; illustrated by Matt Adams.</b> Brian, Janeen, 1948-, (Author) RDA text, still image volume. North Sydney, N.S.W. Random House Australia, 2013. Description: 1 volume (unpaged) : ISBN: 9781742757186 (hardback)</p>	1 including my library

### 5.3.1 Sorting Results

By default, search results for the National Bibliographic Database (ANBD) are ordered by Publication date, latest first. A single set of search results is returned for the National Bibliographic Database. Search results can also be sorted by Relevance or Date (latest first or earliest first) or Number of Holdings or Title or Name (A-Z or Z-A). These options can be selected from the 'Sort by' drop down list at the top of the results screen.

### 5.3.2 Viewing records from other databases

To look at the records resulting from the second or other database searched, go to the **Search results** screen and click on the name of that database which is displayed below the search summary at the top of the screen.

For example, click on the name WorldCat displayed next to the number of results and you will be taken to the results from the WorldCat database.

**Search results from many databases**

Your search for Title: **ned kelly** (as a phrase) AND Author: **peter fitzsimons** (all of these); found these results: [Edit search](#) [Save search](#)

[National Bibliographic Database \(ANBD\) 27](#) [WorldCat \(including Te Puna\) 24](#)

## 5.4 Record views

Records can be viewed in **Brief view** and in **Record preview** via the preview pane located on the right of the **Search results** screen and in **Full view** or **MARC view**. You can download, save, email, print and compare records from each of these different views.

See [Appendix 2](#) for details of the fields displayed in each view i.e. Brief, Record Preview, Holdings Preview and Full View.



### 5.4.1 Brief view from Search results

**Search results from many databases**

Your search for Title: **ned kelly** (as a phrase) AND Author: **peter fitzsims** (all of these); found these results: [Edit search](#) [Save search](#)  
National Bibliographic Database (ANBD) 27 WorldCat (including Te Puna) 24

[View](#) [Save](#) [Download](#) [Email](#) [Print](#) [Export record](#) [Compare](#) [Show preview on hover](#)

**National Bibliographic Database (ANBD)** First 10 of 27 [View all records](#)

<input type="checkbox"/>	Record details	Holdings
<input type="checkbox"/> 1.	<b>Ned Kelly : the story of Australia's most notorious legend / Peter FitzSimons.</b> FitzSimons, Peter, (author). RDA text, still image.volume.[Strawberry Hills, NSW] ReadHowYouWant, [2016]. Edition: EasyRead large edition. Description: xvi, 1369 pages (large print) : ISBN: 9781741362237 (hardback)	 <b>2</b>
<input type="checkbox"/> 2.	<b>Ned kelly.</b> FitzSimons, Peter, (author). ISBN: 9780857988140, 085798814X	 <b>Nil</b>
<input type="checkbox"/> 3.	<b>Ned Kelly / Peter FitzSimons.</b> FitzSimons, Peter, (author). RDA text.volume.London Bantam Press, 2015. Description: xviii, 826 pages, 16 unnumbered pages of plates : ISBN: 9780593074923 (hardback) :	<b>Nil</b>



### 5.4.2 Record preview (Preview Pane) from Search results screen

**Search results from many databases**

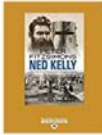
Your search for Title: **ned kelly** (as a phrase) AND Author: **peter fitzsims** (all of these); found these results: [Edit search](#) [Save search](#)  
National Bibliographic Database (ANBD) 27 WorldCat (including Te Puna) 24

[View](#) [Save](#) [Download](#) [Email](#) [Print](#) [Export record](#) [Compare](#) [Hide preview on hover](#)

**National Bibliographic Database (ANBD)** First 10 of 27 [View all records](#)

<input type="checkbox"/>	Record details	Holdings
<input type="checkbox"/> 1.	<b>Ned Kelly : the story of Australia's most notorious legend / Peter FitzSimons.</b> FitzSimons, Peter, (author). RDA text, still image.volume.[Strawberry Hills, NSW] ReadHowYouWant, [2016]. Edition: EasyRead large edition. Description: xvi, 1369 pages (large print) : ISBN: 9781741362237 (hardback)	 <b>2</b>
<input type="checkbox"/> 2.	<b>Ned kelly.</b> FitzSimons, Peter, (author). ISBN: 9780857988140, 085798814X	 <b>Nil</b>
<input type="checkbox"/> 3.	<b>Ned Kelly / Peter FitzSimons.</b> FitzSimons, Peter, (author). RDA text volume.London Bantam Press, 2015. Description: xviii, 826 pages, 16 unnumbered pages of plates : ISBN: 9780593074923 (hardback) :	<b>Nil</b>
<input type="checkbox"/> 4.	<b>Ned Kelly / Peter FitzSimons.</b> FitzSimons, Peter, (author). text online resource.London Transworld Digital, 2015. Description: 1 online resource : ISBN: 9781473510784 (ePub ebook) :	<b>Nil</b>
<input type="checkbox"/> 5.	<b>Ned Kelly / Peter FitzSimons.</b> FitzSimons, Peter, (author). RDA text, still image.volume.London Bantam Press, 2015. Description: xviii, 826 pages, 16 unnumbered pages of plates : ISBN: 9780593074923 Standard number: 99965085970	<b>2</b> including my library

**Record preview**



Record ID: 57391743 (National Bibliographic Database (ANBD))  
Author: FitzSimons, Peter, (author)  
Title: Ned Kelly : the story of Australia's most notorious legend / Peter FitzSimons.  
Also titled: Story of Australia's most notorious legend.  
Content types: text, still image.  
Carrier types: volume.  
Edition: EasyRead large edition.  
Published: [Strawberry Hills, NSW] ReadHowYouWant, [2016]  
Description: xvi, 1369 pages (large print) : illustrations : 24 cm  
ISBN: 9781741362237 (hardback)  
Dewey number: 364.155092  
Series: Read how you want 16  
Read how you want 16  
Subjects: Kelly, Ned, 1855-1880.  
Large print books.  
Bushrangers -- Australia -- Biography.  
Large type books

34 MARC tags  
[View full record](#)

### 5.4.3 Full view

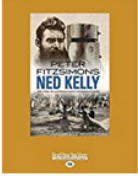
To look at a more detailed view of a record click on the title statement of the brief view on the Search results screen or alternatively click on the 'View full record' button in the Record preview or Holdings preview pane.

You can then move through the full views of the other records in the list using the navigation arrows.

**National Bibliographic Database (ANBD) - Full view** [MARC view](#) Showing: 1 of 27

[Save](#) [Download](#) [Email](#) [Print](#) [Edit holdings](#) [Export record](#) [Select](#) [Compare](#)  
[Check copyright status](#) [Get this item](#) [Cite this](#)

**Record ID:** 57391743 (National Bibliographic Database (ANBD))  
**Description conventions:** rda  
**Author:** [FitzSimons, Peter, \(author\).](#)  
**Title:** [Ned Kelly : the story of Australia's most notorious legend / Peter FitzSimons.](#)  
**Also titled:** Story of Australia's most notorious legend.  
**Content types:** text, still image.  
**Carrier types:** volume.  
**Edition:** EasyRead large edition.  
**Published:** [Strawberry Hills, NSW] ReadHowYouWant, [2016].  
**Description:** xvi, 1369 pages (large print) : illustrations ; 24 cm.  
**ISBN:** 9781741362237 (hardback)  
**Dewey number:** [364.155092](#)  
**Series:** [Read how you want 16](#)  
[Read how you want 16.](#)  
**Summary:** Love him or loathe him, Ned Kelly has been at the heart of Australian culture and identity since he and his gang were tracked down in bushland by the Victorian police and came out fighting, dressed in bulletproof iron armour made from farmers' ploughs. Historians still disagree over virtually every aspect of the eldest Kelly boy's brushes with the law. Did he or did he not shoot Constable Fitzpatrick at their family home? Was he a lawless thug or a noble Robin Hood, a remorseless killer or a crusader against oppression and discrimination? Was he even a political revolutionary, an Australian republican channelling the spirit of Eureka? From Kelly's early days in Beveridge, Victoria, in the mid-1800s, to the Felons' Apprehension Act, which made it possible for anyone to shoot the Kelly gang, to Ned's appearance in his now-famous armour, the author brings the history of Ned Kelly and his gang exuberantly to life, weighing in on all of the myths, legends and controversies generated by this compelling and divisive Irish-Australian rebel.  
**Notes:** Optimized reading formats.  
Set in 16 point Verdana.  
Copyright page from the original book.  
Includes bibliographical references and index.  
**Subjects:** [Kelly, Ned, 1855-1880.](#)  
[Large print books.](#)  
[Bushrangers -- Australia -- Biography.](#)  
[Large type books.](#)



In Full view you can use the hyperlinked fields to find other information. For example, click on the author's name or the subject field to find a list of other works by that author, or on that subject. Other hyper-linked fields include Dewey Number and Series.

The libraries that hold the item are listed at the bottom of the record. To find out more about any of these libraries, click on the 'Info' link for either the ALG or ILRS and you will be taken to that library's entry and details in the Australian Libraries Gateway (ALG) database or InterLibrary Resource Sharing Directory (ILRS). To mark any of the libraries which hold the item as one of your 'Favourite' libraries you can click on the heart symbol under the Favourite column. Favourite libraries appear with a heart symbol ♥. To remove a library from Favourites simply click to deselect the heart symbol.

See [Section 10](#) for more detailed information on *Favourite Libraries*.

#### 5.4.4 Check Copyright Status

The **Check Copyright Status** button links to the National Library of Australia's copyright status service for confirming the status of a particular Australian work.

Clicking on the **Check Copyright Status** button activates an algorithm which generates information regarding copyright use and provisions by using the

information contained in the bibliographic record of the item in the Australian National Bibliographic Database. The provision of this information will provide clear copyright information to users. A link to 'How copyright status is determined' is also provided within the copyright information display. Text and images provide explanations as to how the copyright status is calculated.

It is important to note that the calculation of copyright status will only ever be as accurate and complete as the data contained in the catalogue record.

#### 5.4.5 Cite this

There is a **Cite this** button which will give you permanent identifier links, several citation options and the option to download to several bibliographic software styles.

**Cite this record** ✕

FitzSimons, Peter, (author). **Ned Kelly : the story of Australia's most notorious legend / Peter FitzSimons.**

[Strawberry Hills, NSW] ReadHowYouWant, [2016]. Edition: EasyRead large edition.  
Description: xvi, 1369 pages (large print) : illustrations ; 24 cm. ISBN: 9781741362237 (hardback)

---

**Persistent Identifier** <https://nla.gov.au/anbd.bib-an57391743>

**APA citation** FitzSimons, Peter, (author), *Ned Kelly : the story of Australia's most notorious legend* (EasyRead large edition)

**MLA citation** FitzSimons, Peter, (author) *Ned Kelly : the story of Australia's most notorious legend* (EasyRead large edition).

**Harvard/Australian citation** FitzSimons, Peter, (author), *Ned Kelly : the story of Australia's most notorious legend*, EasyRead large edition

**Wikipedia citation** {{Citation | author1=FitzSimons, Peter, (author) | title=Ned Kelly : the story of Australia's most notorious legend | edition=EasyRead large edition | url=https://nla.gov.au/anbd.bib-an57391743 | isbn=9781741362237 (hardback) }}

Citations are automatically generated and may require some modification to conform to exact standards.

**Download (for use in EndNote, Zotero, RefWorks, etc)**

[RIS](#) [BibTeX](#)

[Close](#)

#### 5.4.6 MARC view

To look at a record in MARC view, first go to the Full view of the record. Then click on the MARC view link at the top of the screen. You can then move through the MARC views of the other records in the list using the arrows.

The MARC view displays the record with MARC field tags and includes all fields in the bibliographic record.

National Bibliographic Database (ANBD) - MARC view <a href="#">Full view</a>		Showing: 1 of 27
000	02564cam a2200433 j 4500	
001	000057391743	
003	AuCNLKN	
005	20160807175329.0	
007	tb	
008	.130826(20162013xna_ed_001_0beng_d	
020	--- \$a 9781741362237 (hardback)	
035	--- \$a (OCoLC)949711715	
040	--- \$a NJB \$b eng \$e rda \$c NJB	
042	--- \$a anuc	
082	04 \$a 364.155092 \$2 23	
100	1_ \$0 000035904901 \$a FitzSimons, Peter, \$e author.	
245	10 \$a Ned Kelly : \$b the story of Australia's most notorious legend / \$c Peter FitzSimons.	
246	30 \$a Story of Australia's most notorious legend.	
250	--- \$a EasyRead large edition.	
264	1_ \$a [Strawberry Hills, NSW] \$b ReadHowYouWant, \$c [2016].	
264	4_ \$c @2013	
300	--- \$a xvi, 1369 pages (large print) : \$b illustrations : \$c 24 cm.	
336	--- \$a text \$b txt \$2 rdacontent	
336	--- \$a still image \$b sti \$2 rdacontent	
337	--- \$a unmediated \$b n \$2 rdamedia	
338	--- \$a volume \$b no \$2 rdacarrier	
490	1_ \$a Read how you want 16	
500	--- \$a Optimized reading formats.	
500	--- \$a Set in 10 point Verdana.	
500	--- \$a Copyright page from the original book.	
504	--- \$a Includes bibliographical references and index.	
520	--- \$a Love him or loathe him, Ned Kelly has been at the heart of Australian culture and identity since he and his gang were tracked down in bushland by the Victorian police and came out fighting, dressed in bulletproof iron armour made from farmers' ploughs. Historians still disagree over virtually every aspect of the	



## EXERCISE 5.2

This exercise requires more complex searching using **Search** requiring the use of Boolean operators, Truncation symbols etc. See [Section 4 for tips on using Simple Search](#) to assist you.

Specify your search strategy and answers to the following:

1. Find items that are about women and girls (either one) in sport.
  2. Find the books published in Canberra by DocMatrix (or is it DotMatrix?)
  3. Find items about nurses, nursing, etc.
  4. Find a book that is about civil engineering and structural engineering.
  5. Find all the works about birds and animals that are not pets.
-



### EXERCISE 5.3

You will need to use the **Material Group Limits** on the **Search** screen for this exercise. See [Section 4 for tips on using \*Simple Search\*](#) to assist you.

Specify your search strategy and answers to the following:

1. Find an Australian magazine about quilting.
  2. Find a map of the Solomon Islands.
  3. How many sound recordings of Beatles music can you find?
  4. Who wrote a Braille textbook on modern history?
  5. Locate an Australian government publication about education.
  6. Find some sheet music of songs by Hoagy Carmichael.
-



# 6

## Section 6: Search History, Saved Records and Saved Searches

---

Libraries Australia has several features that allow you to save and reuse your search queries and search results including **Search History**, **Saved Records** and **Saved Searches**

### Objectives

By the conclusion of this section, you should be able to:

- View, edit and save search queries from your Search History,
  - Save records to your Saved Records file from your search history,
  - Select, deselect, remove, download, email, print and compare records from your Saved Records file,
  - Navigate between records in your Saved Records file,
  - Save search queries to your Saved Searches file,
  - View, run searches, edit, remove and clear saved search queries from your Saved Searches file.
-

## 6.1 Search History

Whenever you search on Libraries Australia, the search query is automatically saved in **Search History**.

### 6.1.1 Search History screen

The **Search History** screen shows the previous search queries that you have performed during your current Libraries Australia session. To view this screen, select the **Search History** tab on the navigational toolbar at the top of any Libraries Australia screen.

The screenshot shows the 'Search history (3)' screen. At the top, there are navigation tabs: Search, Results, Browse, and Add Record. Below these are sub-tabs: Simple, Advanced, Command, Search history (selected), and Saved searches. A 'Clear search history' button is visible. The main content is a table with the following data:

Time	Query	Database (Hits)	Actions
Apr 12, 2018 2:49:45 PM	Title: <b>ned kelly</b> (as a phrase) AND Author: <b>peter fitzsimons</b> (all of these);	National Bibliographic Database (ANBD) (27) WorldCat (including Te Puna) (24)	Search Edit Save
Apr 12, 2018 2:42:05 PM	Title: <b>ned kelly</b> (as a phrase);	National Bibliographic Database (ANBD) (885) WorldCat (including Te Puna) (1,448)	Search Edit Save
Apr 12, 2018 2:40:27 PM	<b>ned kelly</b>	National Bibliographic Database (ANBD) (2,820) WorldCat (including Te Puna) (3,330)	Search Edit Save

At the bottom, there are 'Quick links' (Australian Libraries Gateway, Trove) and 'Help' (Fact sheets and user guides, Manual (PDF), Training). The footer includes 'Privacy © National Library of Australia Version: 1.9.7'.

For each search query that you have undertaken in the current session, this screen shows the time that the search was conducted, the search query, the databases that you searched and the number of search results (hits) in each of the databases.

To the right of each query there are three buttons, which have the following functions:

### 6.1.2 Search

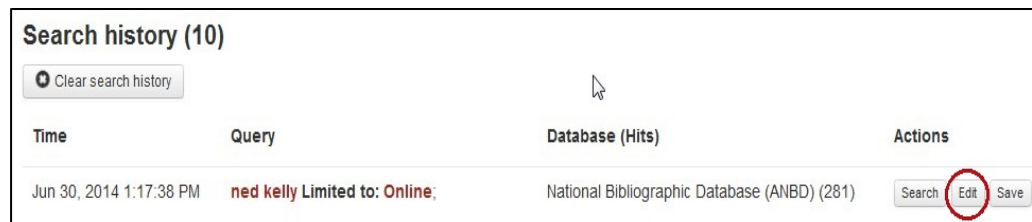
Returns you to the **Results** screen.

This is a close-up of the 'Search history (10)' screen. It shows a table with columns for Time, Query, Database (Hits), and Actions. The first row is highlighted, and the 'Search' button in the Actions column is circled in red.

Time	Query	Database (Hits)	Actions
Jun 30, 2014 1:17:38 PM	<b>ned kelly Limited to: Online;</b>	National Bibliographic Database (ANBD) (281)	Search Edit Save

### 6.1.3 Edit

Displays the same search screen that you used for the original query. You can then edit your query if desired.

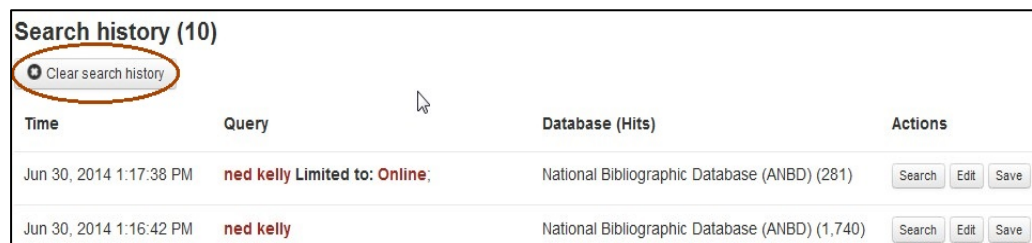


### 6.1.4 Save

Queries are saved to the **Saved Searches** screen so that they can be used at a later time.



The **Clear Search History** button located above these function buttons clears all searches from the **Search History** screen.



When you have logged out of your Libraries Australia session your **Search History** is cleared.



## EXERCISE 6.1

Specify your search strategy and answers to the following:

1. After you have performed several searches on **Search** in the current session, go to the **Search History** screen. Select a search and rerun it (using **Search** action button). Go back to the **Search History** screen and check that the results of both searches are the same.
2. From **Search History** select another search query and edit it. Run the edited search. Go back to **Search History** to compare results of the original and edited search query.
3. From the **Search History** screen save several queries. Check that a message '**Success: Search saved**' appears on the top of the screen.



**Note:** To do this you will need to login using a personal/individual account. You can create your own personal account using the instructions in Section 18.2 or login using the following individual account:

Username: PERSONAL1

Password: PERSONAL1

---

4. Delete all queries using **Clear Search History** button.
-

## 6.2 Saved Records

The **Saved Records** file allows you to save records beyond your current session in Libraries Australia. From this file records can be downloaded, saved to a local file (e.g. for loading to a local library system), e-mailed, printed or exported.

### 6.2.1 How to save records

You can select records you wish to save from the **Search results** screen by clicking in the box to the left of the record and then clicking the **Save** button on the top of the screen.

**National Bibliographic Database (ANBD) - Results 1-20 of 1,644**  
 Your search for **treehouse** found these results: [National Bibliographic Database \(ANBD\)](#) 1,644

1 record selected: [Deselect all records](#)

Per page: 10 **20** 50 100 200 Sort by: No. of holdings [Go](#)

[View](#) [Save](#) [Download](#) [Email](#) [Print](#) [Compare](#) [Hide preview on hover](#)

Record details

**The 52-storey treehouse / Andy Griffiths ; illustrated by Terry Denton.**  
 Griffiths, Andy, 1961-, (author).  
 RDA still image, text, volume. Sydney, New South Wales : Pan Macmillan Australia, 2014. Description: 329 pages : ISBN: 9781742614212 :. 9781743537428

Holdings: **123** including my library

2. **The 26-storey treehouse / Andy Griffiths ; illustrated by Terry Denton.**  
 Griffiths, Andy, 1961-, (author).  
 RDA still image, text, volume. Sydney, N.S.W. : Pan Macmillan, 2012. Description: 343 pages : ISBN: 9781742611273 (pbk.) :

Holdings: **115** including my library

3. **The 65-storey treehouse / Andy Griffiths ; illustrated by Terry Denton.**  
 Griffiths, Andy, 1961-, (author).  
 RDA still image, text, volume. Sydney, New South Wales : Pan, 2015. Description: 377 pages : ISBN: 9781743537411 (hbk), 9781743533222 (pbk)

Holdings: **99** including my library

4. **The 13-storey treehouse / Andy Griffiths ; illustrated by Terry Denton.**  
 Griffiths, Andy, 1961-, (author).

Holdings: **88** including my library

When you have successfully saved your record(s) the message **Success: 2 records saved to Saved records** message is displayed at the top of the screen.

**National Bibliographic Database (ANBD) - Results 1-20 of 1,644**  
 Your search for **treehouse** found these results: [National Bibliographic Database \(ANBD\)](#) 1,644

2 records selected: [Deselect all records](#)

**Success: 2 records saved to Saved records.**

You can also select records you wish to save, from the **Full View** and **MARC View** screens by clicking on the **Save** button.

National Bibliographic Database (ANBD) - Full view [MARC view](#) Showing: 2 of 1,644

2 records selected: [Deselect all records](#)

Save Download Email Print Unselect Compare Check copyright status Get this item Cite this

Record ID: 49168782 (National Bibliographic Database (ANBD))

Description conventions: rda

Author: [Griffiths, Andy, 1961-, \(author\)](#).

Title: **The 26-storey treehouse** / Andy Griffiths ; illustrated by Terry Denton.

Also titled: Twenty six storey **treehouse**

Content types: still image, text.

Carrier types: volume.

Published (imprint): Sydney, NSW : Pan Macmillan Australia, 2012.

Published: Sydney, N.S.W. : Pan Macmillan, 2012.

Description: 343 pages : illustrations ; 20 cm.

ISBN: 9781742611273 (pbk.) :

Dewey number: [A823.4](#)

Series: [The treehouse books ; 2](#)  
[Griffiths, Andy, 1961-. Treehouse ; \[2\]](#)  
[The treehouse books ; 2.](#)

Summary: If you are like most readers, you are probably wondering just how Andy and Terry met. Well, it is a long story, but a pretty exciting one, and it is mostly true! Come on up, choose a hammock, and they will tell you all about it (just do not go in the maze - they are still ironing out a few bugs). This book is for everyone who loved [The 13-Storey Treehouse](#) and is willing and ready to climb even higher with more crazy adventures!

Notes: Get Reading 2012.  
For children.

Subjects: [Authors -- Juvenile fiction.](#)  
[Adventure stories.](#)  
[Australian fiction.](#)  
[Illustrators -- Juvenile fiction.](#)  
[Books and reading -- Juvenile fiction.](#)  
[Children's stories.](#)  
[Tree houses -- Fiction.](#)  
[Humorous stories.](#)  
[Tree houses, fast](#)  
[Tree houses -- Juvenile fiction.](#)  
[Australian fiction](#)  
[Australian fiction.](#)  
[Australian](#)

When the record has been successfully saved a confirmation message **Success: 1 records saved to Saved records** will be displayed at the top of the screen.


Records are kept in **Saved Records** until cleared by you. The maximum number of saved records for a user login account is 500. When the saved record limit is reached the system displays the message **'Your maximum number of records (500) have already been saved. Please remove unwanted records and try again'**.

## 6.2.2 Saved Records screen

To view your saved records select the **Saved Records** tab, located under the **Results** tab, on the navigational toolbar at the top of any Libraries Australia screen.

**Saved Records 1-6 of 6**

Per page: 10 **20** 50 100 200      Sort by: Saved, latest first      

<input type="checkbox"/>	Record details	Holdings
<input type="checkbox"/>	<p>1. <a href="#">The 52 storey treehouse / Andy Griffiths ; illustrated by Terry Denton.</a> Griffiths, Andy, 1961-, (author). RDA still image, text.volum. Sydney, New South Wales : Pan Macmillan Australia, 2014. Description: 329 pages : ISBN: 9781742614212 ; 9781743537428</p>	123 including my library
<input type="checkbox"/>	<p>2. <a href="#">The 26-storey treehouse / Andy Griffiths ; illustrated by Terry Denton.</a> Griffiths, Andy, 1961-, (author). RDA still image, text.volum. Sydney, N.S.W. : Pan Macmillan, 2012. Description: 343 pages : ISBN: 9781742611273 (pbk.) :</p> 	115 including my library
<input type="checkbox"/>	<p>3. <a href="#">Animals : a visual encyclopedia.</a> text.online resource. London : DK Pub., 2012. Edition: [Rev. and updated] pbk. American ed. Description: 1 online resource (304 pages) : ISBN: 9780756698966, 0756698960 <a href="http://find.galegroup.com/openurl/ope...">http://find.galegroup.com/openurl/ope...</a></p>	1
<input type="checkbox"/>	<p>4. <a href="#">Annie and Simon : the sneeze and other stories / Catharine O'Neill.</a> O'Neill, Catharine. text.volum. Somerville, Mass. : Candlewick Press, 2013. Edition: 1st ed. Description: 57 p. : ISBN: 9780763649210</p>	5
<input type="checkbox"/>	<p>5. <a href="#">How to draw cats and dogs and other pets / Peter Gray.</a> Gray, Peter, 1969- RDA text.volum. New York PowerKids Press, 2014. Description: 32 pages : ISBN: 9781477713006 (library binding), 9781477714119 (pbk.), 9781477714126 (6-pack)</p>	1
<input type="checkbox"/>	<p>6. <a href="#">Air pollution and control / Nikhil Sharma, Avinash Kumar Agarwal, Peter Eastwood, Tarun Gupta, Akhileendra P Singh, editors.</a> text.online resource. Singapore : Springer, 2018. Description: 1 online resource. ISBN: 9789811071850, 9811071853 Standard number: 10.1007/978-981-10-7185-0 <a href="#">SpringerLink</a>. Restricted to UC campuses; <a href="http://ezaccess.libraries.psu.edu/log...">http://ezaccess.libraries.psu.edu/log...</a>; <a href="#">Click here to view book</a>; Electronic version; EBSCOhost; SpringerLink; (Unlimited Concurrent Users) from Springer; SpringerLink; Ebook Library; Available to Stanford-affiliated users; Connect to Springer e-book; Access restricted: DAL users only; Access restricted: SMU users only</p>	3

The **Saved Records** screen displays your saved records in brief view (even if they have been saved from **Full View** or **MARC View**). To view your saved records in **Full View** select the **Saved Full View** tab, on the navigational toolbar at the top of any Libraries Australia screen.

Use the buttons located at the top of the screen to enable the following functions:

### 6.2.3 How to select records

Select saved records by placing ticks in the box to the left of every record to download, print, email or compare records. To select all records use the box located next to the heading **Record details** to select all records in **Saved Records** or all records on the current page of **Saved Records**.

### 6.2.4 How to deselect records

Deselect saved records by removing ticks in the box to the left of every record. If you have selected a couple of records and would like to deselect them click on the **Deselect all records** button that appears at the top of the page when you have one or more records selected. To deselect all records use the box located next to the heading **Record details** to deselect all records in **Saved Records** or all records on the current page of **Saved Records**.

### 6.2.5 Remove

The Remove button removes any of the selected records from your **Saved Records** file. When the record has been successfully removed a confirmation message **Success: 1 saved record removed** will be displayed at the top of the screen.

## 6.2.6 Download, Email, Print

The next set of buttons allows you to **download**, **email** or **print** selected records. You also have all these options on the **Summary Results** screen.

For each of the three functions you are given the following **format options** for your records. You can select the brief, full, MARC (Unicode), MARC (MARC-8) or Citation Format for the record. You can also select whether or not you want to include the list of the libraries that hold the item.



**Note:** If a record you select to download does not support MARC, none of the records will download in that format. Remove that record or select an alternate format.

## 6.2.7 Download

Records saved in **Saved Records** can be downloaded:



**Procedure:** How to download saved records

1. First select records from the **Saved Records** screen by clicking in the box to the left of the record.
2. Select the **Download** button and the screen below will display:

**Download selected records** [X]

**Format:**

Brief records  Full records  MARC (Unicode)  MARC (MARC-8)  
 RIS Citation format (for use in EndNote, Zotero, RefWorks, etc)

**Include lists of libraries that have these items:**

Yes  No

[Download] [Close]

3. Select the preferred format using the radio buttons.
4. Press the **Download** button. Different browsers deal with downloading files in different ways. For some a pop up box will appear asking you to confirm your download request others will just download the file for you.



## 6.2.8 Email



**Procedure:** Records from the **Saved Records** file can be emailed to yourself:

1. First select records by clicking in the box next to the relevant records.
2. Select **Email** button. The screen below will display:

3. Type your email address in the **Email address** box. You can enter multiple email addresses in the email address field separated by a delimiter which is a semi-colon (;) or a comma (,).
4. Add a note to be included in the email in the next text box (optional).
5. Select the desired format.
6. Press the **Email** button.

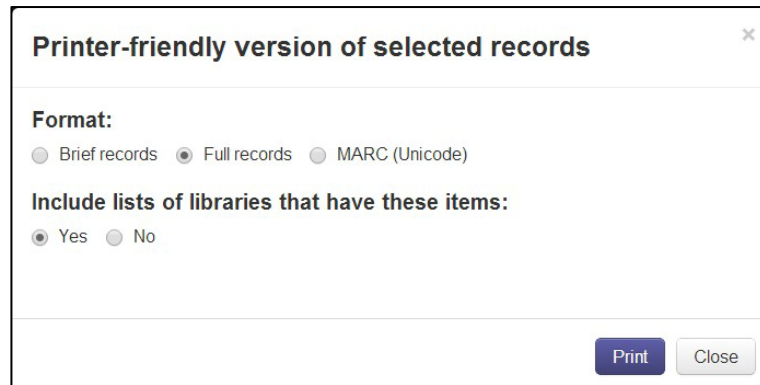
## 6.2.9 Print

Saved records can be printed in a printer-friendly format from the **Saved Records** file:



**Procedure:** How to Print Saved Records

1. First select records by clicking in the box next to the relevant records.
2. Select **Print** button. The screen below will display:



**Printer-friendly version of selected records** ✕

**Format:**

Brief records  Full records  MARC (Unicode)

**Include lists of libraries that have these items:**

Yes  No

**Print** **Close**

3. Select your preferred **format** and whether or not you want to include a list of the libraries that hold the item.
4. Press **Print** button and your record(s) will be displayed in print view.
5. Then print as you would normally, e.g. click on the **Print** icon of your browser.

### 6.2.10 Compare Records

Compare Records functionality enables the user to view and compare between two and four records in one screen, and report duplicates using a pre-populated form.

See [Section 9 on Compare Records and Report Duplicates](#) for further details.

### 6.2.11 Navigation in Saved Records

You can navigate through the records on the **Saved Record** screen in the same way as you navigate on the **Summary Results** screen. You can also view the **Full View** and **MARC View** by selecting the hyperlink on the record title.

See [Section 5.3 on Navigating records](#) for details.

---



## EXERCISE 6.2

Specify your search strategy and answers to the following:

---



**Note:** To do this you will need to login using a personal/individual account.

You can create your own personal account using the instructions in [Section 18.2](#) or login using the following individual account:

Username: PERSONAL1

Password: PERSONAL1

---

1. Save several records to the **Saved Records** file.
  2. Go to the **Saved Records** screen and view the full view of some of the records using the navigation arrows at the top of the screen.
  3. Select a record and email it to yourself in full view without any holdings.
  4. Select another record and print in MARC format.
  5. Remove/delete some of the saved records.
-

## 6.3 Saved Searches

You can save queries beyond your current session in the **Saved Searches** file. You may want to do this if you have constructed a complex search query which you think you may use again.

The maximum number of saved searches that a user login account may have saved is 100. When the saved query limit is reached the system displays a message **'Your maximum number of searches (100) have already been saved. Please remove unwanted searches and try again'**

### 6.3.1 How to save a search

Queries can be saved from:

- The **Summary Results** screen by selecting the **Save Search** button.

**National Bibliographic Database (ANBD) - Results 1-50 of 733**

Your search for **treehouse** found these results:  
National Bibliographic Database (ANBD) 733

Edit search **Save search**

Per page: 10 20 **50** 100 200 Sort by Date, latest first Go

View Save Download Email Print Compare records Hide preview on hover

Record details	Holdings
<input type="checkbox"/> 1. <a href="#">Bindi the jungle girl. Episodes 17-31, Out and about.</a> RDA two-dimensional moving image.videodisc.[Australia] Beyond Home Entertainment [distributor], 2013. Description: 2 DVD-videos (330 min.) :	1
<input type="checkbox"/> 2. <a href="#">Bindi the jungle girl. Episodes 17-31, Out and about [videorecording].</a> [Australia] : Beyond Home Entertainment [distributor], c2013. Edition: Widescreen. Description: 2 videodiscs (DVDs) (330 min.) : Standard number: 9318500041852	1
<input type="checkbox"/> 3. <a href="#">Knight before dawn / by Mary Pope Osborne ; illustrated by Sal Murdocca.</a> <b>Osborne, Mary Pope.</b> New York : Random House, 2013. Edition: 20th anniversary full-color ed. Description: p. cm. ISBN: 9780449818220 (hc), 9780449818237 (glb), 9780449818244 (ebk)	Nil
<input type="checkbox"/> 4. <a href="#">Superhero Joe and the creature next door / Jacqueline Preiss Weitzman ; illustrated by Ron Barrett.</a> <b>Weitzman, Jacqueline Preiss.</b>	Nil

When you have successfully saved your query the **'Success: Search saved'** message is displayed.

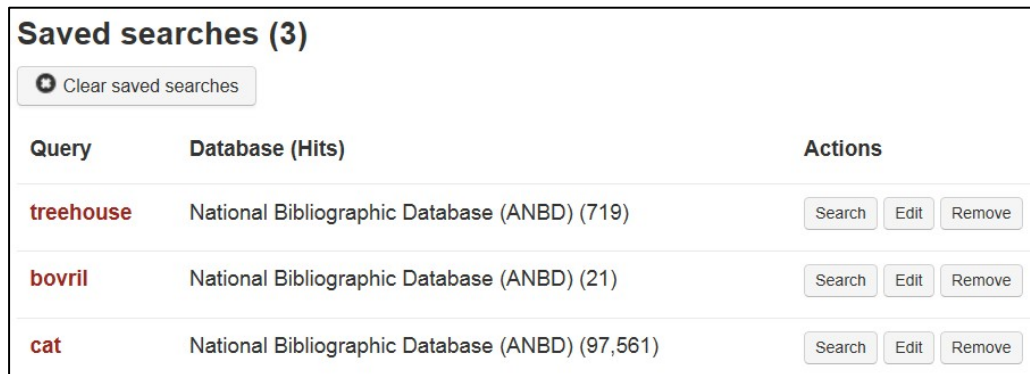
OR

From the **Search History** screen select the **Save** button next to the relevant query.



### 6.3.2 Saved Searches screen

To view your saved queries go to the **Saved Searches** tab on the navigational toolbar at the top of any Libraries Australia screen. The layout of the screen is similar to the **Search History** screen.



This screen shows each search query with the database(s) that you searched. To the right of each query there are three buttons, which have the following functions:

#### 6.3.2.1 Search

Clicking on **Search** in the **Saved searches** screen, returns you to the **Results** screen.

#### 6.3.2.2 Edit

Click on **Edit** in **Saved searches** screen, displays the same search screen that you used for the original query. You can then edit your query if desired.

#### 6.3.2.3 Remove

Click on **Remove** in **Saved searches** screen, allows you to remove an individual query.

### 6.3.3 Clear saved searches

The **Clear saved searches** button located at the top left of the **Saved Searches** screen allows you to clear all of your saved queries.

**Saved searches (3)**

[Clear saved searches](#)

Query	Database (Hits)	Actions
<b>treehouse</b>	National Bibliographic Database (ANBD) (719)	<a href="#">Search</a> <a href="#">Edit</a> <a href="#">Remove</a>
<b>bovril</b>	National Bibliographic Database (ANBD) (21)	<a href="#">Search</a> <a href="#">Edit</a> <a href="#">Remove</a>
<b>cat</b>	National Bibliographic Database (ANBD) (97,561)	<a href="#">Search</a> <a href="#">Edit</a> <a href="#">Remove</a>

### 6.3.4 Using saved searches to identify new or changed records

You can use saved searches to help alert your library to any newly added or changed records that match your chosen topic or area of interest.

Simply create saved searches for any of your most frequently used search queries in your chosen topic of area of interest. These saved searches can then be re-run by you on a regular basis, to help you identify newly added or changed records in the National Bibliographic Database (ANBD).

Some examples of frequently used saved searches which can be created to alert your library to new or updated records include:

#### Subject

To identify newly created records or recently published materials in your subject area

Find what: Subject  
 Record created: Last month  
 Library: NOT in my library

Find what: Subject  
 Published: Year is  
 Library: NOT in my library

The screenshot shows the National Library of Australia search interface. At the top, there is a navigation bar with 'Search', 'Results', 'Browse', and 'Add Record' buttons. Below this, there are tabs for 'Simple', 'Advanced', 'Command', 'Search history', and 'Saved searches'. The 'Advanced search' section is active, displaying a yellow banner with 'Applied search limits - Published: in 2014; Located: NOT in my library' and a 'Clear selected limits' button. The 'Find what' section has a 'Subject' dropdown set to 'economics' (circled in red), with 'all of these' and 'and' options. Below this are fields for 'Author', 'Subject', and 'ISBN/ISSN/ISMN'. The 'Limit to' section includes checkboxes for 'Type' (Australian, Online, Government, Conference, Held in Australia), 'Text' (Books, e-Books, Journals, Newspapers, Manuscripts, Theses), 'Sound & Music' (Musical sound, Non musical sound, Interviews, Printed music, Talking books), 'Visual' (Pictures, Film/Video, DVD, Maps), and 'Accessible' (Computer files, Braille, Large print, Talking books). The 'Search in' section has checkboxes for 'National Bibliographic Database (ANBD)', 'Libraries Australia Authorities (Names and Subjects)', 'Library of Congress', and 'OCLC WorldCat (including Te Puna)'. The 'Holdings' section includes checkboxes for 'State' (Australian Capital Territory, New South Wales, Northern Territory, Queensland) and 'Library' (Any library, In my library, NOT in my library - circled in red). The 'Published' section has a 'Year is' dropdown set to 'Year' and a 'Year' field set to '2014' (circled in red). The 'Record created' section has an 'Any date' dropdown.

### Place Published

To identify newly created records or recently published materials in your State/Territory

Find what: Place Published,  
Record created: Last month,  
Library: NOT in my library

Find what: Place Published,  
Published: Year is,  
Library: NOT in my library

The screenshot shows the National Library of Australia search interface. At the top, it says "NATIONAL LIBRARY OF AUSTRALIA" and "libraries australia search". There are navigation tabs for "Search", "Results", "Browse", and "Add Record". Below these are options for "Simple", "Advanced", "Command", "Search history", and "Saved searches".

The "Advanced search" section has a yellow banner indicating applied search limits: "Applied search limits - Published: in 2014; Created: in the last month; Located: NOT in my library". A "Clear selected limits" button is next to it.

The "Find what" section includes several search criteria:
 

- "Place published" dropdown set to "Queensland" (circled in red).
- "Author", "Subject", and "ISBN/ISSN/ISMN" dropdowns with corresponding input fields.
- Logical operators: "any of the", "all of the", and "starts with".
- "Search" and "Reset" buttons.

The "Limit to" section has five columns of checkboxes:
 

- Type:** Australian, Online, Government, Conference, Held in Australia.
- Text:** Books, e-Books, Journals, Newspapers, Manuscripts, Theses.
- Sound & Music:** Musical sound, Non musical sound, Interviews, Printed music, Talking books.
- Visual:** Pictures, Film/Video, DVD, Maps.
- Accessible:** Computer files, Braille, Large print, Talking books.

The "Search in" section has checkboxes for:
 

- National Bibliographic Database (ANBD)
- Libraries Australia Authorities (Names and Subjects)
- Library of Congress
- OCLC WorldCat (including Te Puna)

The "Holdings" section includes:
 

- State:** Australian Capital Territory, New South Wales, Northern Territory, Queensland.
- Library:** Any library, In my library, NOT in my library (circled in red).
- Published:** Year is [dropdown] Year 2014 (circled in red).
- Record created:** Last month (circled in red).

In addition to saved searches, you can also use the RAP/GovRAP or Data on Demand service to help alert your library to any newly added or changed records that match your chosen topic or area of interest.

**Recent Australian Publications (RAP)** and **Recent Australian Government Publications (GovRAP)** are a free monthly set of files listing Australia's recent publishing and government publishing output. The records in these files are derived from the ANBD and contain works that have been published in Australia, written by Australians, or contain Australian material and works that have been published by a government department or agency. All material has been published during the current or previous two years.

Both RAP and GovRAP files are freely available each month from the Libraries Australia website at:

- **Recent Australian Publications (RAP)**  
[nla.gov.au/librariesaustralia/recent-australian-publications-rap](http://nla.gov.au/librariesaustralia/recent-australian-publications-rap)
- **Recent Australian Government Publications (GovRAP)**  
[nla.gov.au/librariesaustralia/recent-australian-government-publications-govrap](http://nla.gov.au/librariesaustralia/recent-australian-government-publications-govrap)



Data on Demand is a fee-based service that provides members with the opportunity to obtain records from the Australian National Bibliographic Database (ANBD), either as a one off file or updated at intervals of your choice. Data on Demand include new and updated bibliographic records, authority records and records with new or updated holdings. A full list of Data on Demand services are available on the Libraries Australia website:  
<https://www.nla.gov.au/librariesaustralia/our-services>

However if these don't meet your requirements you can request a customised file through the Libraries Australia Member Services.



### EXERCISE 6.3

Specify your search strategy and answers to the following:

---



**Note:** To do this you will need to login using a personal/individual account.

You can create your own personal account using the instructions in [Section 18.2](#) or login using the following individual account:

Username: PERSONAL1

Password: PERSONAL1

---

1. Go to the **Saved Searches** screen. Select a query and run it from the **Saved Searches** screen. Save the query at the search results screen. Return to **Saved Searches** and check that the original and the rerun query are the same.
  
  2. On the **Saved Searches** screen, select the same query as above and edit it. Run the search and then save the query. Go back to **Saved Searches** and compare the original and edited query.
  
  3. Remove some of the saved searches.
-

# 7

## Section 7: Get this item

---

The **Get this item** link gives you options to obtain the item that you have selected, either by borrowing it from your library or another library, or ordering a copy of it from a library or another supplier. Some of the options for obtaining items are available only with enhanced requesting. Libraries must contact the Libraries Australia Member Services to ask for the **Get this item** enhanced requesting option to be turned on.

**Get this item** is only available for the Australian National Bibliographic Database (ANBD). It is not available for items found on the other databases available via Libraries Australia.

### Objectives

By the conclusion of this section, you should be able to:

- Locate links to an item which is available online,
  - Request a copy of an item from your library (requires enhanced requesting access) or another supplier,
  - Request a loan of an item from your library (requires enhanced requesting access) or another library,
  - Request to purchase an item from other suppliers such as a bookstore or document delivery service like Copies Direct or RightFind.
-

## 7.1 Get this item link

The **Get this item** link displays at the top of the **Full View** or **MARC view** screen and next to Holdings on the **Full View** or **MARC view** screen.

**National Bibliographic Database (ANBD) - Full view** [MARC view](#) Showing: 1 of 2

Save Download Email Print Edit holdings Export record Select Compare Check copyright status **Get this item** Cite this

Record ID: **50025103** (National Bibliographic Database (ANBD))  
 Author: [Berenstain, Jan, 1923-2012](#)  
 Uniform title: [Berenstain Bears, the forgiving tree](#)  
 Title: [Berenstain Bears treat others kindly / written by Jan & Mike Berenstain](#).  
 Also titled: [Treat others kindly](#)  
 Published (imprint): Grand Rapids, Mich. : Zonderkidz, c2012.  
 Description: 1 v. (unpaged) : col. ill. ; 21 cm.  
 ISBN: 9780310734925  
 LC call number: [PZ7 B44826](#)  
 Dewey number: [\[E\]](#)  
 Series: [Berenstain bears living lights](#)  
 Summary: A misunderstanding on Brother Bear's birthday leads to hurt feelings, but Sister Bear meets him in their backyard treehouse and reminds him of the importance of forgiveness.  
 Contents: The forgiving tree -- Gossip Gang -- Show some respect.  
 Notes: Cover title.  
 Subjects: [Birthdays -- Fiction](#).  
[Parties -- Fiction](#).  
[Forgiveness -- Fiction](#).  
[Bears -- Fiction](#).  
[Christian life -- Fiction](#).  
 Other authors: [Berenstain, Mike, 1951-](#)

**Holdings** **Get this item**

All Favourite ACT NSW NT QLD SA TAS VIC WA Other

State	NUC	Holdings (View item in library catalogue)	Favourite	LADD	Call number	ALG	ILRS
ACT	APLS	Libraries ACT.	♥	✓	HELD	<a href="#">Info</a>	<a href="#">Info</a>
QLD	QRML	Rockhampton Regional Council Libraries: Rockhampton Regional Library.	♥		HELD	<a href="#">Info</a>	<a href="#">Info</a>

## 7.2 Options available for obtaining items

Depending on the results of your search, you will be given various options when you select **Get this item**:

- Online
- Copy
- Loan
- Buy

The blue highlighted tabs will indicate the available options for your selected item. A grey tab indicates that that option is not available for your item.

### 7.2.1 Get this item - Online

This option is only available if there are online links for this item. When you select **Get this item** the following screen will display:

**Get this item** ✕

Winton, Tim, 1960- **Cloudstreet / Tim Winton.**  
 New York : Simon & Schuster, 2002. Edition: 1st Scribner pbk. fiction ed. Description:  
 426 p. ; 21 cm. ISBN: **0743234413**

---

Available options to get this item. ⓘ

**Online** Copy Loan Buy

**Publisher description**  
<http://www.loc.gov/catdir/description/simon033/2002022376.html>

**Contributor biographical information**  
<http://www.loc.gov/catdir/bios/simon053/2002022376.html>  
<http://catdir.loc.gov/catdir/description/simon033/2002022376.html>  
<http://catdir.loc.gov/catdir/bios/simon053/2002022376.html>

Close

This screen displays any available links to the digital object and/or any online information about this item. (These links also appear on the **Full View** screen).

The screen also provides other options for obtaining this item. In this example, the highlighted tabs indicate that this item is also available to **Buy**.

Check below for details on other options.

## 7.2.2 Get this item - Copy

If your library allows **enhanced requesting** to enable users to request interlibrary loans, the following option will display:

Copy - Request a copy via your library

**Get this item** ✕

Moorehead, Alan, 1910-1983. **A late education : episodes in a life / Alan Moorehead.**  
 London : Hamilton, 1970. Description: 175 p. : ill., ports. ; 23 cm. ISBN: **0241019869**

---

Available options to get this item. ⓘ

Online **Copy** Loan Buy

Request a copy via your library

Close

The blue highlighted tabs provide access to other options for obtaining the item. The options available are: Copy and Buy. Note that this item is not available online.

The **Request a copy via your library** option generates a **Copy Request Form** so that you can place a request for a copy of the item through Interlibrary Loan.



**Note:** for members that **do not have** enhanced requesting permission the **Copy – Request a copy via Copies Direct** will be displayed under the Copy tab.

### Copy request form

You must be a member or onsite user of the National Library of Australia to request a copy with this form.

- [Privacy Statement](#)
- [Request a loan](#) instead?

\* Required fields

#### 1. Item details

Title statement: A late education [sound recording] : episodes in a life / Alan Moorehead.

Author: Moorehead, Alan, 1910-1983.

Publication details: Tenerife, Qld. : Queensland Tape Service for the Handicapped, 1989.

Item Description: 5 sound cassettes : 1 7/8 ips, 2 track, mono.

If you require a copy of part of this item please enter details here

Author of chapter/article /paper

Title of chapter/article /paper \*

Date of part published

Volume/Issue

Pages

#### 2. Fees

Select one of the options below: \*

I only want a copy of this item if it is free of charge from the supplying library. I accept that I may have to pay an administration fee at my library.

I am prepared to pay the standard copy fee of \$16.50 (GST inclusive) for 50 pages. If the fee is to be more than this, I will be contacted to give my approval.

#### 3. Declaration on use

Select one of the options below: \*

( 1 ) I will use the copy only for the purpose of research or study, will not use it for any other purpose, and declare that it has not previously been supplied by an authorised officer of the Library. I declare that I am the person whose name and address is specified below. I understand that, for unpublished material, I may need to get [permission](#) from the copyright owner before the copy can be supplied.

( 2 ) I will publish, copy, quote, perform or display the material described above. I warrant that it is out of copyright or that I have been granted [permission](#) from the copyright owner to do so.

( 3 ) I will use the material for the following purpose:

I agree to abide by these [copyright conditions](#) \*

#### 4. My details

Family name \*

Given name \*

Address 1 \*

Address 2

Suburb/Town \*

State/Territory \*  ▼

Postcode \*

Country \*

Email address

and/or Phone

Phone (Alternative)

Fax

Your National Library of Australia Library Id number (Barcode)

#### 5. Special requirements

Select Next to proceed and confirm the details you have entered on this form.



**Note:** that the request form is populated with the details of the item you want to copy.

### 7.2.3 Get this item - Loan

If your library allows enhanced requesting to enable users to request interlibrary loans, the following option will display:

Loan - Request a loan via your library

The screenshot shows a dialog box titled "Get this item" with a close button (X) in the top right corner. Below the title, the item details are listed: "Moorehead, Alan, 1910-1983. A late education : episodes in a life / Alan Moorehead. Teneriffe, Qld. : Queensland Tape Service for the Handicapped, 1989. Description: 5 sound cassettes : 1 7/8 ips, 2 track, mono." Below this, there is a section titled "Available options to get this item." with a help icon. There are four buttons: "Online", "Copy", "Loan", and "Buy". The "Loan" button is circled in red. Below these buttons, there is a button labeled "Request a loan" followed by the text "via your library". At the bottom right of the dialog box, there is a "Close" button.

The **Request a loan via your library** option generates a Loan Request Form so that you can place an Interlibrary Loan for this item. If your library uses Libraries Australia Document Delivery, the request will go straight to your Libraries Australia Document Delivery account; however if your library does not use Libraries Australia Document Delivery, the request will go to your library's ILRS email address. In each case, an interlibrary loans officer will need to action the request before it is actually sent out to other libraries.

Interlibrary loans officers can find information on how to manage Libraries Australia requests in Libraries Australia Document Delivery at: [nla.gov.au/librariesaustralia/learn/about-document-delivery-and-interlibrary-loan](http://nla.gov.au/librariesaustralia/learn/about-document-delivery-and-interlibrary-loan)

Please note that your library must contact Libraries Australia Member Services in order to turn on the enhanced requesting option. Alternatively, if your library has a designated Customer Administrator, this person may activate the option for your personal account.

When you select this option, a loan request form will display:



**Note:** for members that do not have enhanced requesting permission the **Loan – Request a loan via Copies Direct** will be displayed under the Loan tab.

### Loan request form

You must be a member or onsite user of the National Library of Australia to request a loan with this form.

- [Privacy Statement](#)
- [Request a copy](#) instead?

\* Required fields

#### 1. Item details

Title statement: A late education [sound recording] : episodes in a life / Alan Moorehead.

Author: Moorehead, Alan, 1910-1983.

Publication details: Tenerife, Qld. : Queensland Tape Service for the Handicapped, 1989.

Item Description: 5 sound cassettes : 1 7/8 ips, 2 track, mono.

#### 2. Fees

Select one of the options below. \*

I only want to borrow this item if it is free of charge from the supplying library. I accept that I may have to pay an administration fee at my library

I am prepared to pay the standard loan fee of \$16.50 (GST inclusive). If the fee is to be more than this, I will be contacted to give my approval.

#### 3. Acknowledgment of loan conditions

1. I will return the item to my library on or before the due date.  
 2. If the item is lost or damaged I agree to pay the lending library's replacement fee.

I agree to abide by these loan conditions \*

#### 4. My details

Family name \*

Given name \*

Address 1 \*

Address 2

Suburb/Town \*

State/Territory \* Please choose v

Postcode \*

Country \* Australia

Email address

and/or Phone

Phone (Alternative)

Fax

Your National Library of Australia Library Id number (Barcode)

I will collect from  branch

#### 5. Special requirements

Select Next to proceed and confirm the details you have entered on this form.



**Note:** that the request form is populated with the details of the item you want to request.

## 7.2.4 Get this item - Buy

This screen lists ways of obtaining items from online bookshops and suppliers.



**Get this item** ✕

Moorehead, Alan, 1910-1983. **A late education / Alan Moorehead.**  
 London : Granta, 2000. Description: 208p. ; 20 cm. ISBN: **1862073678** (pbk.)

Available options to get this item. ⌵

Online Copy Loan **Buy**

Bookshops that may have this item... view list in **Trove**

Buy via RightFind™

Buy a copy via Copies Direct

Close

### 7.2.5 Buy - Bookshops that may have this item – view list in Trove

This option will redirect you to the record for the selected item in Trove Discovery Service ([trove.nla.gov.au](http://trove.nla.gov.au)) where you will be able to view a listing of bookshops and other suppliers who may hold this item by navigating to **Get this edition** and selecting the **Buy** tab. There are over 50 online bookshops listed in Trove. A direct search for the item can be carried out from some of bookshops. Australian booksellers (in alphabetical order) are listed before international booksellers.

**Get this edition**

View online Borrow **Buy**

**Found at these bookshops**

Searching - please wait...

These online bookshops told us they have this item:

**Australian Online Bookshop** (Australian)  
 Books on all subjects: specialises in computer books, science fiction, fantasy and Australian books. Buy now

**HolisticPage** (Australian)  
 HolisticPage is an Australian bookshop situated in Pymble, Sydney and lists over 14 million titles across all categories of books, CDs, DVDs, MP3s and cards. We have a particular emphasis on supplying difficult source titles and personal research services. Buy now

**Amazon.com** (International)  
 Books in print as well as music, videos and DVDs. Buy now

**Other suppliers**

**National Library of Australia - Copies Direct** Order now

You also may like to try some of [these bookshops](#), which may or may not sell this item.

Using the Back button on your web browser will return you to Libraries Australia.

#### 7.2.5.1 Buy – Buy via Copies Direct

This option is only available for items held at the National Library of Australia and will only display if the item is held at the National Library. Copies Direct

is an online service that provides easy and inexpensive access to copies of articles, chapters of books, photographs, pictures, maps, manuscripts, music and sound recordings.

Select the **Copies Direct** button to go to the order form.

#### 7.2.5.2 Buy – Buy via RightFind

RightFind is an integrated solution provider of outsourced research information services to corporations, academic institutions and professionals, supporting scientific, technical and medical research. The company's services include full-service document delivery. You will need to register as a customer with RightFind to be able to buy copies from RightFind.

Click on **RightFind** to go the RightFind homepage.

#### 7.2.5.3 Buy – Buy as LADD member via RightFind

This option is only available to members who are current registered users of the Libraries Australia Document Delivery service. If you wish to be able to request items from RightFind via Libraries Australia Document Delivery, you need to be registered with the same details on both Libraries Australia Document Delivery and RightFind's system.

Your library must contact Libraries Australia Member Services in order to request registration with both LADD and RightFind to be able to request items from RightFind using this option.

Click on **RightFind** to go the RightFind homepage.

#### 7.2.5.4 Simplified copy and loan request forms for library staff

A simple copy and loan request form is accessible via the Get this item screen designed specifically for library and interlibrary loan staff. The form is easy to use and does not require the staff member to enter details such as the user barcode and name.

The interlibrary loan form for staff is mediated using Libraries Australia Document Delivery. If your library is not a member of Libraries Australia Document Delivery and you have "enhanced requesting - staff loan" turned on, the email form will go to your ILRS email.

If your library would like to have access to this simple inter-library loan form for staff they should contact Libraries Australia Member Services with the user account details.

---



## EXERCISE 7

Specify your search strategy and answers to the following:

1. Using Libraries Australia conduct a search to locate a record. Navigate to **Full View** of the record and use **Get this item** to investigate the options available to obtain various items. Remember that all options may not be available to you at your library.
  2. Find an item that is available online. Check the links on the **Get this item Online** screen.
  3. Choose any record and then select **Get this item Buy** screen. Have a look at the options available.
-

## Section 8: Advanced Search

---

**Advanced Search** allows you to conduct more complex search queries, using drop-down options. You are able to use specific indexes with grouping options; Boolean operators; Material Group Limits; holding location such as where it is held by state or by territory or in your library; publishing details etc. This is a very effective way of searching to narrow down the results and it is mostly used by the Library community and some researchers.

### Objectives

By the conclusion of this section, you should be able to:

- Select indexes using multiple drop-down menus,
  - Select a 'grouping' for your search term e.g. all of these, any of these, as a phrase, etc,
  - Combine more than one search term using Boolean operators ,
  - Select Material Group Limits as with Search,
  - Select a database to search as with Search,
  - Limit your search to year/s of publication,
  - Limit your search to items held in libraries in a state or territory of Australia, or at your own library or not in your library,
  - Limit your search to a period of time when the record was created.
-

## 8.1 Advanced Search screen

Select the Search tab on the navigational tool bar on any Libraries Australia screen and then select **Advanced** from the bar below the tab. The next time you click on **Search** you will be taken straight to the advanced search screen.

## 8.2 Using Advanced Search

### 8.2.1 Indexes in Advanced Search

You can choose from the following list of indexes from the drop-down menu:

**Indexes:** Title; Author; Subject; ISBN, ISSN, ISMN; Any Keyword; ANBD Number / OCLC Number etc.; Classification; Publisher; Series; Notes; Related Periodical; Place Published; Library NUC Symbol; Language; Content, media, carrier type.

## 8.2.2 'Groupings' in Advanced Search

The items in the grouping drop-down menu allow you to select how the term that you have entered in the search box is searched. The grouping options are:

- all of these
- any of these
- as a phrase
- starts with
- exact match (excludes nonfiling)

All of the grouping options are not all available for each index. See table below for details.

## 8.2.3 How the indexes and 'groupings' search

The table below shows which ANBD index is searched for each combination from the **Advanced Search** index menu and grouping menu.

Index on Advanced Search drop-down menu	Grouping on Advanced Search drop-down menu	ANBD Index Code	Index Name
Title*	All of these	TW	Title Keyword
	Any of these	TW	Title Keyword
	As a phrase	TW	Title Keyword
	Starts with	TW	Title
	Exact match	TX	Title Exact
Author*	All of these	NW	Name Keyword
	Any of these	NW	Name Keyword
	As a phrase	NW	Name Keyword
	Starts with	NA	Name
	Exact match	NX	Name Exact
Subject*	All of these	SW	Subject Keyword
	Any of these	SW	Subject Keyword
	As a phrase	SW	Subject Keyword
	Starts with	SU	Subject Heading
	Exact match	SX	Subject Exact

Index on Advanced Search drop-down menu	Grouping on Advanced Search drop-down menu	ANBD Index Code	Index Name
ISBN/ISSN/ISMN*	Starts with	IS	Standard Identifier
Any Keyword	All of these	AW	Any Keyword
	Any of these	AW	Any Keyword
	As a phrase	AW	Any Keyword
ANBD Number, OCLC Number, etc.	Starts with	CN	Control No.
Classification	Any of these	CL	Classification
	Starts with	CL	Classification
Publisher	All of these	PW	Publisher Name Keyword
	Any of these	PW	Publisher Name Keyword
	As a phrase	PW	Publisher Name Keyword
Series	All of these	SD	Series Keyword
	Any of these	SD	Series Keyword
	As a phrase	SD	Series Keyword
	Starts with	SE	Series
	Exact match	ST	Series Exact
Notes	All of these	NT	Note Keyword
	Any of these	NT	Note Keyword
	As a phrase	NT	Note Keyword
Related Periodical	All of these	RW	Related Periodical Keyword
	Any of these	RW	Related Periodical Keyword
	As a phrase	RW	Related Periodical Keyword

Index on Advanced Search drop-down menu	Grouping on Advanced Search drop-down menu	ANBD Index Code	Index Name
	Starts with	RW	Related Periodical Keyword
Place Published	Any of these	CTY	Country/State/Province
Library NUC Symbol	Any of these	ILL	NUC Library Symbol
	All of these	ILL	NUC Library Symbol
	Exact match	ILL	NUC Library Symbol
Language	Any of these	LAN	Language
Content, media, carrier type	All of these	TYP	RDA Type
	Any of these	TYP	RDA Type
	As a phrase	TYP	RDA Type

\*Default indexes

### 8.3 Boolean operators in Advanced Search

In **Advanced Search** you can combine search terms using the Boolean operators **AND**, **OR** and **NOT** provided in the drop-down menu on the search screen.

#### 8.3.1 AND

When searching for records that contain both search terms select the Boolean operator **AND**.

Subject = History

AND

Author = Manning Clark

Will retrieve records by the author Manning Clark and the subject History

#### 8.3.2 OR

When searching for records that contain either of the search terms select the Boolean operator **OR**.

Subject = Civil engineering

OR

Subject = Mechanical engineering



Will retrieve records about civil engineering or mechanical engineering or about both.

### 8.3.3 NOT

When searching for records that contain one search term and exclude another search term, select the Boolean operator **NOT**.

Subject = Animals

NOT

Subject = Birds

Will retrieve records about animals but not about birds.

### 8.3.4 Processing order of Boolean operators in Advanced Search

In **Advanced Search** the Boolean operators are actioned in the order they are entered:

(A operator B) operator C

where A is the term in the first search box, B is the term in the second search box and C the term in the third box etc. e.g. (A **AND** B) **OR** C.

For example you want items about African song and African dance that is (song **OR** dance) **AND** Africa

The screenshot shows the 'Advanced search' interface with the following fields and operators:

Field	Value	Operator
Subject	song	all of these
Subject	dance	all of these
Subject	africa	all of these
ISBN/ISSN/ISMN		starts with

Boolean operators are selected in the dropdowns: 'or' (circled in red) between the first two rows, and 'and' (circled in red) between the second and third rows.

When using a combination of **NOT** and **AND**, the search terms are also actioned in the way they are entered. For example, you are looking for items about African song but not African dance that is (song **NOT** dance) **AND** Africa.


The screenshot shows the 'Advanced search' interface with the following fields and operators:

Field	Value	Operator
Subject	song	all of these
Subject	dance	all of these
Subject	africa	all of these
ISBN/ISSN/ISMN		starts with

Boolean operators are selected in the dropdowns: 'not' (circled in red) between the first two rows, and 'and' (circled in red) between the second and third rows.

## 8.4 Material Group Limits

Both the **Search** and **Advanced Search** screens on Libraries Australia enable you to limit your searches to material types and/or categories of materials, by clicking in the box next to a particular category.

Limit to 				
Type	Text	Sound & Music	Visual	Accessible
<input type="checkbox"/> Australian	<input type="checkbox"/> Books	<input type="checkbox"/> Musical sound	<input type="checkbox"/> Pictures	<input type="checkbox"/> Computer files
<input type="checkbox"/> Online	<input type="checkbox"/> e-Books	<input type="checkbox"/> Non musical sound	<input type="checkbox"/> Film/Video	<input type="checkbox"/> Braille
<input type="checkbox"/> Government	<input type="checkbox"/> Journals	<input type="checkbox"/> Interviews	<input type="checkbox"/> DVD	<input type="checkbox"/> Large print
<input type="checkbox"/> Conference	<input type="checkbox"/> Newspapers	<input type="checkbox"/> Printed music	<input type="checkbox"/> Maps	<input type="checkbox"/> Talking books
<input type="checkbox"/> Held in Australia	<input type="checkbox"/> Manuscripts	<input type="checkbox"/> Talking books		
	<input type="checkbox"/> Theses			

See [Appendix 1 for details of indexes and codes used with Material Group Limits](#).

### 8.4.1 Using Material Group Limits

You can select a single limit or use more than one limit.

The **Material Group Limits** fall into two groups as shown below:

#### Group 1

Type
<input type="checkbox"/> Australian
<input type="checkbox"/> Online
<input type="checkbox"/> Government
<input type="checkbox"/> Conference
<input type="checkbox"/> Held in Australia

#### Group 2

Text	Sound & Music	Visual	Accessible
<input type="checkbox"/> Books	<input type="checkbox"/> Musical sound	<input type="checkbox"/> Pictures	<input type="checkbox"/> Computer files
<input type="checkbox"/> e-Books	<input type="checkbox"/> Non musical sound	<input type="checkbox"/> Film/Video	<input type="checkbox"/> Braille
<input type="checkbox"/> Journals	<input type="checkbox"/> Interviews	<input type="checkbox"/> DVD	<input type="checkbox"/> Large print
<input type="checkbox"/> Newspapers	<input type="checkbox"/> Printed music	<input type="checkbox"/> Maps	<input type="checkbox"/> Talking books
<input type="checkbox"/> Manuscripts	<input type="checkbox"/> Talking books		
<input type="checkbox"/> Theses			

When using more than one limit, the system applies Boolean operators as follows:

- Multiple limits from **Group 1** are combined with an **AND**  
e.g. Select limits **Australian** and **Government** - will retrieve only Australian government publications
- Multiple limits from **Group 2** are combined with an **OR**  
e.g. Select limits **Journals** and **Books** – will retrieve records of journals and records of books
- Combined selections from **Group 1** and **Group 2** are combined with an **AND**  
e.g. (Australian **AND** Government) **AND** (Books **OR** Journal) and will retrieve records of books and records of journals published by the Australian government

### 8.4.1.1 Tips when using limits

Once selected, limits remain for the session unless you change or clear them, that is when a new search is begun the limits previously selected will still be selected on the new search screen

All limits are available when searching on National Bibliographic Database (ANBD)

These limits are not all available when searching on other databases available via Libraries Australia.

See [Section 4.6 on Material Group Limits](#) for more details.

## 8.5 Advanced limits in Advanced Search

Advanced Search provides additional limits that are not available in Search. These additional limits are:

- Holdings
  - State
  - Library
- Published
- Record created

<b>Holdings</b>		<b>Published</b>
<b>State</b>	<b>Library</b>	Any year ▼
<input type="checkbox"/> Australian Capital Territory	<input checked="" type="radio"/> Any library	<b>Record created</b>
<input type="checkbox"/> New South Wales	<input type="radio"/> In my library	Any date ▼
<input type="checkbox"/> Northern Territory	<input type="radio"/> NOT in my library	
<input type="checkbox"/> Queensland		
<input type="checkbox"/> South Australia		
<input type="checkbox"/> Tasmania		
<input type="checkbox"/> Victoria		
<input type="checkbox"/> Western Australia		

### 8.5.1 Holdings

#### 8.5.1.1 State

You can restrict your search to find items held in libraries in the following states and territories.

Australian Capital Territory, New South Wales, Northern Territory, Queensland, South Australia, Tasmania, Victoria and Western Australia.



**State**

- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

Users can choose to search the holdings for multiple states by selecting one or more checkboxes.

### 8.5.1.2 Library - Any Library, In my library or NOT in my library

You can restrict your search to items held at your library by ticking the check box next to **in my library**.

If you select **In my library** and limit to a state/territory, then the search result will include items in your library and available in the state you selected.

You can restrict the search to items not held in your library by ticking the check box next to **Not in my library**.

### 8.5.2 Published

You can select any one of the following options from the drop-down menu:



**Published**

Any year

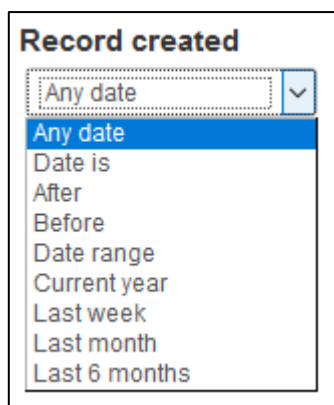
- Any year
- Year is
- After
- Before
- Year range
- Current year
- Last 2 years
- Last 5 years
- Last 10 years

Any year, Year is, After, Before, Year range, Current year, Last 2 years, Last 5 years, Last 10 years.

### 8.5.3 Record Created

You can select any one of the following options from the drop-down menu:

---



Any date, Date is, After, Before, Date Range, Current year, Last week, Last month, Last 6 months.

**Record creation** date is in the 008 MARC tag. This is the date the record was created or inserted in Libraries Australia.



**Note:** In Command search Date of entry (DEF) index is the same as Record Creation date

## 8.6 Basic search rules for Advanced Search

Many of the basic search rules that are used when searching in **Simple Search** also apply to **Advanced Search**. Before you start searching familiarise yourself with these rules and other information in this section. This will save time and achieve more reliable results.

Upper or lower case? e.g. New South Wales Parliament	It doesn't matter e.g. New South Wales Parliament OR new south wales parliament OR NEW SOUTH WALES PARLIAMENT
ISSN and ISBN e.g. 0 864 13132 1 e.g. 978 0 39304 0029 e.g. 0016-2493	Leave out spaces but can leave hyphens e.g. 08641311321 e.g. 9780393040029 e.g. 0016-2493 OR 00162493
Initial articles e.g. <b>The</b> art, <b>An</b> expedition	Leave out initial articles (except for "starts with" and "exact match" groupings) e.g. art, expedition
Initial articles – foreign languages e.g. L'oeil	Leave in initial article and apostrophe for exact match, exclude for every instance of the word 'oeil' e.g. L'oeil, oeil

Other articles, prepositions, etc e.g. Land <b>of the</b> long white cloud	Leave in when using 'as a phrase' from the pick list e.g. land of the long white cloud
Punctuation marks other than reserved characters (*, ?, #) e.g. structure, language and style: a rhetoric-handbook	Leave in or out e.g. structure language and style a rhetoric handbook
Apostrophes e.g. do's and don'ts	Leave in or out e.g. do's and don'ts OR dos and donts
Hyphens e.g. make-up	Leave in or use a space e.g. make-up OR make up
Diacritics e.g. écriture, thằng	Leave in or out e.g. ecriture, thang

## 8.7 Operands

### 8.7.1 Truncation

The \* symbol can be used immediately after a word stem or at the end of an initial in a name to retrieve words beginning with that word stem or initial.

- Danc\* – will retrieve records with the words dancing, dances, dancer, etc.
- jones c\* – will retrieve the records with the names jones charles, jones catherine, etc.



**Note:** The truncation symbol is not available when using the grouping 'as a phrase'

### 8.7.2 Wildcard

The ? symbol can be used as a wildcard to replace a character in a word. It is useful if you are not sure of the spelling of a word. This symbol only replaces one character, so you can use # more than once in a single word.

- M?cro – will retrieve macro, micro, etc.
- T??th – will retrieve tooth, teeth, etc.
- M?cro-organi?ation – will retrieve macro/micro-organisation/organization

When you use a wildcard ? each symbol replaces only one character



**Note:** The wildcard symbol is not available when using the grouping 'as a phrase'. When you use a wildcard ? each symbol replaces only one

character. This wildcard search is only supported by ANBD and OCLC Worldcat.

## 8.8 Constructing a search in Advanced Search

### 8.8.1 Using one search term



**Procedure:** How to construct a search in Advanced Search

1. Select the relevant index from the drop-down menu under Find What.
2. Enter your search term in the text box.
3. Select a grouping from the drop-down menu next to the text box.
4. Select a Material Group Limit from the **Limit to** options (optional).
5. Limit your search to the holdings of libraries in particular states/territories by selecting a state under **Holdings - State**, or limit to your library (optional).
6. Select the year/years of publication from the drop-down menu under **Published** (optional).
7. Select a period of time from the Record created drop-down menu (optional).
8. Click on the blue **Search** button at the top right or bottom left of the screen.
9. The results of your search will then display on the **Search Results** screen.

For example, you are looking for books with the phrase 'global warming' in the title, published in the last 5 years and available at your library.

**Advanced search**

Applied search limits - Limited to: Books; Published: in the last 5 years; Located: In my library Clear selected limits

---

**Find what**

Title  all of these  and  Search Reset

Author  all of these  and

Subject  all of these  and

ISBN/ISSN/ISMN  starts with

**Limit to**

<b>Type</b>	<b>Text</b>	<b>Sound &amp; Music</b>	<b>Visual</b>	<b>Accessible</b>
<input type="checkbox"/> Australian	<input checked="" type="checkbox"/> Books	<input type="checkbox"/> Musical sound	<input type="checkbox"/> Pictures	<input type="checkbox"/> Computer files
<input type="checkbox"/> Online	<input type="checkbox"/> e-Books	<input type="checkbox"/> Non musical sound	<input type="checkbox"/> Film/Video	<input type="checkbox"/> Braille
<input type="checkbox"/> Government	<input type="checkbox"/> Journals	<input type="checkbox"/> Interviews	<input type="checkbox"/> DVD	<input type="checkbox"/> Large print
<input type="checkbox"/> Conference	<input type="checkbox"/> Newspapers	<input type="checkbox"/> Printed music	<input type="checkbox"/> Maps	<input type="checkbox"/> Talking books
<input type="checkbox"/> Held in Australia	<input type="checkbox"/> Manuscripts	<input type="checkbox"/> Talking books		
	<input type="checkbox"/> Theses			

**Search in**

National Bibliographic Database (ANBD)  Library of Congress  OCLC WorldCat (including Te Puna)

Libraries Australia Authorities (Names and Subjects) More databases...

**Holdings**

State  Australian Capital Territory  New South Wales  Northern Territory  Queensland  South Australia  Tasmania  Victoria  Western Australia

Library  Any library  In my library  NOT in my library

**Published**

**Record created**

Search Reset

## 8.8.2 Combining search terms

Using **Advanced Search** you can combine more than one search term using the Boolean operators on the search screen.



**Procedure:** How to combine search terms when constructing a search

1. Select the index for your first search term from the top drop-down menu under **Find What**.
2. Enter your first **search term** in the top text box.
3. Select a **grouping** from the top drop-down menu next to the text box.
4. Select the relevant **Boolean operator** from the next drop-down box.
5. Repeat steps 1-3 in second row for your next search term.
6. Select a material group limit from the **Limit to** options (optional).
7. Limit your search to libraries in particular states/territories by selecting a state under **Holdings - State**, or limit to your library (optional).
8. Select the year/years of publication from the drop-down menu under **Published** (optional).
9. Select a period of time from the Record created drop-down menu (optional).
10. Click on the blue **Search** button at the top right or bottom left of the screen.
11. Your results of your search will then display on the **Summary Results** screen.

For example, you want to look for annual reports of the Western Australian Department of Marine and Harbors held in your library that were published in 2009. The limits that you have applied to your search will show at the top of the screen.

---



**Advanced search**

Applied search limits - Limited to: Australian, Conference, Published: in 2009, Located: In my library Clear selected limits

**Find what**

Title	annual report	as a phrase	and	
Author	marine harbors	all of these	and	
Subject		all of these	and	
ISBN/ISSN/ISMN		starts with		

**Limit to**

<p><b>Type</b></p> <input checked="" type="checkbox"/> Australian <input type="checkbox"/> Online <input type="checkbox"/> Government <input checked="" type="checkbox"/> Conference <input type="checkbox"/> Held in Australia	<p><b>Text</b></p> <input type="checkbox"/> Books <input type="checkbox"/> e-Books <input type="checkbox"/> Journals <input type="checkbox"/> Newspapers <input type="checkbox"/> Manuscripts <input type="checkbox"/> Theses	<p><b>Sound &amp; Music</b></p> <input type="checkbox"/> Musical sound <input type="checkbox"/> Non musical sound <input type="checkbox"/> Interviews <input type="checkbox"/> Printed music <input type="checkbox"/> Talking books	<p><b>Visual</b></p> <input type="checkbox"/> Pictures <input type="checkbox"/> Film/Video <input type="checkbox"/> DVD <input type="checkbox"/> Maps	<p><b>Accessible</b></p> <input type="checkbox"/> Computer files <input type="checkbox"/> Braille <input type="checkbox"/> Large print <input type="checkbox"/> Talking books
---	--	---	--	--

**Search in**

National Bibliographic Database (ANBD)  
  Library of Congress  
  OCLC WorldCat (including Te Puna)

Libraries Australia Authorities (Names and Subjects)

[More databases...](#)

**Holdings**

**State**

Australian Capital Territory  
 New South Wales  
 Northern Territory  
 Queensland  
 South Australia  
 Tasmania  
 Victoria  
 Western Australia

**Library**

Any library  
 In my library  
 NOT in my library

**Published**

Year is  2009

**Record created**

Any date

See [Section 5](#) for details on looking at your *Search Results*.



## EXERCISE 8.1

Using the Libraries Australia Training Database, the **Advanced Search** screen and any combination of search terms and indexes, answer as many of the following questions as you need to. See *Section 8* search tips for each type of *Advanced Search*.

---



**Note:** each search strategy as it appears on the search results screen. Your result sets are likely to be smaller since you are searching the training database (approximately 310,000 records). However you should practice search strategies that will produce a manageable result in the full Libraries Australia database (more than 27,000,000 records).

---

You can check the Answers section for hints and search strategies.

1. What is the title of the book about computer software written by Stephen Patton?
  2. What is the title of the book about flower language written by Jennifer Isaacs?
  3. Find items in Russian about socialism.
  4. Find items in French about geology.
  5. Find items about Buddhism published in Vietnam.
  6. Find items about art published in Germany.
  7. Find the book *Sons and lovers* by D.H. Lawrence.
  8. Find books by D.H. Lawrence other than *Sons and lovers*.
  9. Find the record of a conference on sewage disposal published in Thailand.
-

10. Find a record created in the last 6 months about cats.
  
  11. Find the record of a conference on wildlife conservation published by the Great Barrier Reef Marine Park Authority.
  
  12. Does the University of Western Australia Library (NUC symbol = WU) have any Western Australian government publications about regional planning?
  
  13. Find works published by the Northern Territory University, or is it the University of the Northern Territory?
  
  14. What is the exact title of a DVD called something about 'wildflowers' and 'floral'?
  
  15. Do any libraries in South Australia hold the journal *Better homes and gardens*?
  
  16. Do any libraries in Canberra hold the journal *Art, architecture and design*?
-

## 8.9 Some common search strategies in Advanced Search

### 8.9.1 Different Formats

There are several ways to locate material in a particular format. For RDA records you could search the content, media, carrier type using the terms listed below:

Here is the list of content, media and carrier types taken from the RDA Toolkit.

Content Types	Media Types	Carrier Types	
cartographic dataset	Audio	Audio carriers	Microscopic carriers
cartographic image	Computer	audio cartridge	microscope slide
cartographic moving image	Microform	audio cylinder	Projected image carriers
cartographic tactile image	Microscopic	audio disc	
cartographic tactile three-dimensional form	Projected	audio roll	film cartridge
cartographic three-dimensional form	Stereographic	audiocassette	film cassette
computer dataset	Unmediated	audiotape reel	film reel
computer program	Video	Computer carriers	film roll
notated movement	sound-track reel	computer card	filmstrip
notated music		computer chip cartridge	filmstrip
performed music		computer disc	filmstrip cartridge
sounds		computer disc cartridge	overhead transparency
spoken word		computer tape cartridge	slide
still image		computer tape cassette	Stereographic carriers
tactile image		computer tape reel	stereograph card
tactile notated movement		online resource	stereograph disc
tactile notated music			Unmediated carriers
tactile text			Microform carriers
		aperture card	card
		microfiche	flipchart
		microfiche cassette	object
		microfilm cartridge	roll
		microfilm cassette	sheet
		microfilm reel	volume

tactile three-dimensional form		microfilm roll	
text		microfilm slip	Video carriers
three-dimensional form		microopaque	video cartridge
three-dimensional moving image			videocassette
two-dimensional moving image			Videodisc
			videotape reel

For example to find a sound recording of a Shakespeare play:

Author = Shakespeare AND Title = sound recording

Or

Author = Shakespeare AND Content, Media, Carrier Type = audio or spoken word

DVDs are a special case, since this is an increasingly common format.

Cataloguers currently record the format in different ways, using different fields. The surest way to retrieve these items is to use the **Any Keyword** index. For RDA records you could search the content, media, carrier type using the term video.

For example, for a DVD of *Dungeons & dragons*, enter

Title = dungeons dragons (all of these) AND Any Keyword = dvd

Or

Title = dungeons dragons (all of these) AND Content, Media, Carrier Type = video

There are still so many records on our database, with **Anglo-American Cataloguing Rules (AACR2)**. These records have the Material types listed in the **General Material Designation (GMD)** field, in the title and statement of responsibility field.

For AACR2 records, the most reliable search is the (GMD) search in the title and statement of responsibility field. The GMD is searched when selecting the **Title Keyword** Index.



**Note:** for some of these formats e.g. maps, videos and pictures you can use the **Material Group Limits** on the **Simple Search** or **Advanced Search** screens.

Here is the list of GMDs taken from Anglo-American Cataloguing Rules:

activity card

microscope slide

art original

model

art reproduction	motion picture
braille	multimedia
cartographic material	music
chart	object
diorama	picture
electronic resource	realia
filmstrip	slide
flash card	sound recording
game	technical drawing
graphic	text
kit	toy
manuscript	transparency
microform	Videorecording

## 8.9.2 Government publications

A government publication is an item issued by a corporate body created or controlled by a national, state, or local government (including intergovernmental bodies), or by a subdivision of such a body.

### 8.9.2.1 Hints for government publications

Use the **Australian** and **Government** options in the Material Group Limit to search for Australian government publications. Records will be retrieved as long as the appropriate coding has been included in the catalogue record.

- When searching for a government department name, use a significant phrase from the name, especially if you are uncertain of the exact name.  
e.g. Searching for Dept of Infrastructure and Regional Development  
Name = infrastructure regional development (using 'all of these' in grouping)
- To search for annual reports, combine the term 'annual report' with the organisation name as an author search  
e.g. searching for the annual report of the Dept of Education Training and Youth Affairs  
Name = education youth training (using 'all of these' in grouping)  
AND  
Title = annual report (as a phrase)

As always, the success of this type of search strategy relies on the level and quality of cataloguing.

---

### 8.9.3 Library holdings

National Union Catalogue (NUC) symbols, or Inter Library Loan symbols, can be used in the **Library NUC Symbol** index to find particular libraries that hold an item or items. These symbols can also be truncated to find all libraries in a state or territory. For example, to search for serials with 'economics' somewhere in the title, and held in Tasmanian libraries, enter

Title = economics

AND

Library Symbol (use 'Start with' grouping) = T\*

And select the **Journals** Material Group Limit

---



## EXERCISE 8.2

The following questions are additional exercises using **Advanced Search**. Many of these questions require the use of the limits available in **Advanced Search**.

In addition to these questions, there is more searching practice in [Section 14](#).

Specify your search strategy and answers to the following:

1. Find all films or videos produced in New South Wales in the 1990s.
  2. Find works about fashion published since 1995.
  3. Find a book about community power published in 1991.
  4. Find a work by Helen Hughes published between 2000 and 2002.
  5. Find a video published by Video Arts before 1980.
  6. Find two Australian books about psychology published before 1980.
  7. Find an Australian magazine about dermatology published since 1990.
  8. Was any of Hoagy Carmichael's music published during World War II (1939-1945)?
  9. Can you find a sound recording of any book by Ruth Park located in a library in Queensland?
  10. How many serials can you find about health, medicine or nursing
-



# 9

## Section 9: Compare records and report duplicates

---

The **Compare Records** functionality enables the user to view between two and four records in one screen, and report duplicates using a pre-populated form.

### Objectives

By the conclusion of this section, you should be able to:

- Select and view records to be compared,
  - Select your preferred record and report duplicate records.
-

## 9.1 Selecting records to compare

Records can be selected from the **Search Results**, **Saved Records**, **MARC View** or **Full View** screens:

To add a record to compare, tick the box next to the record you require and repeat to select multiple records.

The number of records you have selected is shown at the top of the screen, and you can deselect all of your records by clicking on the **Deselect all records** button, and continue to select new records to compare.

Once you have selected the records you want you compare, click on the **Compare Records** button. The **Compare Records** button is disabled until at least 2 records have been selected and when more than 4 records have been selected.

The screenshot displays the National Bibliographic Database (ANBD) search results for the query: Title: cloudstreet (all of these) AND Author: tim winton (all of these). The results page shows 141 records found. At the top, a yellow banner indicates "4 records selected" and a "Deselect all records" button. Below the banner, the "Compare" button in the action menu is highlighted with a red circle. The results list shows four records, each with a checked checkbox and a red circle around the selection icon:

Record details	Holdings
<input checked="" type="checkbox"/> 1 <b>Cloudstreet / adapted by Nick Enright and Justin Monjo from the novel by Tim Winton.</b> Enright, Nick, 1950-2003, (author). RDA text, text.unsigned, volume. Sydney : Currency Press, in association with Company B Belvoir and Black Swan Theatre, 1999. Description: 122 p. ; ISBN: 0868195898 (pbk.) :	<b>82</b> including my library
<input checked="" type="checkbox"/> 2 <b>Cloudstreet / Tim Winton.</b> Winton, Tim, 1960- RDA text, volume. Melbourne : McPhee Gribble, 1991. Description: 426 pages. ISBN: 0869142240, 0869143352	<b>58</b> including my library
<input checked="" type="checkbox"/> 3 <b>Cloudstreet [videorecording].</b> Winton, Tim, 1960- [Pymont, N.S.W.] : Roadshow Entertainment [distributor], 2011. Edition: Widescreen. Description: 4 videodiscs (DVD) (ca. 302 min.) : Standard number: 9398711229195	<b>56</b>
<input checked="" type="checkbox"/> 4 <b>Cloudstreet / Tim Winton.</b> Winton, Tim, 1960- text, volume. Ringwood, Vic. : Penguin Books, 1992. Description: 426 p. ; ISBN: 0140171193 (pbk.) ; 0140273980 (pbk. : 1998 printing), 9780140273984 (pbk. : 2007 printing)	<b>43</b> including my library

## 9.2 Viewing compared records

Compare records can be viewed in either Full or MARC view, and the fields displayed will match those in the **Compare Record Full View** screen and the **Compare Record MARC View** screen.

Compare Record Full View

Compare records 4 selected MARC view				
Report duplicates				
Fields	View record 1 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record	View record 2 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record	View record 3 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record	View record 4 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record
Database	National Bibliographic Database (ANBD)	National Bibliographic Database (ANBD)	National Bibliographic Database (ANBD)	National Bibliographic Database (ANBD)
Record ID	20086591	7613486	47924285	8890956
Description conventions	rda	rda		
Author	Enright, Nick, 1950-2003, (author).	Winton, Tim, 1960-	Winton, Tim, 1960-	Winton, Tim, 1960-
Title	Cloudstreet / adapted by Nick Enright and Justin Monjo from the novel by Tim Winton.	Cloudstreet / Tim Winton.	Cloudstreet.	Cloudstreet / Tim Winton.
Also titled		Cloud Street	At head of title: Tim Winton's Cloud street [videorecording]	
Medium			[videorecording]	
Content types	test, text.	text.		text.
Carrier types	unspecified, volume.	volume.		volume.
Edition			Widescreen.	
Published (imprint)	Sydney : Currency Press, in association with Company B Belvoir and Black Swan Theatre, 1999.	Melbourne : McPhee Gribble, 1991.	[Pyrmont, N.S.W.] : Roadshow Entertainment [distributor], 2011.	Ringwood, Vic. : Penguin Books, 1992.
Published		Melbourne : McPhee Gribble, 1991.		
Description	122 p. ; 22 cm.	426 pages.	4 videodiscs (DVD) (ca. 302 min.) : sd., col. ; 4 3/4 in.	426 p. ; 20 cm.
ISBN	0868195898 (pbk.) :	0869142240 0869143352		0140171193 (pbk.) : 0140273980 (pbk. : 1998 printing) 9780140273984 (pbk. : 2007 printing)
Standard number			9398711229195	
LC number	99530966			01007119
LC call	PR8261.N75	PR9619.3		PR9619.3.W585

### Compare Record MARC View

Compare records 4 selected [Full view](#)

Report duplicates

Fields	View record 1 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record	View record 2 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record	View record 3 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record	View record 4 <input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record
Database	National Bibliographic Database (ANBD)	National Bibliographic Database (ANBD)	National Bibliographic Database (ANBD)	National Bibliographic Database (ANBD)
000	07328cam a2201525 i 4500	04999cam a22011658i 4500	06720cgm a2201345 a 4500	04324cam a2200949 a 4500
001	000020086591	000007613486	000047924285	000008890956
003	AuCNLKIN	AuCNLKIN	AuCNLKIN	AuCNLKIN
005	20180406145710.0	20161210214950.0	20171018140440.0	20160701140313.0
006			g302 e ..... vl	
007		ta	vd cvadzj	ta
008	990527s1999 xna 000 d eng d	910703s1991 vra z000 1 eng d	111024s2011 xna302 e vleng d	920320r19921991vra 000 1 eng d
010	--- \$a 99530966			--- \$a 01007119
020	--- \$a 0868195898 (pbk.) : \$c \$15.95	--- \$a 0869142240		--- \$a 0140171193 (pbk.) : \$c \$14.95
020		--- \$a 0869143352		--- \$a 0140273980 (pbk. : 1998 printing)
020				--- \$a 9780140273984 (pbk. : 2007 printing)
024			30 \$a 9398711229195	
028			42 \$a R-112291-9 \$b Roadshow	
035	--- \$a (OCoLC)43431876	--- \$a (OCoLC)220869584	--- \$a (OCoLC)758272687	--- \$a (OCoLC)27488593
040	--- \$a ANL \$b eng \$d ANL \$d NSL \$c NUN \$e rda	--- \$a VSWT \$e rda	--- \$a QMREE \$b eng \$d VDES \$d VDES	--- \$a ANB \$b eng \$c ANB \$d ANB
042	--- \$a anuc	--- \$a anuc	--- \$a anuc	--- \$a anuc
043	--- \$a u-at---		--- \$a u-at---	
050	..4 \$a PR8261.N75 \$b C56 1999	14 \$a PR9619.3 \$b .W586 C55 1991		..4 \$a PR9619.3.W585 \$b C58 1991
082	00 \$a 822/.914 \$2 21	0 \$a A823.3	04 \$a 791.4572 \$2 23	00 \$a A823.3 \$2 20
082	04 \$a A822.3 \$2 21			
099		5 \$a 10640439	5 \$a 48150618	5 \$a 45426375
099		5 \$a 54541527		
099		5 \$a 54542024		

Differences between the records are highlighted in blue. Fields that contains the same information across the records will remain with a white background.

Records can be downloaded, printed, emailed and exported.

Records can be removed and added to this table through the **Search Results**, **Saved Records**, or **MARC View** and **Full View** screens.

## 9.3 Report Duplicates

To remove the need to manually enter record duplicate information into the Libraries Australia **Report a Duplicate** form you can now select records in the compare screen and the information will populate the form with the ANBD numbers and bibliographic citation fields.

To report duplicate records:

- Select the records that you want to report as duplicates by ticking the **Report as Duplicate** tick box against the corresponding records.
- Select a preferred record by ticking the **Preferred Record** tick box of the preferred record. It is mandatory to select a preferred record so that it is populated in the **Report Duplicates** form.
- Once you have selected the duplicate records and the preferred record, click on the **Report duplicates** button.

Compare records 4 selected [Full view](#)

[Report duplicates](#)

Fields	View record 1	Actions	View record 2	Actions	View record 3	Actions	View record 4	Actions
	<input checked="" type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record		<input checked="" type="checkbox"/> Report as duplicate <input checked="" type="checkbox"/> Preferred record		<input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record		<input type="checkbox"/> Report as duplicate <input type="checkbox"/> Preferred record	
Database	National Bibliographic Database (ANBD)		National Bibliographic Database (ANBD)		National Bibliographic Database (ANBD)		National Bibliographic Database (ANBD)	
000	07328cam a2201525 i 4500		04999cam a22011658i 4500		06720cgm a2201345 a 4500		04324cam a2200949 a 4500	
001	000020086591		000007613486		000047924285		000008890956	
003	AuCNLKIN		AuCNLKIN		AuCNLKIN		AuCNLKIN	
005	20180406145710.0		20161210214950.0		20171018140440.0		20160701140313.0	
006					g302 e ____ vl			
007			ta		vd cvadzj		ta	
008	990527s1999 xna 000 d eng d		910703s1991 vra z000 1 eng d		111024s2011 xna302 e vleng d		920320r19921991vra 000.1 eng d	
010	___ \$a 99530966						___ \$a 01007119	
020	___ \$a 0868195898 (pbk.) : \$c \$15.95		___ \$a 0869142240				___ \$a 0140171193 (pbk.) : \$c \$14.95	
020			___ \$a 0869143352				___ \$a 0140273980 (pbk. : 1998 printing)	
020							___ \$a 9780140273984 (pbk. : 2007 printing)	
024					30 \$a 9398711229195			
028					42 \$a R-112291-9 \$b Roadshow			
035	___ \$a (OCoLC)43431876		___ \$a (OCoLC)220869584		___ \$a (OCoLC)758272687		___ \$a (OCoLC)27488593	
040	___ \$a ANL \$b eng \$d ANL \$d NSL \$c NUN \$e rda		___ \$a VSWT \$e rda		___ \$a QMREE \$b eng \$d VDES \$d VDES		___ \$a ANB \$b eng \$c ANB \$d ANB	
042	___ \$a anuc		___ \$a anuc		___ \$a anuc		___ \$a anuc	
043	___ \$a u-at---				___ \$a u-at---			
050	_.4 \$a PR8261.N75 \$b C56 1999		14 \$a PR9619.3 \$b W586 C55 1991				_.4 \$a PR9619.3.W585 \$b C58 1991	
082	00 \$a 822/.914 \$2 21		0_ \$a A823.3		04 \$a 791.4572 \$2 23		00 \$a A823.3 \$2 20	
082	04 \$a A822.3 \$2 21							
099			5_ \$a 10640439		5_ \$a 48150618		5_ \$a 45426375	
099			5_ \$a 54541527					

## 9.4 Report Duplicates form

After you select the records to be reported, a pre-populated Libraries Australia **Report duplicate records on the ANBD** form will display.

To report the duplicates, complete the online form and click on the Submit button.

The screenshot shows the 'Report duplicate records on the ANBD' form. At the top, there are logos for the National Library of Australia and Libraries Australia. A navigation bar includes links for 'Ask new question', 'Check existing question', and 'Home'. A note states: 'Please complete the applicable fields and Submit. Note - the ✓ symbol indicates a required field.' The main section is titled 'Report a duplicate:' and features the Libraries Australia logo and a 20-minute timer. The form contains several fields:

- Brief bibliographic citation:** Winton, Tim, 1960- Cloudstreet / Tim Winton. Melbourne : McPhee Gribble, 1991.
- Preferred ANBD number (Record ID):** 7613486
- 1st duplicate ANBD number:** 20086591
- 2nd duplicate ANBD number:** (empty)
- 3rd duplicate ANBD number:** (empty)
- Additional comments:** (empty text area)
- Do you want to include an attachment?:** [Select option] (dropdown menu)

The 'Contact details' section includes:

- Your name:** (empty)
- Email address:** (empty)
- Phone number:** (empty)
- Library/Organisation name:** Libraries Australia Member Services
- NUC Symbol (Libraries Only):** AKIN:H

At the bottom, there is a 'Please note:' section with a link to the 'Privacy Statement' and a 'Submit' button.



## EXERCISE 9

Specify your search strategy and answers to the following:

1. Conduct a simple search.
  2. Select 4 records and display them in the **Compare Records** screen.
  3. View the records in both **Full View** and **MARC View**.
  4. Select 2 records. What steps would you take to report them as duplicates?
-

# 10

## Section 10: Favourite Libraries

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The **Favourite Libraries** function is available to all users to enable them to select any number of favourite libraries to recognise:

- reciprocal libraries,
- preferred libraries or
- libraries that they are affiliated with.

Favourite libraries are set to the login so if multiple people use the same login they will have the same library's setup in their favourite libraries.

A favourite library is represented by a heart ♥ icon. A record will display a heart ♥ and a number which indicates the number of your favourite libraries that the item is held in.

### Objectives

By the conclusion of this section, you should be able to:

- recognise whether your reciprocal library holds the item,
  - identify the libraries you are affiliated with,
  - identify the preferred libraries,
  - select and deselect favourite libraries in the list,
  - narrow down the favourite libraries to the state.
-



## 10.1 How to add libraries to your list of 'favourite libraries'

The **Favourite Libraries** link will show you a list of the libraries that you currently have identified as 'favourite libraries'. This link can be found in the top right hand corner under the black box that identifies your current login - just click on the small triangle pointing down and a dropdown box will appear with Login, Logout and Favourite libraries.

The screenshot shows the National Library of Australia website. In the top right corner, a dropdown menu is open, showing 'Login', 'Logout', and 'Favourite Libraries' (highlighted with a red circle). Below this, the 'Favourite Libraries for Demonstration Signon' page is displayed, listing libraries grouped by state (ACT, NSW, QLD, VIC). Each entry includes the library name and a heart icon. Below the list is a 'Find other libraries' section with search filters for location and library type.

Move down and select '**Favourite Libraries**'. This will show you a list of libraries that have already been identified as '**Favourite Libraries**' for your library, grouped by state.

Favourite libraries are also identified on the search results list and in the holdings statements of MARC and Full view records with a heart.

The screenshot shows the National Bibliographic Database (ANBD) search results page. The search criteria are 'Library NUC symbol: ANU' and 'National Bibliographic Database (ANBD) 1,261,404'. The results are sorted by 'No. of holdings'. The first result is 'The encyclopaedia of Aboriginal Australia : Aboriginal and Torres Strait Islander history, society and culture / David Horton, general editor.' with 201 holdings. The second result is 'Why warriors lie down and die : towards an understanding of why the Aboriginal people of Arnhem Land face the greatest crisis in health and education since European contact : djambatj mala / by Richard Trudgen. Trudgen, Richard Ian, (author).' with 185 holdings. A 'Holdings' sidebar on the right shows a list of libraries and their holdings for the selected record.



**Note:** “Favourite Libraries” icon is the heart shape ♥. The number followed by the icon in the results screen indicates how many of your favourite libraries hold the listed item.

## 10.2 How to add libraries to your list of ‘favourite libraries’

There are 2 ways to add a library to your list of favourite libraries:

- **Favourite libraries** link
- **MARC view** or **Full view** of a record

### 10.2.1 Favourite libraries link

After you have clicked on the **Favourite Libraries** link, the first step to adding a new library to your list is to locate that library.

There is a section on this page called ‘Find other libraries’.

#### Find other libraries

Find  in  Keyword  Phrase  NUC

Location

Library type

You can search for the library by a keyword search, phrase or their Library NUC symbol. You can also narrow down your search by limiting your search to a particular and/or library type.



**Procedure:** How to add a library to your favourite libraries

1. Enter your chosen search term
2. Limit to a particular state and/or library type if you want
3. Click on the blue search button.

#### Find other libraries

Find  in  Keyword  Phrase  NUC

Location

Library type

Location	NUC	Library	Parent organisation	ALG	ILRS	Actions
VIC	VFED:A	♥ Art Collection.	Federation University Australia Library.	<a href="#">Info</a>	<a href="#">Info</a>	♥
	VFED:IR	♥ FedUni Research Online.	Federation University Australia Library.	<a href="#">Info</a>	<a href="#">Info</a>	♥
	VFED:G	♥ Federation University Australia - Gippsland campus library.	Federation University Australia Library.	<a href="#">Info</a>	<a href="#">Info</a>	♥
	VFED	♥ Federation University Australia Library.		<a href="#">Info</a>	<a href="#">Info</a>	♥
	VFED:HC	♥ Historical Collection.	Federation University Australia Library.	<a href="#">Info</a>	<a href="#">Info</a>	♥
	VFED:ANDS	♥ Research Data via ANDS.	Federation University Australia Library.	<a href="#">Info</a>	<a href="#">Info</a>	♥

Your search results will appear at below the search details.

- Click on the plus symbol under the **Actions** heading to the right of the library that you would like to add. The plus symbol will disappear and the greyed out heart ♥ next to the library name will become black ♥.

Location	NUC	Library	Parent organisation	ALG	ILRS	Actions
VIC	VFED:A	♥ Art Collection.	Federation University Australia Library.	<a href="#">Info</a>	<a href="#">Info</a>	+
	VFED:IR	♥ FedUni Research Online.	Federation University Australia Library.	<a href="#">Info</a>	<a href="#">Info</a>	+
	VFED:G	♥ Federation University Australia - Gippsland campus library.	Federation University Australia Library.	<a href="#">Info</a>	<a href="#">Info</a>	+
	VFED	♥ Federation University Australia Library.		<a href="#">Info</a>	<a href="#">Info</a>	+
	VFED:HC	♥ Historical Collection.	Federation University Australia Library.	<a href="#">Info</a>	<a href="#">Info</a>	+
	VFED:ANDS	♥ Research Data via ANDS.	Federation University Australia Library.	<a href="#">Info</a>	<a href="#">Info</a>	+

The library is also added to your list of favourite libraries at the top of the screen.

## 10.2.2 MARC View or Full View of a record

Another way to add a library to your list of **Favourite Libraries** is from the **MARC view** or **Full view** of a record.

At the bottom of each record the holdings details can be viewed. The libraries that are already in your listing of **Favourite Libraries** are identified with a black heart icon displayed under the 'Favourite' column.

To add one of the other libraries displayed in the holdings to your **Favourite Libraries**, click on the grey heart icon displayed for that library. The grey heart icon will change to black, indicating that this library has now been added to your list of **Favourite Libraries**. Click on the black heart icon to remove a library from your list of **Favourite Libraries**.

State	NUC	Holdings (View item in library catalogue)	Favourite	LADD	Call number	ALG	ILRS
ACT	AHC	High Court of Australia. High Court of Australia Library.	♥		held	<a href="#">Info</a>	<a href="#">Info</a>
NSW	NUNE	University of New England. Dixon Library	♥	✓	vtis086624935 363.73874/S256c	<a href="#">Info</a>	<a href="#">Info</a>
QLD	QCQU	Central Queensland University. Rockhampton Campus Library.	♥	✓	vtis000935711 Held	<a href="#">Info</a>	<a href="#">Info</a>



## 10.3 How to remove libraries from my 'Favourite Libraries'

There are 2 ways to remove a library to your list of favourite libraries:

- Favourite Libraries link
- MARC View or Full view of a record

### 10.3.1 Favourite Libraries link




To use the **Favourite Libraries** link which can be found in the top right hand corner under the black box that identifies your current login just click on the minus symbol at the end of the details for the library that you would like to remove from your list and the library will disappear from your list.

Favourite Libraries for Demonstration Signon						
All favourites <a href="#">ACT</a> <a href="#">NSW</a> <a href="#">NT</a> <a href="#">QLD</a> <a href="#">SA</a> <a href="#">TAS</a> <a href="#">VIC</a> <a href="#">WA</a> <a href="#">Other</a>						
Location	NUC	Library	Parent organisation	ALG	ILRS	Actions
ACT	ANRA	♥ APVMA Library.	Australian Pesticides and Veterinary Medicines Authority.	<a href="#">Info</a>	<a href="#">Info</a>	
	ANU	♥ Australian National University Library.	Australian National University.	<a href="#">Info</a>	<a href="#">Info</a>	
NSW	NACU:E	♥ Australian Catholic University.		<a href="#">Info</a>	<a href="#">Info</a>	
QLD	QRSL	♥ Redland Libraries.		<a href="#">Info</a>	<a href="#">Info</a>	
VIC	VFED:G	♥ Federation University Australia - Gippsland campus library.	Federation University Australia Library.	<a href="#">Info</a>	<a href="#">Info</a>	
	WVMR	♥ Whitehorse Manningham Libraries.	Whitehorse Manningham Regional Library Corporation.	<a href="#">Info</a>	<a href="#">Info</a>	

### 10.3.2 MARC View or Full View of a record

Another way to remove a library to your list of 'Favourite libraries' is from the **MARC View** or **Full view** of a record. At the bottom of each record the holdings details can be viewed. The libraries that are already in your favourites list are identified with a black heart ♥ just before the call number.

To remove one of the libraries from your favourites list click on the heart ♥ of the Library that you would like to remove, the heart ♥ will be greyed out and the library will also be removed from your list of favourite libraries.

Holdings  <a href="#">Get this item</a>						
All <a href="#">Favourite</a> <a href="#">ACT</a> <a href="#">NSW</a> <a href="#">NT</a> <a href="#">QLD</a> <a href="#">SA</a> <a href="#">TAS</a> <a href="#">VIC</a> <a href="#">WA</a> <a href="#">Other</a>						
State	NUC	Holdings (View item in library catalogue)	Favourite	LADD	Call number	ALG ILRS
ACT	AHC	High Court of Australia. High Court of Australia Library.	♥ 		held	<a href="#">Info</a> <a href="#">Info</a>
NSW	NUNE	University of New England. Dixson Library. 	♥	✓	vtls086624935 363.73874/S256c	<a href="#">Info</a> <a href="#">Info</a>
QLD	QCQU	Central Queensland University. Rockhampton Campus Library.	♥	✓	vtls000935711 Held	<a href="#">Info</a> <a href="#">Info</a>



## EXERCISE 10

Specify your search strategy and answers to the following:

1. Login to Libraries Australia Training database. Add the following NUCs to your Favourite libraries list:
    - ANL
    - APLS
    - ANU:MS
  
  2. Add all of the following names to your Favourite libraries list that you can.
    - Trangie Agricultural Research Centre Library.
    - Macquarie University Library
    - Bankstown Campus Library
    - Federation University Australia Library
    - Goulburn Ovens Institute of TAFE – Library AND La Trobe University – Shepparton Campus Library
    - Hume Libraries.
  
  3. How many of your favourite libraries hold the item with the ISBN 1865082236?
  
  4. How many of your Favourite libraries in Victoria hold the item with the ISBN 1865082236?
  
  5. How many of your Favourite libraries in New South Wales hold the item with the ISBN 1865082236?
  
  6. Which of your Favourite libraries in ACT holds the following title:  
*A case study of the 2007 Kangaroo Island bushfires*
-

# 11

## Section 11: Command Search using Query builder

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In **Command Search** you can perform more complex and specific searches than in **Search** or **Advanced Search**. All ANBD indexes are available from the drop-down menus used in the **Command Search** screen.

The Query builder feature enables you to use Command Search if you are less familiar with Solr and index code. In comparison, Command Search using Solr requires the use of Solr as well as a familiarity with the codes used in the various database indexes. See [Appendix 3 for details of Indexes and Codes](#).

### Objectives

By the conclusion of this section, you should be able to:

- Construct and run a basic command search using Query builder,
  - Construct and run a complex command search using Query builder,
  - Edit a command search Query using Query builder,
  - Use relational operators in Query builder to limit your command search to a range of dates.
-

## 11.1 Command Search screen

To go to the **Command Search** select the Command Search tab under the Search tab on the Navigational Toolbar.

As with other searches, in Command Search you can choose to search on other databases by clicking on the required database under the Search in heading.

## 11.2 Searching in Command Search using Query Builder

**Query builder** enables you to carry out a complex search by directly entering codes, search terms, and Boolean/proximity/relational operators, using the full range of search indexes. Some indexes require MARC codes in the '**Enter a search term**' text box, for these indexes the text box will change to a dropdown box of MARC terms that apply to that particular index. You can also type the code directly into the text box. A list of frequently used codes can be found in [Appendix 3](#).

Once you are familiar with the command language, it can be faster to enter all the details of a search in the blank **Solr query** text box. However, while you are learning to use Solr, **Query builder** can be used to help supply the index codes and operators.

### 11.2.1 Using Query Builder



**Procedure:** To enter a search query:

1. Select an appropriate index from the second drop-down menu.
2. Select a relational operator from the third drop-down menu (optional).
3. Type your search term in the text box containing the prompt text 'enter a search term'
4. Click the + button to add your query to the **Solr query** text box

For example, to find the title *Preserved flowers*:

The screenshot shows the 'Command search' interface. Under the 'Query builder' section, a dropdown menu is set to 'Title Exact (TX)', followed by an equals sign and another dropdown menu. The text box to the right contains 'Preserved flowers' and a plus sign button. Below this is the 'SOLR query' section, which is currently empty. At the bottom, there are buttons for 'Search', 'Reset', 'Undo', and 'Redo'.

To see the results of your search, click on the **Search** button. Your results will be displayed on the Search results screen.

If you wish to compile a more complex query by adding search terms, first enter your first search term as described above. Then select an appropriate Boolean operator from the first drop-down menu. Another search term can then be added following steps 1 to 4 above.

The **Undo** and **Redo** buttons located at the bottom of the screen can be used to remove or re-add items from the search query. The **Reset** button will clear the entire query.



**Note:** A maximum of 1,024 characters can be used when constructing your searches in Command Search.

### 11.3 Example of a Command Search Using More than One Search Term

To search for printed music for the song Sweet dreams, you want to combine a **Title Keyword** search with the MARC code 'c' (printed music) in **Material Type**.

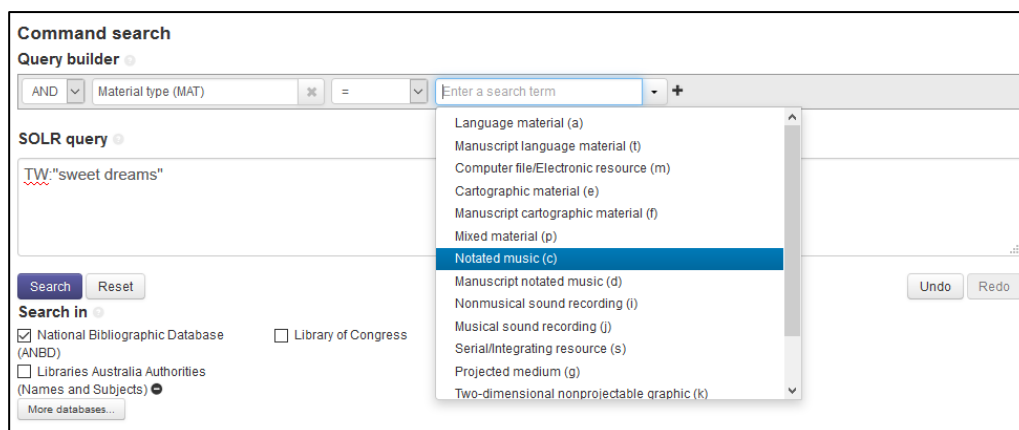
1. Select **Title Keyword (TW)** from the index drop-down menu.
2. Enter 'sweet dreams' in the text box containing the prompt text 'enter a search term'.
3. Click the + button to add your query to the **Solr query** text box.

The screenshot shows the 'Command search' interface. Under the 'Query builder' section, a dropdown menu is set to 'Title keyword (TW)', followed by an equals sign and another dropdown menu. The text box to the right contains '"sweet dreams"' and a plus sign button. Below this is the 'SOLR query' section, which is currently empty. At the bottom, there are buttons for 'Search', 'Reset', 'Undo', and 'Redo'.

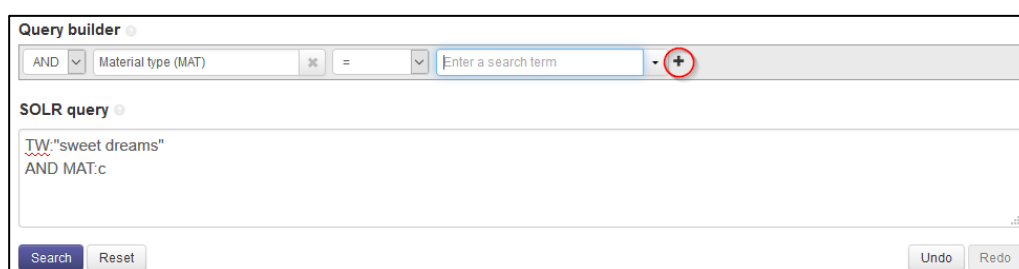
4. Check that the Boolean operator is **AND**
5. Select **Material Type(MAT)** from the index drop-down menu.
6. Enter the MARC code 'c' in the text box.

See Appendix 3 for details of Indexes and Codes.





7. Click the + button to add your query to the Solr query text box.



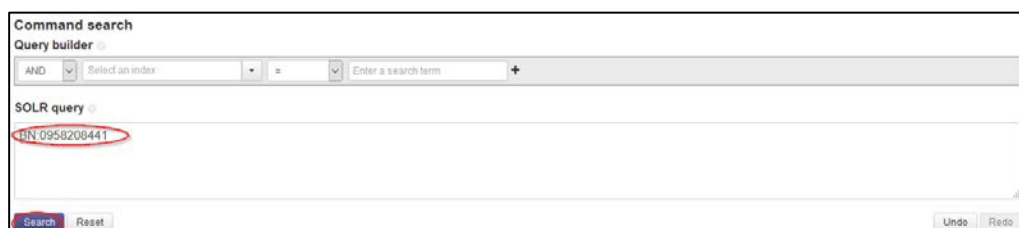
To see the results of your search, click on the **Search** button. Your results will be displayed in brief format.

## 11.4 Using Command Search for searching for Control Numbers (Identifiers)

When using Command Search to search the National Bibliographic Database (ANBD) for ISBN.

For example: ISBN 0958208441

1. Select **ISBN (BN)** from the index drop-down menu.
2. Enter '0958208441' in the text box containing the prompt text 'enter a search term'.
3. Click the + button to add your query to the Solr query text box.
4. Click on the **Search** button.



## 11.5 More complex searches in Command Search

### 11.5.1 Using truncation

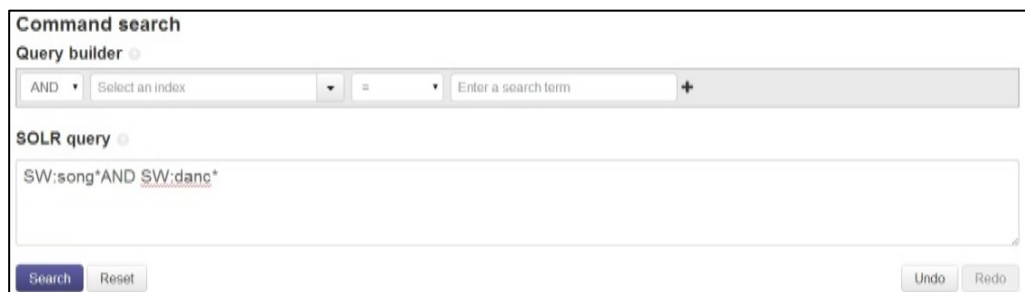
Right Truncation (\* at the end of the search term) and the wildcard (? to replace a letter within a search term) are used in the same way in **Search** as in **Advanced Search**.

When truncating a word stem (e.g. Danc\*) or an initial (e.g. jones s\*), the truncated word or initial should always appear at the end of a search line.

In **Command Search**, the end of a search line always occurs before the Boolean operator.

For example, to search for items about song(s) and danc(e, es, ing),

1. Select **Subject Keyword (SW)** from the index drop-down menu.
2. Enter 'song\*' in the text box containing the prompt text 'enter a search term'
3. Click the + button to add your query to the **Solr query** text box
4. Check that the Boolean operator is **AND**.
5. Repeat **Subject Keyword (SW)** in the index box.
6. Enter 'danc\*' in the text box containing the prompt text 'enter a search term'
7. Click the + button to add your query to the **Solr query** text box
8. Click on the **Search** button.



## 11.6 Editing a query

The search above retrieves a large number of hits. To limit this search to items published in Australia use the Australian Content Indicator. Edit the previous query as follows:

1. Change the Boolean operator to **AND**.
2. Select **Australian Content Ind. (ACI)** from the index drop-down menu.
3. Enter 'anuc' in the text box containing the prompt text 'enter a search term', or select 'Australian content (anuc)' from the drop-down menu.
4. Click the + button to add your query to the Solr query text box.
5. Click on the **Search** button.

## 11.7 Nesting

When queries involve phrases containing Boolean operators (AND, OR, NOT), the phrase must be enclosed in brackets.

For example, you are looking for items on African songs or dances. First enter 'song OR dance' as a phrase by placing round brackets around these terms (nesting) and then add the term AND 'Africa'. The search terms can enter the search terms in any order and the search engine will still process the OR combination first.

1. Select **Subject Keyword** from the index drop-down menu.
2. Enter 'africa\*' in the text box containing the prompt text 'enter a search term'.
3. Click the + button to add your query to the **Solr query** text box.
4. Leave the Boolean operator as **AND**.
5. Select **Subject Keyword** in the index box.
6. Enter 'song\*' in the text box containing the prompt text 'enter a search term'.
7. Click the + button to add your query to the **Solr query** text box.
8. Change the Boolean operator to **OR**.
9. Select **Subject Keyword** in the index box.
10. Enter 'danc\*' in the text box containing the prompt text 'enter a search term'.
11. Click the + button to add your query to the **Solr query** text box.

12. In the **Solr query** box add the round brackets '(') around the last 2 search terms (see screen shot below).
13. Click on the **Search** button.



**Note: Query builder** supplies colon signs between the index and the search term. You do not need to enter them yourself.

## 11.8 Using Relational operators and Range searches in Command Search

Relational operator and range searches allow you to limit your search to a range of dates. When searching on dates using **Command Search** in Libraries Australia enter YYYY MM DD. The relational operators and range searches are:

:	equal to	DAT:2013	published in 2013
TO		DAT:[2013 TO 2014]	published in 2013 to 2014
	< less than	DAT:{* TO 2013}	published before 2013
	<= less than or equal to	DAT:[* TO 2013]	published up to and including 2013
	> greater than	DAT:[2013 TO *]	published after 2013
	>= greater than or equal to	DAT:[2013 TO *]	published in 2013 and onwards
	NOT DAT = not this date	NOT DAT:2013	not published in 2013
	starts with	\uFFFFD<search term>	e.g. TW:"\uFFFFD Dogs"



**Note: Query builder** supplies correct bracket type depending on the relational operator selected in the third dropdown box (square brackets '[' ]' indicate to include the search term in the query and the curly brackets '{ }' indicate to exclude the search term).

In **Command Search Query builder**, the relational operators are chosen from the third drop-down menu.

For example, to search for items about Canberra published before 1945:

1. Select **Subject Keyword (SW)** from the index drop-down menu.
2. Enter 'canberra' in the text box containing the prompt text 'enter a search term'.
3. Click the + button to add your query to the **Solr query** text box.
4. Leave the Boolean operator as **AND**.
5. Select **Date of Publication (DAT)** in the index box.
6. Select '<' from the relational operator drop-down menu.
7. Enter '1945' in the text box.
8. Click the + button to add your query to the **Solr query** text box.
9. Click on the **Search** button.

The screenshot shows the 'Command search' interface with the 'Query builder' section. The 'Query builder' section has a dropdown menu set to 'AND', a dropdown menu for 'Select an index', a dropdown menu for '<', and a text box containing 'Enter a search term'. The 'SOLR query' section contains the text 'SW:Canberra AND DAT:{\* TO "1945"}'. At the bottom, there are buttons for 'Search', 'Reset', 'Undo', and 'Redo'.

## 11.9 Serial frequency

When you search for serials, you can limit your search result by specifying the frequency of the serial.

For example, to search for quarterly journals about management:

1. Select **Subject Keyword(SW)** from the index drop-down box.
2. Enter 'management' in the text box containing the prompt text 'enter a search term'.
3. Click the + button to add your query to the **Solr query** text box
4. Leave the Boolean operator as **AND**.
5. Select **Serial Frequency (SEF)** in the index box.
6. Enter 'q' in the text box.
7. Click the + button to add your query to the **Solr query** text box.
8. Click on the **Search** button.

The screenshot shows the 'Command search' interface with the 'Query builder' section. The 'Query builder' section has a dropdown menu set to 'AND', a dropdown menu for 'SE: Frequency (SEF)', a dropdown menu for '=', and a text box containing 'Enter a search term'. The 'SOLR query' section contains the text 'SW:{\* TO "management"} AND SEF:q'. At the bottom, there are buttons for 'Search', 'Reset', 'Undo', and 'Redo'.

If you specify the Serial Frequency (SEF), you do not also need to include Bibliographic Level (BIB) 's' to indicate a serial i.e. 'BIB:s', as this is already indicated through the use of Serial Frequency (SEF).

---

### 11.10 Other useful MARC codes

There are other useful codes you can use to limit your search, particularly in the 008 field for books. Many codes are listed in [Appendix 3](#). For a complete list, consult the printed MARC 21 format for bibliographic data, or go to [www.loc.gov/marc/marcdocz.html](http://www.loc.gov/marc/marcdocz.html)

To specify that a monograph is fiction or non-fiction use the code for BK: Literary Form: (BKL)

- 0 Not fiction
- 1 Fiction

To limit a result to books written for juveniles or preschoolers use the code for BK: Target Audience: (BKA)

- a Preschool
- j Juvenile

To search for particular types of illustrations use the codes for BK: Illustration Type: (BKI)

- a Illustrations
- b Maps
- c Portraits
- o Photographs

To identify biographical works use the codes for BK: Biography: (BKB)

- a Autobiography
- b Individual Biography
- c Collective biography
- d Contains biographical information

#### Examples

To search for juvenile fiction about war, enter

```
subject keyword (SW) : war*
AND
Target Audience (BKA) : j
AND
Literary Form (BKL) : 1
```

---

To search for autobiographies of aviators, enter

subject keyword (SW) : aviation

AND

Biography (BKB) : a

To search for portraits of sports people, enter

subject keyword (SW) : sport\*

AND

Book Illustration Type (BKI) : c



## EXERCISE 11

Specify your search strategy and answers to the following:

Use **Command Search** and **Query builder** to find the following:

1. Find a video recording of the title *Blue's clues*.
  2. What did the National Association for the Education of Young Children publish in the 1960s?
  3. In one search, find the following ANBD numbers: 7350631, 15060172, 1897497.
  4. Find an English translation of the novel *La peste* by Albert Camus. What is the English title?
  5. Search for records about the presidents of the United States. Narrow your search to the records that include John F. Kennedy. Look at one of the records to identify the heading for JFK.
  6. How many musical sound recordings published in 2000 can you find?
  7. Find records for all the works about water. Limit the set to Australian material. Limit the set again to video recordings only.
  8. Find records for weekly newspapers published in Queensland with the word 'news' in the title.
  9. Find maps in the International chart series produced by the Royal Australian Navy.
-



10. Find the record with the music publisher number 27360 and published in the 1920s.  
What is the title?
  
  11. Find a sound recording of NSW Premier Bob Carr talking about his life.
  
  12. Find stories of the Berenstain Bears in an electronic format.
  
  13. What did the National Geographic Society publish in 1982?
  
  14. Find the braille version of *Zen and the art of motorcycle maintenance*.
  
  15. Find the large print edition of *Crooked house*. Which libraries hold it?
-

# 12

## Section 12: Command Search using Solr

---

To construct a search in **Command Search** without using the Query builder, you can input the query directly into the Solr query input box. This requires some basic familiarity with both Solr commands and index codes.

### Objectives

By the conclusion of this section, you should be able to:

- Understand basic Solr commands and index codes,
  - Construct and run a Solr command search.
-

## 12.1 Using Solr query

### 12.1.1 Basic rules for using Solr query

Index codes	Enter in upper case e.g. TX Title exact TW Title keyword NA Personal name  See <i>Appendix 3</i> for details of <i>Indexes and Codes</i> .
Boolean operators	Type in upper case – AND, OR, NOT (AND can also be represented using '&&') (OR can also be represented using '  ') (NOT can also be represented by prefixing the search term with '-' ie. cat -dog)
Codes e.g. language codes	Enter in the case used in the MARC record
Search term	Enter in upper or lower case
Standard numbers e.g. ISBN	In National Bibliographic Database (ANBD) ONLY e.g. BN:054531058X OR SN:0022247X
And, or , not etc. in search term	Use double quotes around any search query that corresponds with a Boolean operator or a search index code  e.g. TX:“sons <b>and</b> lovers” TX :“to be <b>or not</b> to be”
Multiple Boolean operators	Use nesting to indicate which phrases need to be combined first  e.g. (TW:lives AND TW:achievements) NOT (TW:science OR TW:music)
Truncation	Always place the truncated word stem at the end of a search string which occurs <b>just before a Boolean operator</b>

	e.g. (TW:lives AND TW:achievements) NOT (TW:scienc* OR TW:music)
Wildcard	? can be used once or multiple times to replace a single character in Simple Search & Advanced Search e.g. TW:elephant? TW:elephant????

### 12.1.2 Adjacency operator

In **Command Search** you may also use the adjacency operator to specify adjacency of terms in any word order. The adjacency symbol and a number are placed after two terms to specify the maximum distance between the terms. The adjacency operator must only be used with keyword indexes e.g. TW.

In the example below, the system will retrieve phrases where the distance between the two terms is within 8 words of each other.

~ Adjacency Symbol (any word order)

“irish tales”~8 will retrieve

Irish folk tales

Irish tales

Irish romantic tales

AND

Tales of the Irish

Tales in Irish

Adjacency for specific word order is not supported.

### 12.1.3 Relational operator EQUALS

Symbol	Meaning	Example
:	equal to	For items published in 2013 DAT:2013

Relational operators for less than (<), greater than (>), less than or equal to (<=), greater than or equal to (>=) and not this date (NOT DAT=) are not supported. See the next section, *Section 12.1.4 on Range operators*, for this functionality.

### 12.1.4 Range operators

TO		AN:[12345 TO 12359] DAT:[2013 TO 2014]
----	--	---

	< less than	For items published before 2013 DAT:{* TO 2013}
	> greater than	For items published after 2013 DAT:[2013 TO *]
	<= less than or equal to	For items published up to and including 2013 DAT:[* TO 2013]
	>= greater than or equal to	For items published from 2013 on DAT:[2013 TO *]
	NOT DAT = not this date	For items on horses published in all years except 2013, enter TW:horses NOT DAT:2013

## 12.2 Learning Solr

If you are not familiar with Solr, you can learn Solr by noting the search string in the **Summary** box in the Search Results screen whenever you use **Advanced Search** or **Command Search**. If you have used **Query builder**, note that the colon sign (:) has been added. You need to include the : sign when you input your Solr search query.

### 12.2.1 Command Search screen

To go to the **Command Search** select the **Command Search** tab on the Navigational Toolbar on any Libraries Australia screen located under the Search tab.

As with other searches, in **Command Search** you can choose to search on other databases by clicking on the required database under the **Search in** heading.


### 12.2.2 Constructing a search in Command Search using Solr



**Procedure:** To construct a search enter your query in the **Solr query** box:

1. Enter the code for the index for the first search term
2. Add a colon sign :
3. Type the first search term
4. Type in the Boolean operator in uppercase
5. Continue adding all your search terms using steps 1-3
6. Click on the **Search** button.

For example, to retrieve titles on juvenile delinquency published in New York.

 **Note:** In **Command Search** using Solr you must insert the colon sign : between the index code and search term.



**Note:** A maximum of 1,024 characters can be used when constructing your searches in Command Search.

### 12.2.3 Nesting

To nest terms using Solr, place round parentheses around these terms.

Then you can enter the search terms in any order and the search engine will process the terms in brackets first.

For example to find items about African song or African dance:

The screenshot shows the 'Command search' interface. At the top, there is a 'Query builder' section with a dropdown menu set to 'AND', a text input field containing 'Title keyword (TW)', a close button (x), an equals sign (=), another dropdown menu, and a text input field containing 'Enter a search term' with a plus sign (+). Below this is the 'SOLR query' section, which contains a text input field with the query: `SW:africa* AND (SW:song* OR SW:danc*)`. The parentheses and the terms inside are circled in red.

Index Codes and Boolean operators must be entered in upper case.

### 12.2.4 Using double quotes

When a phrase includes AND, OR or NOT, or any of the index codes (TX, NA, etc.), you need to let the system know that the word is part of a phrase rather than a Boolean operator or code. To achieve this, use double quotes around the whole search phrase.

For example, to retrieve titles that include the terms 'Japanese gardens' or 'English gardens' or 'town and roof gardens', enter

`TW:"japanese gardens" OR TW:"english gardens" OR TW:"town and roof gardens"`

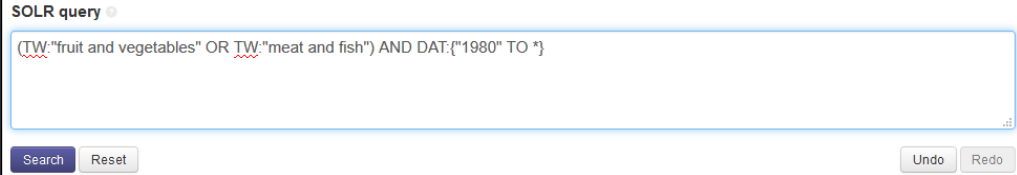
The screenshot shows the 'SOLR query' section of the interface. It contains a text input field with the query: `TW:"japanese gardens" OR TW:"english gardens" OR TW:"town AND roof gardens"`. Below the input field are buttons for 'Search', 'Reset', 'Undo', and 'Redo'.

### 12.2.5 Nesting and double quotes

More complex searches using combinations of nesting and double quotes.

For example, to retrieve titles containing 'fruit and vegetables' which do not include 'meat and fish', published after 1980, you need to

- enclose the phrases "fruit and vegetables" and "meat and fish" in double quotes
- nest the title phrases in round brackets so that they will be processed first



SOLR query

```
(TW:"fruit and vegetables" OR TW:"meat and fish") AND DAT:["1980" TO *]
```

Search Reset Undo Redo

### 12.2.6 Combining Solr and Solr query

If you start to enter a search query in Solr, and cannot remember a particular index code, you can switch to **Query builder**.



**Note:** If you switch to **Query builder** in the middle of a Solr search, do not type a Boolean operator just before selecting **Query builder**. If you do, **Query builder** will include a Boolean operator, and you will then have two Boolean operators.

---





## EXERCISE 12

Use **Command Search** and **Solr** to find the following:

Specify your search strategy and answers to the following:

1. Find video recordings of the title *Deadly Australians*.
  2. What have the Sydney Paralympic Organising Committee published since 1998?
  3. In one search, find the following ANBD numbers: 15001907, 11806422, 2273964.
  4. How many English translations of the novel *L'étranger* by Albert Camus can you find? What is the English title?
  5. Search for records about the Popish Plot of 1678. Narrow your search and find records that have as subjects the Duke of Guise and the Popish Plot.
  6. Find the musical sound recordings of *The very best of Peter Allen* published in 1982.
  7. Find records for *The longest war*. Limit the set to Australian material. Limit the set again to fiction only.
  8. Find records for weekly newspapers published in New South Wales with the word 'advertiser' in the title.
  9. Find maps in the International chart series produced by the Royal Australian Navy.
  10. Find the record with the music publisher number 70602 and published in 2001. What is the title?
-

# 13

## Section 13: Browse Terms

---

The Browse function enables you choose a database and to browse the list of headings for titles, authors or subjects. From these lists you can then select the heading to use in a search query.

This is useful when you don't know the complete name, title or subject. You could type in the first few words and you will get a "Term list" to choose your heading.

This is an effective way of finding headings.

### Objectives

By the conclusion of this section, you should be able to:

- choose different databases to browse your headings,
  - browse the index for author, subject or title to find the correct heading,
  - find the related headings from the term list,
  - click on the heading and find the number of records linked to that heading.
-

## 13.1 Browse Terms / Term list

Select the **Browse** tab on the Navigational Toolbar on any Libraries Australia screen to go to the **Browse Terms** screen.

When you select **Browse** the default database is National Bibliographic Database (ANBD). To use another databases select the radio button next to the desired database. The databases available for **Browse Terms** are:

- National Bibliographic Database (ANBD)
- Libraries Australia Authorities (Names and Subjects)
- OCLC WorldCat
- OCLC WorldCat Authorities

You can search only one database at a time.

Enter a term in the text box that says 'Browse terms starting from this point' and then select the radio button of the index you would like to browse. You can select **Author**, **Subject Heading** or **Title**. The default index is Author.

## 13.2 Tips for using Browse Terms

### 13.2.1 Author (Browses Name Exact index)

- For personal names enter the family name first e.g. Clark Mary
- For corporate names the correct form of the name must be entered e.g. for the Australian Senate enter, australia parliament senate

### 13.2.2 Subject Heading (Browses Subject Exact index)

- Useful to find a list of headings related to a search term e.g. unemployment
- Sometimes you need to know the correct form of the heading e.g. for Australian history use australia history
- Will not retrieve headings in which the search term is not at the beginning e.g. a search using unemployment will not find seasonal unemployment.

### 13.2.3 Title (Browses Title Exact index)

- Omit or include initial articles e.g. the, an, I'
- If unsure of an exact title, type in as accurately as possible and then browse the list
- If the title is long try typing the first few words

## 13.3 Searching Browse Terms

### 13.3.1 Author

For example, to browse the author index for headings that relate to the Australian National University:



#### Procedure:

1. Enter **australian national university** in the text box.
2. Select the radio button next to **Author**.
3. Click on the **Browse** button.

**Select browse**

**Choose a database**

National Bibliographic Database (ANBD)
  Libraries Australia Authorities (Names and Subjects)
  OCLC WorldCat (including Te Puna)
  OCLC WorldCat Authorities

**Browse terms**

in  Author  Subject heading  Title

The resulting **Term List** allows you to browse the various headings associated with the Australian National University.

**Term list** Author

National Bibliographic Database (ANBD) ◀ ▶

Records	Term
1,598	<a href="#">Australian National University</a>
1	<a href="#">Australian National University. (2nd : 1978 : Darwin, N.T.). North Australia Research Unit. Seminar.</a>
3	<a href="#">Australian National University. Academic Skills and Learning Centre.</a>
1	<a href="#">Australian National University. Academic Unit of General Practice and Community Health.</a>
1	<a href="#">Australian National University. Academic Unit of Psychological Medicine.</a>
1	<a href="#">Australian National University. ACT Human Rights ACT Research project</a>
30	<a href="#">Australian National University. Administration, Compliance and Governability Program</a>

You can then browse the list to find other authors relating to the Australian National University.

### 13.3.2 Subject heading

For example, to browse the subject exact index for headings that relate to unemployment:



**Procedure:** How to browse subject headings

1. Enter unemployment in the text box.
2. Select the radio button next to **Subject heading**.
3. Click on the **Browse** button.

**Select browse**

**Choose a database**

National Bibliographic Database (ANBD)
  Libraries Australia Authorities (Names and Subjects)
  OCLC WorldCat (including Te Puna)
  OCLC WorldCat Authorities

**Browse terms**

in  Author  Subject heading  Title

The result is a **Term List** of headings used in the database.

**Term list** Subject

**National Bibliographic Database (ANBD)**

Records	Term
1,372	<a href="#">Unemployment.</a>
2	<a href="#">Unemployment--1890-1900. lctgm</a>
1	<a href="#">Unemployment--1910-1920. lctgm</a>
1	<a href="#">Unemployment, 1919-1939</a>
3	<a href="#">Unemployment--1930-1940. lctgm</a>
1	<a href="#">Unemployment;a government Yogyakarta</a>
1	<a href="#">Unemployment--Afghanistan.</a>

You can then browse the list to find other subject headings relating to unemployment.

### 13.3.3 Title

For example, to browse the title exact index for a titles beginning with Proceedings of the Royal Society:



**Procedure:** How to browse titles

1. Enter proceedings of the royal society in the text box.
2. Select the radio button next to **Title**.
3. Click on the **Browse** button.

**Select browse**

**Choose a database**

National Bibliographic Database (ANBD)
  Libraries Australia Authorities (Names and Subjects)
  OCLC WorldCat (including Te Puna)
  OCLC WorldCat Authorities

**Browse terms**

in  Author  Subject heading  Title

The resulting **Term List** allows you to browse the list of titles.

Term list Title	
National Bibliographic Database (ANBD)	
Records	Term
4	<a href="#">Proceedings of the Royal Society</a>
2	<a href="#">Proceedings of the Royal Society, A</a>
1	<a href="#">Proceedings of the Royal Society, A; v. 131.</a>
2	<a href="#">Proceedings of the Royal Society B. Biological sciences.</a>
1	<a href="#">Proceedings of the Royal Society : biological sciences /</a>
2	<a href="#">Proceedings of the Royal Society. Biological Sciences. Supplement</a>
1	<a href="#">Proceedings of the Royal Society : mathematical, physical and engineering sciences</a>

You can then browse the list to find other titles relating to proceedings of the royal society.

Each screen contains 20 headings. You can view earlier or later headings in the list using the arrows at the top and bottom of the screen. The number to the left of each heading indicates the number of records attached to that heading. Click on a heading in the list to view brief records

eg: **Browse** the term “Unemployment and crime – Australia”.

Click on the heading with 20 items.

Term list Subject	
National Bibliographic Database (ANBD)	
Records	Term
20	<a href="#">Unemployment and Crime -- Australia</a>
1	<a href="#">Unemployment and crime -- Australia -- Congresses.</a>
1	<a href="#">Unemployment and crime -- Australia -- Drama.</a>
3	<a href="#">Unemployment and crime -- Australia -- Economic aspects.</a>
3	<a href="#">Unemployment and crime -- Australia -- New South Wales.</a>
1	<a href="#">Unemployment and crime -- Australia -- New South Wales -- Statistics.</a>
1	<a href="#">Unemployment and crime -- Australia -- Statistics.</a>
1	<a href="#">Unemployment and crime -- Australia -- Victoria.</a>
1	<a href="#">Unemployment and crime -- Congresses.</a>
3	<a href="#">Unemployment and crime -- Denmark.</a>
1	<a href="#">Unemployment and crime -- Denmark -- Statistics.</a>
1	<a href="#">Unemployment and crime -- Economic aspects -- Australia.</a>
2	<a href="#">Unemployment and crime -- England.</a>

Results screen displays with those 20 records.

**National Bibliographic Database (ANBD) - Results 1-20 of 20**

Your search for Subject: **Unemployment and Crime -- Australia**. (exact match); found these results: National Bibliographic Database (ANBD) 20 Edit search Save search

Per page: 10 **20** 50 100 200      Sort by: Date, latest first Go Show preview on hover

View  Save  Download  Email  Print  Export record  Compare

<input type="checkbox"/>	Record details	Holdings
<input type="checkbox"/> 1.	<a href="#">Increasing Indigenous employment rates / by Matthew Gray, Boyd Hunter and Shaun Lohcar. Gray, Matthew.</a> text.volume.[Canberra, A.C.T. Closing the Gap Clearinghouse], 2012 Description: 30 pages ; ISBN: 9781742492797 <a href="#">Click link for electronic access: http://www.aihw.gov.au/uploadedFiles/ClosingTheGap/Content/Publications/2012/ctg-ip03.pdf</a>	1
<input type="checkbox"/> 2.	<a href="#">Interactions between crime and fertility in the labour supply of Indigenous Australian women [electronic resource] / B.H. Hunter and A.E. Daly. Hunter, Boyd.</a> Canberra : Centre for Aboriginal Economic Policy Research, 2008. Description: ii, 18 p. ISBN: 0731549392 <a href="#">Publisher site; Click here for electronic access to archived site at PANDORA: http://nla.gov.au/nla.arc-10572; Click here for electronic access to document: http://www.anu.edu.au/caepr/Publications/WP/CAEPRWP40.pdf</a>	5 including my library
<input type="checkbox"/> 3.	<a href="#">Unemployment duration, schooling and property crime [electronic resource] / B. Chapman ... [et al.].</a> Canberra, A.C.T. : Australian National University, Centre for Economic Policy Research, 2002. ISBN: 0731535170 Available for downloading as a pdf file via the Economics Group, Research School of Social Sciences, Australian National University website; <a href="#">View electronic text; View electronic text (EPRINT); Archived at ANL</a>	2 including my library
<input type="checkbox"/> 4.	<a href="#">Poverty, parenting, peers and crime-prone neighbourhoods / Don Weatherburn and Bronwyn Lind. Weatherburn, Don.</a> text.sheet.Canberra : Australian Institute of Criminology, 1998. Description: 1 sheet (6 p.) : ISBN: 064224068X <a href="#">http://www.aic.gov.au/documents/6/0/A...; http://www.aic.gov.au/publications/fta...</a>	9
<input type="checkbox"/> 5.	<a href="#">Determinants of the employment status of indigenous Australians : the role of crime / Jeff Borland and Boyd Hunter. Borland, Jeff.</a> text.volume.Canberra : Australian National University, Centre for Economic Policy Research, 1997. Description: 37 p. ;	22 including my library

### 13.3.4 Editing queries

If you retrieve more than one record, you can edit search queries entered in **Browse Terms** by selecting one of the records, then clicking on the **Edit search** button on the **Search Results** screen. This will take you to the **Advanced Search** screen with the title of the record you selected in the search box. You can then edit your query or use the limit features in **Advanced Search** to refine your query.



## EXERCISE 13

Browse in the Libraries Australia training database and answer the following questions.

---



**Note:** Your result sets will be smaller since you are browsing the training database (approximately 310,000 records). However you should practice the search strategies that will produce manageable results in the full Libraries Australia database (more than 27,000,000 records).

---

Specify your search strategy and answers to the following:

1. Browse titles beginning with 'journal of health care'. Choose a title that has a record attached, and find its record. Who published it and what is the date of its first issue?
  2. Browse titles beginning with 'tax'. Choose a title that has a record attached, and find its record. When was it published and do any libraries hold it?
  3. Browse titles beginning with 'information'. Choose a title that has more than one record attached, and find the records. Are they different works or different versions of the same work?
  4. Browse for the correct form of name of Harry Butler. Find his video *In the Wild*. How many libraries hold it?
  5. Browse for the correct form of name of the Australian Bureau of Statistics. Note the form of the state and territory branches. Choose one and find its publication(s).
  6. Browse subjects beginning with 'Aboriginal'. Choose the subject that is used for 'land rights'. Find a record that uses this heading, and note other subject headings used for the same work.
  7. Browse 'national songs' as a subject. Click on the main heading that relates to Australia. On the Advanced Search screen, limit your search to printed music. Now limit your set to those published during the First World War (1914-1918).
-



# 14

## Section 14: More searching practice

---

In this section of the manual you will be able to try out the strategies you've learned in previous sections to practice using any of the interfaces available in Libraries Australia. Your result sets are likely to be smaller since you are searching the training database (approximately 310,000 records). However you should practice search strategies that will produce a manageable result in the full Libraries Australia database (more than 27,000,000 records). Later exercises require more complex search strategies.

### Objectives

By the conclusion of this section, you should be able to:

- confidently find items,
  - target your searches.
-



### EXERCISE 14.1

Specify your search strategy and answers to the following:

1. Who wrote the book *Beginner's French*?
  2. Where was the journal *Biology of the cell* published?
  3. What is the title of the book which has the ISBN 0 7248 0658 X?
  4. Which journal has the ISSN 0143-5671?
  5. Find the title of a book by Donald Denoon. Are there any co-authors?
  6. What subject headings are used to describe the book titled *Faces of culture*?
  7. Find works on the subject Australia -- Social conditions.
  8. How many newspapers can you find with 'news' in the title?
  9. Find two Australian books about whale watching published since 1990.
  10. Do any libraries in Tasmania hold the Journal of the Pan-Pacific Research Institution?
  11. Find a journal about forestry published in New South Wales.
-

12. When was the book *On-line bibliographic services* published?
  
13. Find a record that includes 'quantitative method(s)' in any field.
  
14. Where was *The international journal of Turkish studies* published?
  
15. How many DVDs of horror films can you find?



## EXERCISE 14.2

Specify your search strategy and answers to the following:

1. Find a book with 'office dictionary' somewhere in the title.
  2. How many books can you find published by Quadrangle Books?
  3. Find records of all the items about mathematical statistics.
  4. Find publications by or associated with the Augustan Reprint Society.
  5. Find a record that includes 'magnetic material(s)' in any field.
  6. Find works by W.B. Yeats. (I'm not sure of his other names).
  7. Find works in the Keep it simple series.
  8. Find all the items available online about Australian population statistics.
  9. Find publications other than videos by or associated with Granada Television.
  10. Find records of all the items about immigration published since 2000.
  11. Find records of five works about civil rights that are not Australian (Use **Command Search**).
-

12. Find a record of an item that has 'information retrieval' in any field, apart from works associated with libraries.
  
13. Find two Australian books about natural monuments published since 1990.
  
14. Find items in Chinese about gardening.
  
15. What is the title of a book about environmental protection published in Tasmania?



### EXERCISE 14.3

Specify your search strategy and answers to the following:

1. Where was *The quarterly journal of experimental psychology* published?
  2. Find records of all the items about barbecue cookery.
  3. What is the title of the book which has the ISBN 0 850 91340 3?
  4. What subject headings are used to describe the book titled *The sacred balance*?
  5. Find publications by or associated with the National Association for Girls & Women in Sport.
  6. Which journal has the ISSN 0262-4389?
  7. Who wrote the book *Don't look now*?
  8. Find the title of a book by Louise Denoon. Are there any co-authors?
  9. How many books can you find published by Moody Press?
  10. What subject headings are used to describe the book titled *Confident kids*?
  11. Find works by D. H. Lawrence.
-

12. Find all the items with a Dewey decimal classification number 370.947.

13. Find works on the subject World Politics -- Periodicals.

14. Find all the items with the Library of Congress class number L111.

15. Find works with the title *The guide*.

---



### EXERCISE 14.4

Specify your search strategy and answers to the following:

1. Find works by Han Suyin.
  2. Which journal has the ISSN 0006-971X?
  3. Where was the journal *Contemporary social science* published?
  4. What subject headings are used to describe the DVD titled *Boats on the Bay*.
  5. Find all the items with a Dewey decimal classification number 155.4.
  6. How many books can you find published by the Museum of Modern Art?
  7. What is the title of the book which has the ISBN 9781409356615?
  8. Find all the items with the Library of Congress class number HC101.
  9. Find works on the subject Nutrition -- Juvenile films.
  10. Find the title of a book by Elizabeth Hopgood. Are there any co-authors?
  11. Find works relating to African songs and dance.
-



12. Where was the journal *The children's buyer's guide* published?
  
  13. Who wrote the book *The plant selector*?
  
  14. Find publications by or associated with the Family Planning Federation of Canada.
  
  15. Find a record that includes 'electronic digital computer(s)' in any field.
-



### EXERCISE 14.5

Specify your search strategy and answers to the following:

1. Find works in the African writers series.
  2. Find the report of a committee chaired by Harold F. Heady.
  3. Find records of all the items about drug abuse.
  4. Find a record that includes 'Boolean algebra' in any field.
  5. Find works by P. G. Wodehouse.
  6. Find a book with 'a perfect cruise vacation' somewhere in the title.
  7. Find publications by or associated with the Australian Association of Women's Sport and Recreation.
  8. Locate journals published by the Australian Sports Commission.
  9. Find records of all the items about education published in Australia since 1995.
  10. How many books about sociology can you find published by university presses before 1970?
  11. Find records of all electronic items about South Australia.
-

12. Find sound recordings by Simon and Garfunkel since 1985.
  
  13. Do any libraries in Melbourne hold the journal *101 local humans*?
  
  14. Find an Australian book about peppermint oil published since 1990.
  
  15. How many newspapers can you find with 'post' in the title?
-



### EXERCISE 14.6

Specify your search strategy and answers to the following:

1. Find the newspaper *The advertiser*.
  2. Find two Australian books about hypnotism published since 1990.
  3. Find items in Afrikaans about apartheid.
  4. Find books about cookery and food other than Chinese cooking.
  5. Find a book with the words 'independent schools' and 'conference' in the title.
  6. Find books about nursing published since 2000.
  7. Find works about opera but not about the Sydney Opera House.
  8. What is the title of the book about Tolstoy written by Lance Banbury?
  9. How many Agatha Christie novels were published between 1975 and 1984?
  10. Find works about engineering but not engineering mathematics.
  11. Find an encyclopaedia of geology.
-

12. Identify all the monographs in the series Lecture notes in mathematics.
  
  13. Use **Command Search** to find the record of a conference on economics in the US.
  
  14. Find local government publications with 'community' in the title.
  
  15. Find works about Antarctica held in Tasmanian libraries.
-

## Section 15: Web Cataloguing

---

**Web Cataloguing** uses a form accessed via Libraries Australia Search, to catalogue directly onto the ANBD. You can:

- add new minimal level bibliographic records and holdings
- add, edit and delete your holdings from existing records
- import records from other databases

Web Cataloguing **does not** allow you to:

- input diacritics or special characters (i.e. it only supports the input of Latin 1 characters)
- edit or delete bibliographic records
- add, edit or delete authority records

For these tasks, you will need to use one of the other cataloguing methods (i.e. Cataloguing Client or Record Import Service).

### Objectives

By the conclusion of this section, you should be able to:

- add bibliographic records and holdings,
  - add, edit and delete holdings from existing records,
  - understand and use the web cataloguing form features,
  - add multiple fields when adding a record via the web cataloguing form,
  - import records from other database into Libraries Australia,
  - identify each field with a help menu.
-

## **15.1 Libraries Australia cataloguing standards**

Details of the Libraries Australia cataloguing standards are available here: [nla.gov.au/librariesaustralia/standards-cataloguing-anbd](http://nla.gov.au/librariesaustralia/standards-cataloguing-anbd)

The standard for descriptive cataloguing used in Libraries Australia is the Resource Description and Access (RDA) and the Library of Congress Policy Statements as well as the National Library of Australia Policy Statements. Please use these tools when determining the bibliographic content of the record.

For full descriptions of the data elements that are supported in the Web Cataloguing interface consult the MARC 21 Format for Bibliographic Data Standards <http://www.loc.gov/marc/bibliographic/ecbdhome.html>

---

## **15.2 Adding a bibliographic record using the web cataloguing form**

### **15.2.1 Inputting a new bibliographic record**

To input data in the web cataloguing form click on the Add Record tab on the Navigational Toolbar at the top of the Libraries Australia screen.

---

NATIONAL LIBRARY OF AUSTRALIA

Administration Home Help Contact us DEMONSTRATION (shared)

libraries australia search

Search Results Browse **Add Record**

### Add record

\*Required fields

Title \*

Filing 0

Edition

Publication place \*

Publisher

Publication date \*

Physical description

Standard No. ISBN

Note

Summary

Subject

Name Personal - Surname

URL http:// Index in Trove

Country - Select -

Type of material - Select -

Bibliographic level - Select -

Form of item Not applicable

Content type - Select -

Carrier type - Select -

Media type - Select -

Australian

Save record Cancel

**Quick links**  
 Australian Libraries Gateway  
 Trove



**Help**  
 Fact sheets and user guides  
 Manual (PDF)  
 Training

Privacy © National Library of Australia Version: 1.9.7

If you are unsure of what data to enter into each box click  to get help.

See [Section 15.8 for further details regarding specific MARC tag, obligation and descriptions for these \*Data Input Boxes\*](#).

When entering a new bibliographic record, it is suggested that you open a new session of Libraries Australia so that you can search the ANBD at any time. You can copy and paste text from a Libraries Australia record display, or other documents, into the web cataloguing text boxes.

If you wish to add more than one Standard Number, Note, Subject, Name, Content Type, Carrier Type, Media Type or Index in Trove field then click  (Add button). You can also click  to remove these fields.



### 15.2.1.1 Mandatory data

The Libraries Australia system does not allow a record to be saved unless all mandatory data fields have been completed. The mandatory headings on the web cataloguing form are Title, Publication Date, Publication Place, Country of Publication, Type of material, Bibliographic Level, Content Type and Carrier Type.

### 15.2.1.2 Sub fields

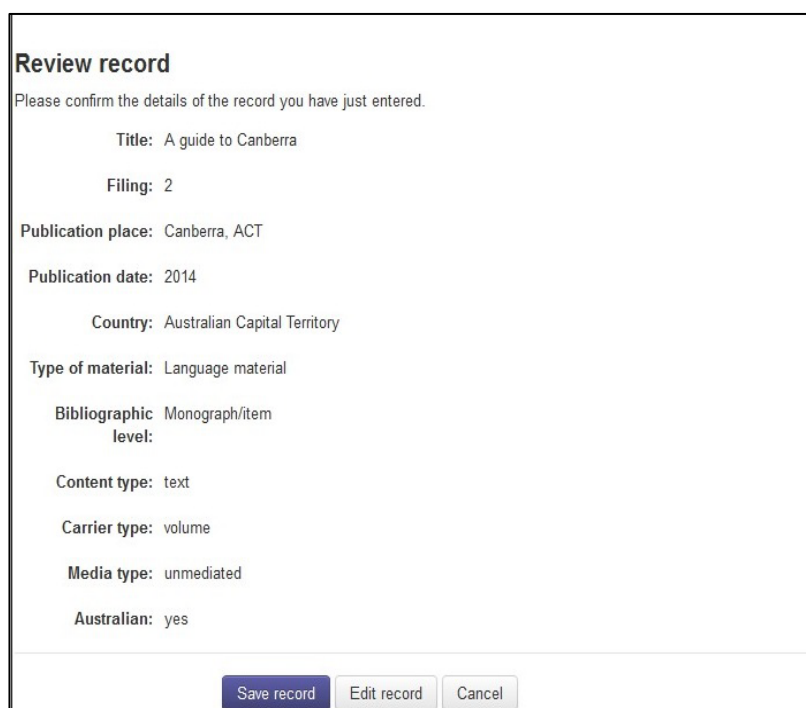
The system does not support the use of subfield codes and delimiters within an input box. Any sub field codes or delimiters that are entered on a Web Cataloguing form will be treated as text.

### 15.2.1.3 Punctuation

Where appropriate the system automatically inserts a full stop at the end of the following fields: Title, Name, Edition, Publication Date, Physical Description, Note, Summary, Subject. The system automatically inserts a comma after Publisher, and a comma or colon after Publication Place as required.

### 15.2.1.4 Saving a record

Click on the **Save record** button at the bottom of the input screen to save a record. The system will check that you have input all mandatory data elements, prompt you to edit if required, and then display the new record on the Web Cataloguing - Review screen.



**Review record**

Please confirm the details of the record you have just entered.

Title: A guide to Canberra

Filing: 2

Publication place: Canberra, ACT

Publication date: 2014

Country: Australian Capital Territory

Type of material: Language material

Bibliographic level: Monograph/item

Content type: text

Carrier type: volume

Media type: unmediated

Australian: yes

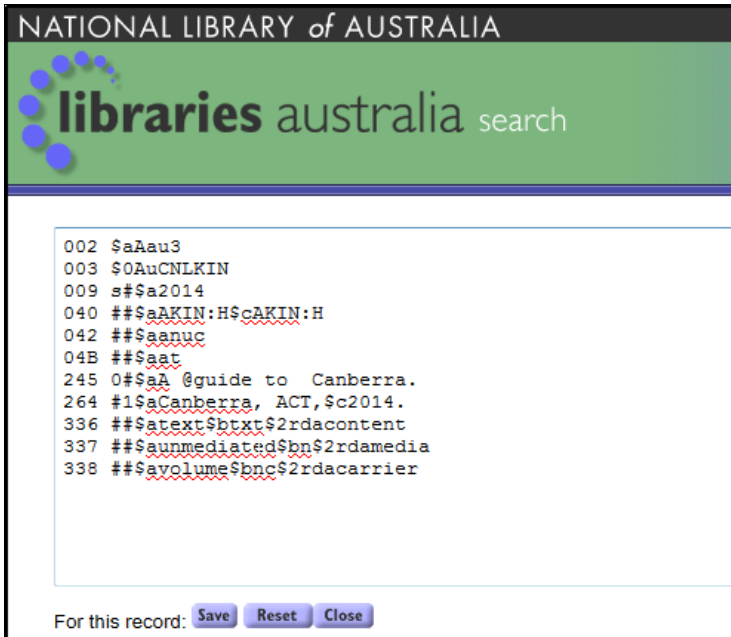
Save record Edit record Cancel

It is important to check the record. If you wish to change any data, click on the **Edit record** button to return to the **Add record** form to update the record details.

At this stage, if you are not going to proceed with the new record click on the **Cancel** button to go back to the **Search screen**.

If you are confident that the new record you have created is correct, and wish to add it to the ANBD, click on the **Save record** button. You will be taken to the next screen which displays the record with MARC codes and tag numbers.

You will be able to edit the details in this screen with indicators and subfields as you like.



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```
002 $aAau3
003 $0AuCNLKIN
009 s#$a2014
040 ##$aAKIN:H$cAKIN:H
042 ##$aanuc
04B ##$aat
245 0#$aA @guide to Canberra.
264 #1$aCanberra, ACT,$c2014.
336 ##$atext$btxt$2rdacontent
337 ##$aunmediated$bnc$2rdamedia
338 ##$avolume$bnc$2rdacarrier
```

For this record:

The codes and numbers will appear in PICA MARC format. The PICA MARC format is a version of MARC used by the Libraries Australia Cataloguing Client which has been developed by OCLC.

If you wish to add the new record to the ANBD, click on the **Save** button. You will then be taken through to the Holdings screen.



**Note:** Internet Explorer may make the Results screen a pop-up that is located behind the Review Records screen, so hidden from view. To get it to work correctly, click on Tools... Internet Options

Under "When a pop-up is encountered:", select the option 'Let Internet Explorer decide how pop-ups should open'

## 15.2.2 Holdings screen

The holdings screen will have a number at the top of the page. This number is the ANBD number, a unique number identifying this record. You can find this exact record by searching on the ANBD number using the Number index in Advanced Search. The bibliographic record you have entered will appear on the screen.

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libraries australia search

For this record: [Save](#) [Close](#)

OK--> 50124877

**Title:** A guide to Canberra.  
**Year:** 2014

**new holding**

Call no.

Local system number

Serial volume no.s  Serial dates

Completeness note  Referral note

Retention period

URI

For this record: [Save](#) [Close](#)



**Procedure:** How to add a holding

1. Click in **Call no.** field
2. Type in the call number. (In the example below the call number is (Held))
3. Click on **Save**

The following information will be displayed:

- **Inserted:** This is the date that the record was inserted.
- **Modified:** This is the date that the record was last modified.
- **Status:** This is the status of the record.

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libraries australia search

For this record: Save Close

OK

**Title:** A guide to Canberra.  
**Year:** 2014

Inserted: 09-07-14 Modified: 09-07-14 14:22:13 Status: 0076/1518:09-07-14

**holding** Delete holding

Call no. Held

Call no.

Local system number

Serial volume no.s Serial dates

Completeness note Referral note

Retention period

URI

For this record: Save Close

Other relevant fields in the holding screen are:

- **Call no:** This is the call number of the item you are cataloguing.
- **Local system no.:** If your library has a local identifying number for this item, enter it here.
- **Serial volume nos.:** This is the volume number/s if you are entering a serial/journal.
- **Serial dates:** These are the dates of the serial you are entering.
- **Completeness note:** This is the completeness note for serials (850\$h).
- **Referral note:** This is the referral note for serials (850\$k).
- **Retention period:** This is the retention and guaranteed subscription note for serials (850\$x).
- **URI:** The Uniform Resource ID field is to be used for URLs of electronic resources available only through local access. This is the 956 tag. For example, if your library only offers access to a particular electronic database for your patrons, and not all people, put the URL of this electronic resource in the URI field. The URI field will only be visible to your patrons. URLs for freely and/or widely available electronic resources should be included on the main web cataloguing form page under URL.

Once you have entered in the holdings screen information, click on the **Save** button.

Once you saved the holding details, Click on **“Close”** button. This will close the holding screen and opens up a new **“Add record”** screen.

If you are not adding any more records, click on **“Cancel”** button to go back to the search screen.

### 15.3 Importing records from an external database

You can search external databases, such as the British Library and Library of Congress catalogues, to find bibliographic records.

See [Section 3 for details on how to Select Databases](#).

Having found the bibliographic record you want, you can then import (or add) the record to the ANBD and then add your library's holdings.

When you have found the record you wish to import, go to the **Full View** or the **MARC view** of the record and click on the **Import Record** button.

The screenshot shows the 'Full view' of a record from the Library of Congress. The record details are as follows:

- Record ID:** 11344739 (Library of Congress)
- Title:** Alphabetical table of Tasmanian acts.
- Published (imprint):** [Hobart? : s.n.],
- Description:** v. ; 25 cm.
- LC call number:** LAW
- Numbering note:** Each issue cumulated retrospectively to 1826.
- Notes:** Merged in 1982 with: Subject index to the Tasmanian statutes, and: Subject index to subordinate legislation, to form: Indexes to the legislation of Tasmania. Description based on: 1826-1979; title from cover. Latest issue consulted: 1826-1980. SERBIB/SERLOC merged record
- Later title:** Merged with: [Subject index to the Tasmanian statutes 0812-308X](#)  
Merged with: [Subject index to subordinate legislation 0812-3098](#)  
Merged with: [Indexes to the legislation of Tasmania 0812-3101](#)
- Subjects:** Law -- Australia -- Tasmania -- Indexes.
- Available in other form:** Online version: [Alphabetical table of Tasmanian acts \(OCoLC\)746297384](#)

The 'Import record' button is circled in red in the original image.

You will then be taken to a form where the record data displayed with MARC codes and numbers. The codes and numbers will appear in PICA MARC format. The PICA MARC format is a version of MARC used by the Libraries Australia Cataloguing Client which has been developed by OCLC.

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```

002 $aAbx4
003 $0AuCNLKIN
008 $Cu$Du$Ji$Ls$M0$00
009 d#$a18XX$b1982
010 ##$a 88647651
035 ##$a(QCoLC)17856528
040 ##$aDLC$beng$cDLC$dOCoLC
042 ##$apcc
043 ##$au:at:tm
04A ##$aeng
04B ##$aat
050 00$aLAW
245 0#$a@Alphabetical table of Tasmanian acts.
260 ##$a[Hobart? :$b.s.n.]$eHobart, Tas. :$[T.J. Hughes, Govt. Printer]
300 ##$av. ;$c25 cm.
515 ##$aEach issue cumulated retrospectively to 1826.
580 ##$aMerged in 1982 with: Subject index to the Tasmanian statutes, and: Subject index to subordinate legislation, to form:
Indexes to the legislation of Tasmania.
588 ##$aDescription based on: 1826-1979; title from cover.
588 ##$aLatest issue consulted: 1826-1980.
650 #0$aLaw$zAustralia$zTasmania$VIndexes
776 08$Online version$tAlphabetical table of Tasmanian acts$w(OCoLC)746297384
785 17$(Subject index to the Tasmanian statutes$x0812-308X$w(DLC) 76362081$w(OCoLC)4074306
785 17$(Subject index to subordinate legislation$x0812-3098$w(DLC) 81644232$w(OCoLC)7940185
785 17$(Indexes to the legislation of Tasmania$x0812-3101$w(DLC) 88647639$w(OCoLC)15504673

```

For this record:

If you wish to add the new record to the ANBD, click on the **Save** button. You will get the ANBD number and the Holding screen as shown below.

If you click on the **Close** button, it takes you back to the screen with Full view of MARC view of the selected record.

Please follow the directions in section [15.2.2 Holding screen](#).

For this record:


OK--> 50124888

**Journal:** Alphabetical table of Tasmanian acts.  
**Year:** 18XX-1982

**new holding**

Call no.	<input type="text"/>
Local system number	<input type="text"/>
Serial volume no.s	<input type="text"/> Serial dates <input type="text"/>
Completeness note	<input type="text"/> Referral note <input type="text"/>
Retention period	<input type="text"/>
URI	<input type="text"/>

For this record:

 **Note:** When importing records from external databases, OCLC Numbers in the 035 field should be retained

For further information on importing records from external databases see:  
[nla.gov.au/librariesaustralia/importing-records-external-databases-anbd](http://nla.gov.au/librariesaustralia/importing-records-external-databases-anbd)

## 15.4 Adding your library's holdings to an existing bibliographic record

If your library holds an item that is already listed in the Australian National Bibliographic Database, you can add your library's holding details.



**Procedure:** How to add your holdings to an existing record

1. Search the ANBD and find a record that you wish to add your library's holdings to.
2. Click on the record you wish to add your holdings to. In the **Full View** or **MARC View** of the record, click on the **Edit Holdings** button.

National Bibliographic Database (ANBD) - Full view MARC view

Showing: 1 of 1

Save Download Email Print Edit holdings Export record Select Compare Check copyright status Get this item Cite this

Record ID: 80568 (National Bibliographic Database (ANBD))  
 Author: Baker, Charlotte, 1910-  
 Title: Cockleburr quarters. / Illus. by Robert Owens.  
 Published (imprint): Englewood Cliffs, N.J. : Prentice-Hall, [1972]  
 Description: 176 p. : illus. ; 20 cm.  
 ISBN: 0131394851  
 LC call number: PZ7.B1696  
 Dewey number: [Fic]  
 Summary: A black boy grows as an individual through his efforts to keep a half-blind mother dog and her eight puppies alive.  
 Subjects: Dogs -- Fiction.

Holdings

All Favourite ACT NSW NT QLD SA TAS VIC WA Other

State	NUC	Holdings (View item in library catalogue)	Favourite	LADD	Call number	ALG	ILRS
ACT	APLS	Libraries ACT.	♥	✓	JF BAK 4 copies*	Info	Info

## 15.5 Editing your library's holdings attached to an existing bibliographic record


If you wish to change your library's holdings attached to an existing bibliographic record in the Australian National Bibliographic Database, you can edit your library's holding details.



**Procedure:** How to edit your holdings

1. Search the ANBD using **Advanced Search**, and limit the results set by using the "In my library" delimiter.
2. Click on the record that you wish to edit your holdings. In the **Full view** or **MARC View** of the record, click on the **Edit Holdings** button.
3. You can see the existing holding "Held", and you will be able to edit that field or other fields on this Holding screen.
4. Click on Save to update your holdings.
5. Click on Close button.

For this record: [Save](#) [Close](#)

 **Title:** Decorated cup cakes / Frances McNaughton.  
**Author:** Frances. McNaughton  
**Year:** 2009  
**ISBN:** 978-1-8444-8519-2

Inserted: 10-07-14 Modified: 10-07-14 15:24:29 Status: 0076/1518:10-07-14

**holding** Delete holding

Call no.

Call no.

Local system number

Serial volume no.s  Serial dates

Completeness note  Referral note

Retention period

URI

For this record: [Save](#) [Close](#)

## 15.6 Deleting your library's holdings attached to an existing bibliographic record


If you wish to remove your library's holdings attached to an existing bibliographic record in the Australian National Bibliographic Database, you can delete your library's holding details.



**Procedure:** How to delete your holdings

1. Search the ANBD using **Advanced Search**, and limit the results set by using the "in my library" delimiter.
2. Click on the record that you wish to edit your holdings. In the **Full View** of the record, click on the **Edit Holdings** button.
3. In the top right hand corner of the Holdings screen, there is text saying "**Delete holding**" with a check box. Click the check box.
4. Click on the **Save** button.
5. Click on the **Close** button.

For this record: [Save](#) [Close](#)

 **Title:** Decorated cup cakes / Frances McNaughton.  
**Author:** Frances. McNaughton  
**Year:** 2009  
**ISBN:** 978-1-8444-8519-2

Inserted: 10-07-14 Modified: 10-07-14 15:24:29 Status: 0076/1518:10-07-14

**holding** Delete holding

Call no.

Call no.

Local system number

Serial volume no.s  Serial dates

Completeness note  Referral note

Retention period

URI

For this record: [Save](#) [Close](#)



## 15.7 Closing the web cataloguing form

Click on the **Close** button in the navigation bar or Close the Web Input browser window to return to Libraries Australia.



**Note:** If you click on the Close button or close the browser window before you save the record it will not be added to the ANBD and any data input using the Web Cataloguing form will not be saved.

## 15.8 Data input boxes

### 15.8.1 Australian - Australian Content Indicator

MARC tag: This is a flag within the Libraries Australia database, not a MARC 21 field.

Obligation: Required if applicable

Description: Tick the 'Australian' box for resources published in or about Australia or if it has an Australian creator.

### 15.8.2 Bib Level – Bibliographic Level

MARC tag: Leader/7

Obligation: Mandatory

Description: Select the term that best describes the bibliographic level of the resource. The Web Input interface will automatically input the appropriate MARC 21 code based on your selection:

Bibliographic Level	Code inserted in record
Collection	c
Monograph/item (default)	m
Monographic component part	a
Serial	s
Serial component part	b
Subunit	d
Integrating resource	i

### 15.8.3 Country – Country of Publication

MARC tag: 008/15-17

Obligation: Mandatory

Description: Select the place of publication of the resource. The system will insert the corresponding Country of Publication code in the record. If you do not know the place, select 'No place, unknown or undetermined'. If different places are associated with different parts of the resource, select 'Various places'.

### 15.8.4 Edition

MARC tag: 250 ## \$a

Max. Length: 500 characters

Obligation: Required if applicable

Description: The designation given to all copies of a resource that contain essentially the same content and are produced by the same entity.

Examples: 2nd edition  
Rev. 1999  
New edition

### 15.8.5 Filing indicator

MARC tag: 245 ## where the second # is the filing indicator

Obligation: Mandatory

Description: Select the number of character positions associated with a definite or indefinite article that are to be ignored in the sorting or filing of the title. If punctuation or special characters precede or follow the article these characters should also be counted in the filing indicator. If the first word of the title is not an article then retain the default filing indicator of '0'.

Examples:

Title	Filing indicator
A report	2
L'enfant	2
An example	3
The dog	4
"The cat"	5
[The bird]	5

---

### 15.8.6 Form of Item

MARC tag: 008/23 or 008/29

Obligation: Required if applicable

Description: Select the term that best describes the physical form of the resource. Unless the work is in one of the forms listed, retain the default value of 'Not applicable'. The Web Input interface will automatically input the appropriate MARC 21 code based on your selection:

Form of item	Code inserted in record
Not applicable (default)	#
Braille	f
Electronic	s
Large print	d
Microfiche	b
Microfilm	a
Microopaque	c
Regular print reproduction	r



**Note:** The Form of Item term 'Electronic' is **not** used for computer software, numeric data, computer-orientated multimedia, online systems or services, instead select 'Computer file' from the Type of Material menu.

Examples:	Item	Type of Material	Form of Item
	Electronic book or serial	Book or Serial	Electronic
	Microfiche book or serial	Book or Serial	Microfiche
	Braille book or serial	Book or Serial	Braille
	Large print book or serial	Book or Serial	Large print
	Electronic map	Printed map	Electronic
	Microfiche map	Printed map	Microfiche
	Microfiche music	Printed music	Microfiche
	Computer software	Computer file	Not Used

### 15.8.7 Holding text

If data is input in this field, the Web Input interface will automatically create a sub field 850\$a containing the union catalogue symbol (NUC) for your library.

#### Call no.

MARC tag: 850 ## \$c

Max. Length: 700 characters

Obligation: Required if applicable

Description: The call number, or other information, which describes the location of the resource in your library.

Guideline: You may include serial holding information, but do not include sub field codes or delimiters. If required by your local system, local system numbers may be included and should be enclosed in angle brackets.

Examples: 686.430 CBA <2345>  
S580.5 B748 v.1-4  
580.560 JOU Vol. 9, no. 1 (1995)-v. 14, no. 2 (2000)  
PN1992.6 .T414  
S 647.959441 B38S <A45678>

### 15.8.8 Local system no.

MARC tag: 850 ## \$b

Max. Length: 80 characters

Obligation: Required if applicable

Description: The number of the record in your local system.

Examples: A47254  
31778

### 15.8.9 Name

MARC tag:	Name	MARC tag
	Personal - Surname	700 1# \$a
	Personal - Forename	700 0# \$a
	Personal - Family name	700 3# \$a
	Corporate - Name (direct order)	710 2# \$a
	Corporate - Place or place and name	710 1# \$a
	Corporate - Surname (inverted)	710 0# \$a
	Conference or meeting - Name (direct order)	711 2# \$a

Conference or meeting - Place or place and name	711 1# \$a
Conference or meeting - Surname (inverted)	711 0# \$a

Max. Length: 500 characters

Obligation: Required if applicable

Description: The name of the person or organisation primarily responsible for the content of the resource.

Guideline: Corporate names should be listed according to a hierarchy, listing parts of the hierarchy from largest to smallest, and separated by full stops. If the hierarchy is unclear record the name as it appears.

Personal names should be listed surname or family name first, followed by forename or given name, and separated by a comma. If in doubt, record the name as it appears.

A second name may be recorded in the Other Name box.

Examples:	Personal - Surname:	Forster, Raymond R. 1922- Fielding, Henry, 1707-1754 MacDonald, Roger
	Personal - Forename:	Jerome, Saint, d. 419 or 20
	Personal - Family name:	Wentworth family
	Corporate - Name (direct order):	National Heart Foundation of Australia National Trust of Australia (New South Wales). Hunter Regional Landscape Conservation Committee
	Corporate - Place or place or name:	Australia. Parliament. House of Representatives. Committee of Privileges
	Corporate - Surname (inverted):	Newman (Jean and Dorothy) Industrial Relations Library
	Conference or meeting - Name (direct order):	National Conference on Robotics (3rd : 1990 : Melbourne, Vic.)
	Conference or meeting - Place or place and name:	Brussels. Exposition universelle et internationale, 1958
	Conference or meeting - Surname (inverted):	Smith (David Nichol) Memorial Seminar

**15.8.10 Note**

MARC tag: 500 ## \$a

Max. Length: 1024 characters

Obligation: Optional

Description: General information about the resource.

Example: Map on lining papers

**15.8.11 Other Name**

MARC tag:	Name	MARC tag
	Personal - Surname	700 1# \$a
	Personal - Forename	700 0# \$a
	Personal - Family name	700 3# \$a
	Corporate - Name (direct order)	710 2# \$a
	Corporate - Place or place and name	710 1# \$a
	Corporate - Surname (inverted)	710 0# \$a
	Conference or meeting - Name (direct order)	711 2# \$a
	Conference or meeting - Place or place and name	711 1# \$a
	Conference or meeting - Surname (inverted)	711 0# \$a

Max. Length: 500 characters

Obligation: Required if applicable

Description: The name of the person or organisation primarily responsible for the content of the resource.

Guideline: Corporate names should be listed according to a hierarchy, listing parts of the hierarchy from largest to smallest, and separated by full stops. If the hierarchy is unclear record the name as it appears.

Personal names should be listed surname or family name first, followed by forename or given name, and separated by a comma. If in doubt, record the name as it appears.

A second name may be recorded in the Other Name box.

Examples:	Personal - Surname:	Forster, Raymond R. 1922- Fielding, Henry, 1707-1754 MacDonald, Roger
	Personal - Forename:	Jerome, Saint, d. 419 or 20

Personal - Family name:	Wentworth family
Corporate - Name (direct order):	National Heart Foundation of Australia National Trust of Australia (New South Wales). Hunter Regional Landscape Conservation Committee
Corporate - Place or place or name:	Australia. Parliament. House of Representatives. Committee of Privileges
Corporate - Surname (inverted):	Newman (Jean and Dorothy) Industrial Relations Library
Conference or meeting - Name (direct order):	National Conference on Robotics (3rd : 1990 : Melbourne, Vic.)
Conference or meeting - Place or place and name:	Brussels. Exposition universelle et internationale, 1958
Conference or meeting - Surname (inverted):	Smith (David Nichol) Memorial Seminar

### 15.8.12 Physical Description (Extent)

MARC tag: 300 ## \$a

Max. Length: 500 characters

Obligation: Required if applicable

Description: The number and physical description of the items that make up the resource.

Examples: 300 pages.  
4 volumes.  
2 sound discs

### 15.8.13 Publication Place

MARC tag: 264 ## \$a

Max. Length: 400 characters

Obligation: Required if applicable

Description: The place in which the resource was produced.

Examples: Paris  
Ringwood, Vic.

### 15.8.14 Publisher

MARC tag: 264 ## \$b

Max. Length: 250 characters

Obligation: Required if applicable

Description: The name of the entity responsible for producing the resource.

Guideline: Follow the same guidelines for the form of the name as for Name. If the name of the publisher is unknown give [Publisher not identified]

Examples: Fremantle Arts Centre Press  
Penguin  
[Publisher not identified]

### 15.8.15 Publication Date

MARC tag: 264 ## \$c

Max. Length: 100 characters

Obligation: Mandatory

Description: The date the resource was created or became available in its current form.

Examples:

264\$c	008/07-10
2000	2000
2000-	2000
c1999	1999
1998?	1998
[1995 or 1996]	1995
between 1991 and 1995	1991
[199-]	199u
[199-?]	199u
[19--]	19uu
Date of publication not identified	uuuu

### 15.8.16 Standard number

Description: Select the type of standard number (ISBN, ISSN, ISMN) from the menu and type the number in the box.

### 15.8.17 ISBN

MARC tag: 020 ## \$a

---



Max. Length: 10 characters or 13 characters

Obligation: Required if available

Guideline: Input only a valid ISBN.

Example: 2442068657

### 15.8.18 ISSN

MARC tag: 022 ## \$a

Max. Length: 9 characters

Obligation: Required if available

Guideline: Input only a valid ISSN.

Example: 1066-0437

### 15.8.19 ISMN

MARC tag: 024 ## \$a

Max. Length: 10 characters

Obligation: Required if available

Guideline: Input only a valid ISMN.

Example: M571100511

### 15.8.20 Subject

MARC tag: 653 ## \$a

Max. Length: 360 characters

Obligation: Optional

Description: The subject or topic that best describes the content of the resource.

Guideline: Choose the most significant and unique words that describe the resource. The words chosen do not need to be derived from a controlled subject heading system or thesaurus. However, a heading from such a system (e.g. Library of Congress Subject Headings) may be used.

For Library of Congress Subject Headings, separate subdivisions with double hyphens.

Separate successive subject terms with a semicolon.

Examples: Orienteering--Maps  
Public relations--Study and teaching; Marketing research--  
Methodology  
Heritage; paintings; photographs; postcards

---

### 15.8.21 Summary

- MARC tag: 520 ## \$a  
Max. Length: 500 characters  
Obligation: Optional  
Description: A description of the content or purpose of the resource.  
Example: An illustrated collection of eighteenth century political verse

### 15.8.22 Title

- MARC tag: 245 ## \$a  
Max. Length: 500 characters  
Obligation: Mandatory  
Description: The name given to the resource.  
Guideline: Transcribe the Title as it appears on the resource.  
Examples: Integrating instruction in social studies: strategies, activities, projects, tools and techniques / by Imogen Forte and Sandra Schurr  
Wildflowers of the Adelaide Hills

### 15.8.23 Type of Material

- MARC tag: Leader/ 6  
Obligation: Mandatory  
Description: Select the term that best describes the content of the resource. Select 'Language material' for books, microforms and electronic resources that are basically textual. (NB. the physical form of these resources is indicated by selecting the appropriate term from the 'Form of Item' menu.) Select 'Computer file' only for computer software, numeric data, computer-orientated multimedia, online systems or services. The Web Input interface will input the appropriate MARC 21 code based on your selection:

Type of Material	Code inserted in record
Language material (default)	a
Notated music	c
Manuscript notated music	d
Cartographic material	e
Manuscript cartographic material	f
Projected medium	g
Nonmusical sound recording	i
Musical sound recording	j

---

Two-dimensional nonprojectable graphic	k
Computer file/Electronic resource	m
Kit	o
Mixed material	p
Three-dimensional artefact or naturally occurring object	r
Manuscript language material	t

### 15.8.24 URL – Uniform Resource Locator

MARC tag: 856 41 \$u

Max. Length: 500 characters

Obligation: Required if applicable

Description: The web address for the resource.

Example: <http://www.nla.gov.au>

To index this document in Trove: Select 'Yes' to include the subfield \$x searchable resource in the 856 field to enable the URL to be indexed by and searchable in Trove.

### 15.8.25 Content Type

MARC tag: 336 ## \$a

Obligation: Mandatory

Description: Select the term that best describes the form of communication in which the content of the resource is expressed.

### 15.8.26 Carrier Type

MARC tag: 338 ## \$a

Obligation: Mandatory

Description: Select the term that best describes the storage medium and housing of the content of the resource.

### 15.8.27 Media Type

MARC tag: 337 ## \$a

Obligation: Required if applicable

Description: Select the term that best describes the device required to view, play, run, etc., the content of a resource.

### 15.8.28 System generated data

Description: When a record is input the software will automatically create the following data elements.

### 15.8.29 ANBD number/Record ID

MARC tag: 001

Description: A valid ANBD number will be added to the record when it is entered on the database. You will be advised of the AND number on the Confirmation screen.

### 15.8.30 Cataloguing Source

MARC tag: 040 ## \$a

Description: Automatically set to the NUC associated with User id.

### 15.8.31 Date Entered on File

MARC tag: 005

Description: System generated in the format yyyymmdd

### 15.8.32 Date of publication code

MARC tag: 008/07-10

Description: The Date of Publication code will be automatically generated based on the data that you input in the Pub. Date box.

Examples:

Pub. Date (264\$c)	008/07-10
2000	2000
2000-	2000
c1999	1999
1998?	1998
[1995 or 1996]	1995
between 1991 and 1995	1991
[199-]	199u
[199-?]	199u
[19--]	19uu
Date of publication not identified	uuuu or 19uu

### 15.8.33 Encoding Level

MARC tag: Leader/17

Description: Automatically set to u (Unknown)

---

### **15.8.34 Descriptive Cataloguing Form**

MARC tag: Leader/18

Description: Automatically set to i (ISBD for RDA record)

### **15.8.35 Record Status**

MARC tag: Leader/05

Description: Automatically set to 'n' (new).

### **15.8.36 Transcribing Agency**

MARC tag: 040 ## \$c

Description: Automatically set to the NUC associated with Userid.

---

## Section 16: Other Databases

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In addition to the National Bibliographic Database (ANBD), Libraries Australia provides access to Libraries Australia Authorities and a number of other Australian and international databases. Some of these databases may not be available, as access is determined by individual libraries.

A number of these databases are not available in the training interface.

See [Section 3.3 for information on how to Select Databases](#) when searching in Libraries Australia.

Although most techniques for searching other databases are the same as for searching the ANBD, there are some differences. All of the **Material Group Limits** are available only on ANBD. A reduced number of **Material Group Limits** are available for OCLC WorldCat. No limits are available when searching on all the other databases.

Some databases also use a different set of search indexes. This section provides some information about each database, and highlights the main differences in search rules.

### Objectives

By the conclusion of this section, you should be able to:

- search external databases,
  - search one or more databases at the same time,
  - search Libraries Australia Authorities (Names and Subjects), OCLC WorldCat authorities databases, Library of Congress Names Authorities and Library of Congress Subjects Authorities databases,
  - search bibliographic and authorities databases at the same time,
  - save, download, email, print and save bibliographic and authority records from other databases,
  - import bibliographic records into libraries Australia from other databases,
  - select and compare records between different databases.
-

## 16.1 British Library Catalogue

The British Library Catalogue provides access to nearly 57 million items in the British Library's collection. The Integrated catalogue is now available which unites a number of previously separate catalogues so that they can be searched together in one search. The integrated catalogue includes records for manuscripts, books, serials, newspapers, sound recordings, maps, journals, conference proceedings and printed music.

### 16.1.1 Basic search rules for the British Library Catalogue

The search rules listed here are different from the rules for searching the ANBD.

Display	Results sets on the search results screen cannot be sorted Search term not highlighted in red in records on search results screen
Spelling	Supports variant spellings e.g. labour will find labor or labour

---

## 16.2 Canada Institute for Scientific and Technological Information (CISTI)

The Canada Institute for Scientific and Technological Information is one of the world's major sources for information in all areas of science, technology and medicine. Its collection is one of the largest of its kind in North America with more than 50,000 different serial titles and more than 800,000 books, conference proceedings and technical reports. CISTI specializes in the collection of conference proceedings and makes a special effort to locate and purchase this material from around the world.

When searching on the CISTI catalogue there are two types of searches available, keyword and browse.

### 16.2.1 Basic Search Rules for CISTI

The search rules listed here are different from the rules for searching the ANBD.

Display	Results sets on the search results screen cannot be sorted Search term not highlighted in red in records on search results screen
Phrase searching	A search on multiple words which are recognised as a phrase will only retrieve records containing that phrase. e.g. cathodic protection will only retrieve records containing the words cathodic protection side-by-side
Authors	Use Advanced Search and 'starts with' grouping
Subjects	Use Advanced Search and 'starts with' grouping

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Record ID (CISTI)	Cannot search on CISTI number
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### 16.3 Chinese University of Hong Kong (CUHK)

The collections of the Chinese University of Hong Kong include items in Western as well as East Asian languages. The University has been designated a depository for publications of Hong Kong. Hong Kong Government publications are issued by departments and committees of the Hong Kong Government. They provide information on a wide variety of subjects and include monthly, bi-annual and annual reports, statistical analyses, directories, ordinances and pamphlets.

#### 16.3.1 General search rules for CUHK

The search rules listed here are different from the rules for searching the ANBD.

Display	Results sets on the search results screen cannot be sorted Search term not highlighted in red in records on search results screen
Record ID (CUHK)	Cannot search on CUHK number

---

### 16.4 Hong Kong University of Science and Technology Library Catalogue

The collections of the Hong Kong University of Science and Technology Library include rare books on the history of science. It also includes many special resources relating to Hong Kong and China, including antique maps of China and reproductions of Chinese calligraphy and paintings from the Palace Museum of Taipei.

#### 16.4.1 General Search Rules for the Hong Kong University of Science and Technology Catalogue

The search rules listed here are different from the rules for searching the ANBD.

Display	Results sets on the search results screen cannot be sorted Search term not highlighted in red in records on search results screen
ISBN	Use Command Search

---

### 16.5 Library of Congress

The Library of Congress Online Catalogue contains approximately 15 million records representing books, serials, computer files, manuscripts, cartographic materials, music, sound recordings, and visual materials. As an integrated

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database, the online Catalogue includes 3.2 million catalogue records from an earlier database. These catalogue records, primarily for books and serials catalogued between 1898 and 1980, are being edited to comply with current cataloguing standards and to reflect contemporary language and usage.

### 16.5.1 General search rules for the Library of Congress Catalogue

The search rules listed here are different from the rules for searching the ANBD.

Display	Results sets on the search results screen cannot be sorted Search term not highlighted in red in records on search results screen
Control numbers e.g. ISBN, ISSN, LC control number	Use Command Search
Wildcard	Does not support ? as a wildcard to replace a character in a word



### EXERCISE 16.1

Specify your search strategy and answers to the following:

1. Find items written by Bernadette Hall.
2. Find records about the Hauraki Gulf in New Zealand.
3. Find titles that have the phrase 'Reed dictionary of' in their title.
4. Find records for the title *Trees of New Zealand* published in 2002.

## 16.6 University of Hong Kong Libraries Catalogue

As well as a general collection, the University of Hong Kong Library houses a unique collection of Hong Kong materials. The Hong Kong Collection is a unique collection of books, serials, government publications, newspaper clippings and non-print materials covering almost every aspect of Hong Kong history and life. It comprises the most comprehensive collection of materials relating to Hong Kong in the Territory. The University Libraries is designated as a depository for books and periodicals published or printed in Hong Kong. In recent years, the University Libraries has also gained depository status for a number of core international collections, and many of these are housed in the Special Collections. These include the European Documentation Centre and the World Trade Organization.

Display	Results sets cannot be sorted on search results screen Search term not highlighted in red in records on search results screen
Advanced Search	Limited indexes available in Advanced Search; Title Author Subject Any Keyword Series
Command Search	Limited indexes available
ISBN	Use Command Search with and double quotes: e.g. "0316726834"

---

## 16.7 OCLC WorldCat Database (including Te Puna)

The OCLC WorldCat database is an online union catalogue produced by OCLC (Online Computer Library Center) in Dublin, Ohio. WorldCat is the OCLC Online Union Catalogue, and contains more than 2 billion records contributed by libraries around the world, including material dating from 1000 AD. Items described include books, serials, articles/chapters, musical scores, websites, computer programs, manuscripts, sound recordings, films, slides, maps and videotapes.

---

### 16.7.1 General Search Rules for OCLC WorldCat (Z39.50)

The search rules listed here are different from the rules for searching the ANBD.

Display	Results sets on the search results screen cannot be sorted Search term not highlighted in red in records on search results screen
Spelling	Supports variant spellings e.g. labour will find labor or labour
Material type	Use the following codes when searching in Command Search: bks books ser serials vis visual materials map maps rec sound recordings sco scores com computer files mix mixed materials url Internet resources art papers/articles
Place of publication	Place of publication is taken from the text of the record, not from the MARC code in the 008 field e.g. Canberra NOT aca
ISBN, ISSN etc	Use Command Search
Library of Congress control number	Use Command Search Include leading zeroes, and omit prefixes e.g. 00058001 NOT 58001 OR sn 00058001
Music publisher number	Leave out any spaces e.g. PCC73 NOT PCC 73

## 16.8 OCLC Number index

Libraries Australia has implemented SRU Record Updating to improve rapid record sharing with WorldCat. You may now search Libraries Australia using the OCLC numbers. Instructions for searching are:

### 16.8.1 Simple Search

(OCoLC)<number> - retrieves correct record.

"(OCoLC )<number>" – retrieves correct record.

<number> without the prefix (OCoLC) – retrieves records.

OCoLC<number> - retrieves **no** records.

### **16.8.2 Advanced Search using ANBD No, OCLC No. etc index:**

Do not include prefix (OCoLC) in your search term.

### **16.8.3 Command Search:**

Do not include prefix (OCoLC) in your search term.

#### **Other control number index: worked as per OL index**

NN:"(OCoLC)102396" - retrieves correct record.

NN:"OCoLC 102396" - retrieves correct record.

NN:OCoLC102396 - retrieves **no** records.

Identifier: Standard index: worked as per OL index

IS:"(OCoLC)102396" - retrieves correct record.

IS:"OCoLC 102396" - retrieves correct record.

IS: OCoLC102396 - retrieves **no** records.

---



## EXERCISE 16.2

Specify your search strategy and answers to the following:

1. Find items written by W. John Campbell. When was he born? Compare results of the searches when you enter Campbell, W and Campbell, W. John.
  2. What is the title for the ISBN 1858287421?
  3. Find records by the Committee on Health, Education, Labor and Pensions in the United States. What is the correct heading?
  4. Find titles that contain the words 'essential' and 'Bosch'.
  5. Find works about beaches in Thailand.
-

## 16.9 Libraries Australia Authorities

Libraries Australia Authorities allows you to search on all authorised headings added to the Australian National Bibliographic Database. There are now more than 1.8 million authority records available.

When you search this database, your results will be headings rather than bibliographic records.

All the other ANBD search rules apply.

---

**EXERCISE 16.3**

Specify your search strategy and answers to the following:

1. Find the form of entry for Conrad Martens. Are there any references attached to this heading?
  2. What is the preferred entry for George Bass? Is there uncertainty about his death date?
  3. Who is Brent of Bin Bin?
  4. What is the preferred form of entry for BACT?
  5. Find the correct heading for Greenway Gallery?
  6. How should items about the Regent Theatre in Melbourne be entered?
  7. What is the related corporate name for the subject heading Parramatta Gaol?
-



## 16.10 OCLC WorldCat Authorities

This database contains authority records for names, uniform titles and series created by the Library of Congress.

As for Libraries Australia Authorities and OCLC WorldCat Authorities, when you search this database, your results will be headings rather than bibliographic records.

### 16.10.1 General Search Rules for OCLC WorldCat Authorities

The search rules listed here are different from the rules for searching the ANBD.

Searching	Use Advanced Search
Truncation	Use ? to truncate names to find the exact form in the authority file. e.g. shakespeare?
Diacritics	Do not enter any diacritics in your search statement Diacritics are not displayed in any records

---

## 16.11 Library of Congress Names (LCNH)

This database contains authority records for names created by the Library of Congress.

As for Libraries Australia Authorities and OCLC WorldCat Authorities, when you search this database, your results will be headings rather than bibliographic records.

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## 16.12 Library of Congress Subjects (LCSH)

This database contains authority records for subjects created by the Library of Congress.

As for Libraries Australia Authorities and OCLC WorldCat Authorities, when you search this database, your results will be headings rather than bibliographic records.

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## Section 17: Authorities

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Authority records are the authorised or preferred headings that keep all items by a person or organisation, or on a subject, under a standard heading. When you browse in the ANBD, you see all the headings in the database, whether or not they are the preferred headings. To find preferred headings, you need to search an authority file.

You can search for authorised name and subject headings using authority databases:

- Libraries Australia Authorities (Names and Subjects)
- OCLC WorldCat Authorities
- Library of Congress Names
- Library of Congress Subjects

### Objectives

By the conclusion of this section, you should be able to:

- Understand what an authority record is,
  - Search for authorized name and subject headings using authority databases,
  - Search for authorized name and subject headings in bibliographic records.
-

## 17.1 Libraries Australia Authorities

This database consists of authority records of the preferred headings established in the ANBD. You can also browse headings to find the correct heading before you search for bibliographic records. There are three browse buttons for **Author**, **Subject** and **Title**.

For example, suppose you want to verify the name heading for the Aboriginal poet and political activist, Oodgeroo Noonuccal, who is also known as Kath or Kathleen Walker. You may also be unsure of which name to use as well as the spelling.

### 17.1.1 To browse Libraries Australia Authorities

1. Select **Browse** from under the **Browse** tab on the Navigational Toolbar.
2. Select Libraries Australia Authorities (Names and Subjects) using the radio buttons.
3. In the **Browse terms** field enter her name with the first name truncated that is walker kath
4. Select **Author** using the radio buttons next to it.
5. Click on the **Browse** button.

The screenshot shows the 'libraries australia search' interface. At the top, there are navigation links: Administration, Home, Help, Contact us, and a user profile for 'DEMONSTRATION (shared)'. Below the navigation bar, there are buttons for 'Search', 'Results', 'Browse' (circled in red), and 'Add Record'. A 'Select browse' button is also present. The main content area is titled 'Select browse' and includes a 'Choose a database' section with four radio buttons: 'National Bibliographic Database (ANBD)', 'Libraries Australia Authorities (Names and Subjects)' (circled in red), 'OCLC WorldCat (including Te Puna)', and 'OCLC WorldCat Authorities'. Below this is the 'Browse terms' section with a text input field containing 'walker kath' (circled in red). To the right of the input field are radio buttons for 'Any', 'Author' (circled in red), 'Subject heading', and 'Title'. A 'Browse' button (circled in red) is located to the right of these radio buttons. At the bottom, there are 'Quick links' and 'Help' sections. The footer contains 'Privacy © National Library of Australia Version: 1.9.7'.

The resulting term list is:

Term list Author	
Libraries Australia Authorities (Names and Subjects)	
Records	Term
1	<a href="#">Walker, Kath, 1920-1993</a>
1	<a href="#">Walker, Katherine, 1921-</a>
1	<a href="#">Walker, Katherine Davidson, 1921-</a>
1	<a href="#">Walker, Kathrine Sorley</a>
1	<a href="#">Walker, Kathy</a>
1	<a href="#">Walker, Kathy Nakamarra</a>
1	<a href="#">Walker, Keith, 1933-</a>
1	<a href="#">Walker, Keith, 1934-</a>

The entry Walker Kath 1920-1993 appears to be the entry that you are looking for.



**Note:** You can also search Libraries Australia Authorities using the Advanced Search screen by selecting the Libraries Australia Authorities (Name and Subjects) database.

See [Section 3.3 for information on how to Select Databases](#) when searching in Libraries Australia.

## 17.1.2 Finding the Authority Record

To see the authority record, click on the preferred name in the **Term list** and the authority record will be displayed:

**Libraries Australia Authorities - Full view** [MARC view](#) Showing: 1 of 1

Save Download Email Print Select Compare records Check copyright status Get this item

**Record ID:** 35819743 (Libraries Australia Authorities) [permalink](#)

**Authority type:** Name

**Heading:** **Oodgeroo Noonuccal, 1920-1993**

**Used for:** Noonuccal, Oodgeroo, 1920-1993  
Oodgeroo, 1920-1993

**Walker, Kath, 1920-1993**  
Nunukul, Oodgeroo, 1920-1993  
Ruska, Kathleen Jean Mary, 1920-1993

**Notes:** Oodgeroo Noonuccal, MBE (Born Kathleen Jean Mary Ruska, formerly Kath Walker) (3 November 1920—16 September 1993) was an Australian poet, political activist, artist and educator. She was also a campaigner for Aboriginal rights. Oodgeroo was best known for her poetry, and was the first Aboriginal Australian to publish a book of verse. Through the 1960s she began to emerge as a prominent figure, both as a political activist and as a writer. She was Queensland state secretary of the Council for the Advancement of Aboriginal and Torres Strait Islanders (CAATS), and was involved in a number of other political organisations. She was a key figure in the campaign for the reform of the Australian constitution to allow Aboriginal people full citizenship, lobbying Prime Minister Robert Menzies in 1965, and his successor Harold Holt in 1966. She wrote many books, beginning with *We Are Going* (1964), the first book to be published by an Aboriginal woman, and won several literary awards, such as the Mary Gilmore Medal (1970), the Jessie Litchfield Award (1975), and the Fellowship of Australian Writers' Award. She was also awarded an MBE in 1970.

Father Sky and Mother Earth, 2008 : t.p. (Oodgeroo Noonuccal)  
Stradbroke dreamtime, 1993 : t.p. (Oodgeroo)  
Stradbroke dreamtime, 1992 : t.p. (Kath Walker)  
Stradbroke dreamtime, 1992 : t.p. (Oodgeroo Nunukul)

**Local system number:** 00000824632  
abv09081407

**Cataloguing source:** ANL eng AUC

**Authentication code:** kin anuc

The authority record gives the preferred (**Heading**) and non-preferred (**Used For**) form of the name.



**Note:** Oodgeroo Noonuccal is the preferred form.

Authority records may also contain other information in the note field. For example authority records for government departments often give information about when the department was formed, name changes, etc.

### 17.1.3 Content of Libraries Australia Authority Records

Each authority record contains the following fields; all of these can be viewed in MARC view:

- 000 Leader
- 001 ANBD number
- 005 Date when record was created/modified
- 008 Variable control fields
- 035 Former ABN vocabulary number
- 040 Subfield \$a contains the NUC for institution creating the record.  
Subfield \$b shows 'eng'
- 042 Authentication code – shows 'kin' and 'anuc' if the record is Australian
- 1XX Heading

Additional data fields such as references, notes, numbers and codes are added where appropriate for that heading.

### 17.1.4 Searching for Bibliographic Records

By clicking on the authority heading it will activate and advanced search and return the bibliographic records. Alternatively you can:

- select and copy the heading
- choose the database you want to search
- paste the heading into the search box
- select the drop-down index you need

For example, to find records for Oodgeroo Noonuccal, choose **Advanced Search** and select the National Bibliographic database (ANBD). Type or copy the preferred heading into the text box and complete the search.

---



**Advanced search**

**Find what**

Author  all of these and

Author  any of these and

Subject  all of these and

ISBN/ISSN/ISMN  starts with

**Limit to**

**Type**

Australian  
 Online  
 Government  
 Conference  
 Held in Australia

**Text**

Books  
 e-Books  
 Journals  
 Newspapers  
 Manuscripts  
 Theses

**Sound & Music**

Musical sound  
 Non musical sound  
 Interviews  
 Printed music  
 Talking books

**Visual**

Pictures  
 Film/Video  
 DVD  
 Maps

**Accessible**

Computer files  
 Braille  
 Large print  
 Talking books

**Search in**

National Bibliographic Database (ANBD)  Library of Congress  OCLC WorldCat (including Te Puna)

Libraries Australia Authorities (Names and Subjects)

**Holdings**

**State**

Australian Capital Territory  
 New South Wales  
 Northern Territory  
 Queensland  
 South Australia  
 Tasmania  
 Victoria  
 Western Australia

**Library**

Any library  
 In my library  
 NOT in my library

**Published**

Any year

**Record created**

Any date

The search results screen lists brief views of authority records.

**Libraries Australia Authorities - Results 1-7 of 7**

Your search for Author: **Oodgeroo Noonuccal** (all of these); Created: ; found these results: [Libraries Australia Authorities 7](#)

Per page: 10  20  50  100  200 Sort by Name A-Z

**Record details**

1. [Kabul Oodgeroo Noonuccal, 1953-](#)  
Name.

2. [Oodgeroo Noonuccal, 1920-1993](#)  
Name. Oodgeroo Noonuccal, MBE (Born Kathleen Jean Mary Ruska, formerly Kath Walker) (3 November 1920—16 September 1993) was an Australian poet, political activist, artist and educator. She was also a campaigner for Aboriginal rights. Oodgeroo was best known for her poetry, and was the first Aboriginal Australian to publish a book of verse. Through the 1960s she began to emerge as a prominent figure, both as a political activist and as a writer. She was Queensland state secretary of the Council for the Advancement of Aboriginal and Torres Strait Islanders (CAATSU), and was involved in a number of other political organisations. She was a key figure in the campaign for the reform of the Australian constitution to allow Aboriginal people full citizenship, lobbying Prime Minister Robert Menzies in 1965, and his successor Harold Holt in 1966. She wrote many books, beginning with *We Are Going* (1964), the first book to be published by an Aboriginal woman, and won several literary awards, such as the Mary Gilmore Medal (1970), the Jessie Litchfield Award (1975), and the Fellowship of Australian Writers' Award. She was also awarded an MBE in 1970.

3. [Oodgeroo Noonuccal, 1920-1993. Father Sky and Mother Earth](#)  
Name.

4. [Oodgeroo Noonuccal, 1920-1993. My people](#)  
Name.

5. [Oodgeroo Noonuccal, 1920- Poems. Selections. Chinese & English](#)  
Name.

6. [Oodgeroo Noonuccal, 1920- Selections](#)  
Name.

Click on the relevant brief view to go to the full authority record. You can follow the 'Heading' link on the full view screen that searches the corresponding bibliographic database for that heading.

Libraries Australia Authorities - Full view [MARC view](#) Showing: 8 of 8

Record ID: 35349342 (Libraries Australia Authorities) [permalink](#)

Authority type: Name.

Heading: **Kabul Oodgeroo Noonuccal, 1953-**

Used for: **Oodgeroo Noonuccal, Kabul, 1953-**  
**Noonuccal, Oodgeroo Kabul, 1953-**  
 Walker, Vivian, 1953-  
**Noonuccal, Kabul Oodgeroo, 1953-**

Local system number: 000000351146  
 abv07186027

Cataloguing source: ANL eng  
 Authentication code: kin anuc

### 17.1.6 Searching both bibliographic and authority records

You can also search for both bibliographic and authority records in a single search by selecting two or more databases including both a bibliographic and authority databases e.g. the **Libraries Australia Authorities (Names and Subjects)** and **National Bibliographic Database (ANBD)** databases in either **Simple Search** or **Advanced Search**.

Search results from many databases

Your search for Author: **Oodgeroo Noonuccal** (all of these); found these results: [National Bibliographic Database \(ANBD\) 245](#) [Libraries Australia Authorities 8](#)

**National Bibliographic Database (ANBD)** [First 10 of 245](#)

<input type="checkbox"/>	Record details	Holdings
<input type="checkbox"/>	1. <a href="#">The dawn is at hand. IV / Malcolm Williamson ; [poem by] Dr. Oodgeroo of the tribe of Noonuccal.</a> Williamson, Malcolm, 1931-2003, (composer). RDA notated music.volume.Sandon, [England] Campion Press, [not before 1988] Description: 1 vocal score (17 unnumbered pages) ;	1 including my library
<input type="checkbox"/>	2. <a href="#">The dawn is at hand. I / Malcolm Williamson ; [poem by] Dr Oodgeroo Noonuccal.</a> Williamson, Malcolm, 1931-2003, (composer). RDA notated music.volume.Sandon, [England] Campion Press, [not before 1988] Description: 1 vocal score (31 pages) ;	1 including my library
<input type="checkbox"/>	3. <a href="#">Terra Nullius : the lie : (racism is born of ignorance and fear) / Denis Walker and Oodgeroo of the tribe Noonuccal(Nunukul) custodians of the land Minjerribah(Stradbroke Island).</a> Walker, Denis Bruce, 1947-1991.	1
<input type="checkbox"/>	4. <a href="#">How shall we sing in a strange land... : for SATB choir / Joseph Twist.</a> Twist, Joseph, (composer). RDA notated music.volume.Grosvenor Place, NSW reproduced and distributed under licence by the Australian Music Centre. [2016]	1 including my library

## 17.2 Other Authority databases

You can search other authority databases including **OCLC WorldCat Authorities**, **Library of Congress Names** and **Library of Congress Subjects** using the **Advanced Search** screen by selecting one or more of these databases to search in.



See [Section 3.3 for information on how to \*Select Databases\*](#) when searching in Libraries Australia.

You can also browse **OCLC WorldCat Authorities** using the **Browse** tab.

See [Section 17.1.1 for information on how to \*Browse an Authority database\*](#).

---



## EXERCISE 17

Browse in the Libraries Australia Authorities (Names and Subjects) database, and answer as many of the following questions as you need to. Remember that you can browse 20 headings at a time.

Specify your search strategy and answers to the following:

1. Find the preferred form of name of Bob Hawke. Locate the authority record, and note his 'proper' name, and the non-preferred forms.
  2. Which is the preferred name, Melbourne University or the University of Melbourne?
  3. When was the Australian Bureau of Statistics Formed? Which two departments merged to form the ABS?
  4. What is the preferred form of name for Shakespeare? When was he born?
-

# 18

## Section 18: Personal Accounts

---

This section gives an overview of how to create a personal account.

Most users access Libraries Australia via a 'shared account' which means that settings apply to everyone using that account. Libraries Australia now has the functionality to allow users to create their own personal account using a shared (spawned) account.

This will enable individual users, whether end users or library staff, to:

- create a personal login
- choose their own user-id and password
- save records and queries into a personal folder
- request interlibrary loans
- choose their own favourite libraries



**Note:** The library identifies the databases and functionalities that a personal account can use. Therefore individual users may not have access to all of these functions.

---

### Objectives

By the conclusion of this section, you should be able to:

- create a personal account,
  - change details for your personal account,
  - change your password for your personal account,
  - access your account if you have forgotten password, username or secret question.
-

## 18.1 How do I activate personal accounts?

Libraries who wish to allow their staff or patrons to create personal accounts should contact the Libraries Australia Member Services at [nla.gov.au/librariesaustralia/contact-us](http://nla.gov.au/librariesaustralia/contact-us) with the following information:

1. A list of the Libraries Australia User IDs that the library wants personal accounts to be created from
2. Specify whether personal accounts should be enabled to:
  - request interlibrary loans
  - access Libraries Australia via the library's internal authentication system or from any internet connected computer

Once an account has been set up to allow the creation of personal accounts, anyone logging into the 'shared account' will see an option to 'create one now.' Selecting this option will enable the user to create their own account for immediate use. Any searching done by this user will appear in Libraries Australia usage reports against the new personal User ID.

### 18.1.1 Examples of different individual accounts

A University Library requests the following types of personal accounts:

- interlibrary loan staff can access all databases and request inter library loans .
- academics can access all databases and request interlibrary loans.
- undergraduates can access the free databases. They cannot access pay per search databases or request inter library loans.
- all individual accounts must be verified through the university's internal authentication system. This may mean that individuals must login to the university website, go to Libraries Australia, and then login to their individual account.

A Public Library requests the following types of personal accounts:

- reference staff can access all databases and request inter library loans.
  - library patrons can only access free databases including the ANBD and will have no access to inter library loans requesting.
  - library patrons can only access personal accounts from within the library's internal authentication system. This may mean that patrons must physically be within the library building to access Libraries Australia.
-

A Special Library requests the following types of personal accounts:

- library staff can access all databases and request ILLs.
- Library patrons can access all databases from any internet connected computer.

## 18.2 Creating Personal Accounts

Once an account has been set up to allow the creation of personal accounts, anyone logging into the 'shared account' will see the options, 'Login to your personal account' or 'create one now'. Selecting 'create one now' will enable the user to create their own account for immediate use, choosing their own user-id and password.

NATIONAL LIBRARY OF AUSTRALIA

Administration Home Help Contact us BDIEM (shared)

libraries australia search

Search Results Browse Add Record

Simple Advanced Command Search history

Simple search

[Login to your personal account](#) [create one now](#) to get the most out of Libraries Australia, [more info](#)

Search

Limit to

Type

Australian

Online

Government

Conference

Held in Australia

Text

Books

e-Books

Journals

Newspapers

Manuscripts

Theses

Sound & Music

Musical sound

Non musical sound

Interviews

Printed music

Talking books

Visual

Pictures

Film/Video

DVD

Maps

Accessible

Computer files

Braille

Large print

Talking books

Search in

National Bibliographic Database (ANBD)

Libraries Australia Authorities (Names and Subjects)

Library of Congress

OCLC WorldCat (including Te Puna)

More databases...

Quick links

Australian Libraries Gateway

Trove

Help

Fact sheets and user guides

Manual (PDF)

Training

Privacy © National Library of Australia Version: 1.9.7



### Procedure:

1. Click on 'create one now'. The following form will be displayed. Fields with a \* are mandatory.

The screenshot shows the 'Create a personal account' form on the National Library of Australia website. The form is titled 'Create a personal account' and includes a sub-header 'Username and password details'. It contains several input fields: 'Given name', 'Family name', 'Username', 'Password', 'Retype password', 'Secret question', 'Secret answer', and 'Email address'. There are also buttons for 'Save' and 'Cancel' at the bottom.

**Create a personal account**  
If you have your own Libraries Australia account you can:

- Save records to a personal folder
- Save search queries to a personal folder
- Choose your own favourite libraries

**Username and password details**  
\* Required fields

Given name \*

Family name \*

Username \*  Six-character minimum

Password \*  Six-character minimum, at least one non-alpha character, no spaces

Retype password \*

**Forgotten password details**

Secret question \*  Used to identify your account if you forget your password

Secret answer \*

Email address \*  Will only be used to email your username to you, or a link to reset your password

2. Type in the name of the user in the **Given name** box. e.g. Ian
3. Type in the family name of the user in the **Family name** box. e.g. Smith
4. You will need to choose a username. Choose an alpha-numeric username which is a minimum of six-characters and type it in the **Username** box. If you choose a username that already exists, you will be prompted with suggestions for another username.
5. You will need to choose a password. The password should be a minimum of six-characters in length and have at least one non-alpha character (e.g. number 8). Type the password into the **Password** box
6. Re-type your password.
7. Select a secret question from the dropdown box next to **Secret Question**. If you forget your password, you will be asked this secret question.
8. Type in the appropriate answer to the **Secret Question** in the **Secret Answer** box. Your secret answer will be used to identify your account and you will then be able to create a new password.
9. Enter a valid email address into the **Email Address** box. This email will be used to confirm your personal account and also to send a link if you need to reset your password.
10. Click on **Save** to save the changes to your personal account.
11. Once you have created a personal account you will see a confirmation web screen and be sent an email. In order for Libraries Australia to verify your personal account you will need to click on the link in the email within 48 hours. If you do not click on this link, your account will be made inactive.

### 18.3 Changing details for your personal account

If you wish to change any of your personal login details, click on the "Edit your personal account" link which is accessible via clicking on the black login box which identifies your current login in the top right hand corner of the screen. This will allow you to update your Personal Libraries Australia login including your Personal details, Change password and Forgotten password details.

---

### 18.4 Forgotten your Password

If you have forgotten your password, click on the 'Forgot your personal account password?' link on the personal account login screen and enter your user name. You will be given the option to receive an email with a link or to reset your password or to enter a new password and then click on 'continue'. If you choose an email you will be provided a link to enter a new password.

---

### 18.5 Change your Password

If you wish to change your password click on the "Edit your personal account" link which is accessible via clicking on the black login box which identifies your current login in the top right hand corner of the screen.. Under the "Change password" enter your new password and retype your password and click save.

---

### 18.6 Secret Answer

If you forget your password, you will be asked this secret question. Your **secret answer** will be used to identify your login and you will then be able to create a new password.

---

### 18.7 Forgotten Username

If you have forgotten your username, you will need to create a new personal login. Click on "create one now" link after logging into your shared account.

---

## APPENDIX 1 – Material Group Limits

Limit	MARC mapping	Index Mapping	
Australian*	042\$a = anuc or 043 starts with "u-at" or 082\$a = 994 or 919.4 or 653\$a contains "australian"	LMT:"a"	
	Name, Publisher or Subject contains words or phrases from a specific list including 'Australia', 'new south wales' etc		
	Online	530\$a contains "Also available" and "http" OR 655\$a contains "electronic books" OR \$856 is AND 245 \$h = [electronic resource] and 856 2nd indicator != 2 or 245 \$h has any other value and at least one 856 is present which does not consist of any one or combination of the following categories.  ie. if all the 856's only consist of one or any combinations of the following categories, the record should be excluded from the "Online" category.  Categories of text or address information for exclusion: \$uhttp://www.loc.gov/ (or www.loc.gov) \$uhttp://lcweb.loc.gov/ (or lcweb.loc.gov) \$3Abstracts \$3Book review  Subscribe, Subscription, Table of contents, Title page, Thumbnail, Finding aid - anywhere in the 856 tag	URM:"online"



Limit	MARC mapping	Index Mapping
	Or c. 006 or 008 form of item = o or d. 338\$a = online resource OR \$b = cr	
		sw:"electronic books"
Government	Control field 008/28 = a,c,f,l,m,o,s,z or 006/11 = a, c, f, l, m, o, s, z,	GOV:a or GOV:c or GOV:f or GOV:l or GOV:m or GOV:o or GOV:s or GOV:z
Conference	*Control field 008/29 = 1OR 006/12 = 1 or Name, Publisher or 500 general note contains "Conference" or 650 contains "congresses"	LMT:"c"
Books	Leader 06 = a AND 07 = a, c, d, m or Leader 06 = t	MAT:a AND (BIB:a or BIB:c or BIB:d or BIB:m)  MAT = t
Held in Australia	850 exists	URM:held
Journals	Leader 06 = a AND Leader 07 = b, i, s AND Control Field 008/21<n or 006/00 = s AND 006/04 = n or 650 contains "periodicals"	MAT:a AND BIB:s NOT SEY:n  MAT:b NOT SEY:n

Limit	MARC mapping	Index Mapping
Newspapers	Leader 06 = a AND Leader 07 = b, s AND Control Field 008/21 = n or	MAT:a AND (BIB:s or BIB:b) AND SEY:n
	006/00 = s AND 006/04 = n or 650 contains "newspapers"	MAT:s AND SEY:n
Manuscripts	Leader 06 = d, f, t	MAT:d or f or t
Theses	Control Field 008/24-27 = m or	LMT:"t"
	006/00 = a, t and 006/07-10 = m or	
	502\$a exists or	
	500\$a or 520\$a contains "thesis"	
Maps	Leader 06 = e or	LMT: "e"
	Leader 06 = f or	
	245\$h contains "cartographic material" or	
	034 exists or	
	255\$a exists and contains "scale*" or	
	007/00 = a AND 007/01 = d or	
	ldr/06 = a AND ldr/07 = m AND 300\$a contains "maps" and 6xx contains "atlases"	

Limit	MARC mapping	Index Mapping
	or	
	336\$a = "cartographic"	
	or	
	336\$b = crd, cri, crm, crt, crn, crf	
	Or (Idr/06 = a AND Idr/07 = m AND 300\$a contains "atlas")	
Computer Files	Leader 06 = m	LMT:"f"
	or	
	336\$a= "computer program" or "computer dataset"	
	or	
	336\$b=cop or cod	
Interviews (Child limit of Non-musical sound	Clause 1	(SW:"interviews' or SW:"narratives") and MAT:i
	Leader 06 = i	
	or	
	336\$a = "spoken word"	TYP:"spoken word"
	or	
	336\$b = spw	LMT:"f"
	AND	
	Clause 2	
6XX=("interviews" OR "personal narratives")		
Or		
245\$a, c contains "interview"		
Or		
Sound 008/30 or sound 006/13-14 = t		
or		
Note (See NT index) contains "interview*"		
Printed Music	Leader 06 = c or d	LMT:"m"
	or	
	336\$a="notated music"	
	or	

Limit	MARC mapping	Index Mapping
	336\$b=ntm	
Musical Sound Recording	Leader 06 = j Or 336\$a="performed music" Or 336\$b=prm	LMT:"j"
	Leader 06 = k or  (ldr/06=g AND 008/33=s,t) OR (006/00=g AND 006/16 = s,t)	LMT:"k"
	(ldr/06 or 006/00 = g AND 245\$h=[slide] OR [transparency])  (ldr/06 or 006/00 = e,f) AND 6xx="aerial views" or "aerial photographs" or 338\$a = "overhead transparency" , "slide" OR 338\$b = gt, gs or 336\$a = "still image", "tactile image" or 336\$a = sti, tci	
Film/Video	Leader 06 = g AND Control Field 008/33 = m or v or 006/00 = g, AND 006/16 =m Or 006/00 = g, AND 006/16 =v	LMT:"v"
	245\$h contains "videorecording" or "motion picture"	

Limit	MARC mapping	Index Mapping
	or	
	336\$a = "moving image"	
	or	
	336\$b=crm, tdm, tdi	
Braille	Control Field 008/23 = f	LMT:"b"
	or	
	008/29 = f AND Leader 06 = e, f	
	Or	
	006/06 = f	
	or	
	006/12 = f AND 006/00 = e, f	
	300\$a,b contains "Braille	
	or	
	336\$a="tactile"	
	or	
	336\$b="tci, tcm, tcn, tct, tcf, crt, crn	
Large Print Books	008/23 = d	LMT:"I"
	Or	
	008/29=d	
	Or	
	006/06=d	
	Or	
	006/12=d	
	or	
	300\$a or 250\$a contains "large print	
Talking Books	Clause 1 Leader 06 = i or m AND	MAT: i or m AND SW:"talking books" or "audiobooks"
	Clause 2 6xx starts with "talking books" or "audiobooks"	

Limit	MARC mapping	Index Mapping
DVD	See Film/Video and 338\$a="videodisc Or	LMT:"d"
	338\$b=vd Or	
	538\$a contains "dvd" Or	
	300\$a or 500\$a or 245\$h contains "dvd"	
eBooks (Child limit of Books)	See Books and Online	(MAT:t OR (MAT:a AND BIB:(a OR c OR d OR m)) ) AND URM:"online"
Non-Musical Sound	Leader 06=i or	LMT:"s"
	336\$a="spoken word" or "sounds" or	
	336\$b=spw, snd	

\*Limits checking leader/06 will also include records with the same value in 006/00

- Held in Australia - allows you to search only for those items held by Australian libraries. This information comes from the holding of the record.
- The Australian material group limit will limit your search to any item that includes the Australian Content Indicator. The ACI is used in catalogue records where the author was born or has lived in Australia for a substantial period of time, the work is considered to have significant Australian content or if the work has been published in Australia.

## APPENDIX 2 – Fields Displayed in Brief, Record Preview Pane, Holdings Preview Pane and Full View Bibliographic Records

### BRIEF VIEW

Field Description	Tag	Text Format	Screen Label
Title Statement	245	normal, blue (hyperlinked to Full View)	None
Uniform Title	130	Normal	None
Author	100 or 110 or 111	Bold	None
Description Conventions	040\$e=rda	normal, orange, all capitals	None
Content Type	336\$a 336\$b (decoded) if 336\$a is not present	normal, comma separated, maximum of three repeated fields displayed	None
Carrier Type	338\$a 338\$b (decoded) if 338\$a is not present	normal, comma separated, maximum of three repeated fields displayed	None
Publication Details	260 or 264	normal	None
Edition	250\$a\$b	normal	Edition:
Physical Description	300\$a	normal	Description:
ISBN	020\$a	normal	ISBN:
ISSN	022\$a	normal	ISSN:
ISMN	024\$a (if indicator 1=2)	normal	ISMN:
Standard Number	024\$a (if indicator 1=0,1,3,4,7,8)	normal	Standard number:

216 | APPENDIX 2 – Fields Displayed in Brief, Record Preview Pane, Holdings Preview Pane and Full View Bibliographic Records

Field Description	Tag	Text Format	Screen Label
Label for URL	856\$z or 856\$3	Normal, blue (hyperlink to electronic resource 856\$u)	None
Cover image	856\$u	thumbnail	None
Holdings Indicator	850	bold, blue (hyperlink to Full View holding table. Holdings count is displayed as a number or if there are no holdings 'Nil' is displayed)	None

**RECORD PREVIEW PANE**

Field Description	Tag	Text Format	Screen Label
Cover image	856\$u	thumbnail	None
Record ID	001 followed by database name	normal, leading zeroes not displayed	Record ID:
Author	100 or 110 or 111	normal, blue (hyperlinked to open Full View)	Author:
Uniform Title	130, 240	normal, blue (hyperlinked to execute search)	Uniform title:
Title Statement	245	normal, bold	Title:
Also Titled	242,246,730,740	normal	Also titled:
Medium	245\$h	normal	Medium:
Content Type	336	normal	Content types:
Carrier Type	338	normal	Carrier types:
URL for electronic resources	856\$u 856\$z or 3	normal, blue (hyperlinked to electronic resource)	Online resource:
Edition	250	normal	Edition:



Field Description	Tag	Text Format	Screen Label
Scale	255	normal	Scale:
Publication Details	260 or 264	normal	Published:
Physical Description	300, 507, 516	normal	Description:
ISBN	020	normal	ISBN:
ISMN	024	normal	ISMN:
Standard Number	024\$a (if indicator 1=0,1,3,4,7,8)	normal	Standard no.:
ISSN	022	normal	ISSN:
LC Call Number	050	normal  (hyperlinked to execute search)	LC call number:
Dewey Classification Number	082	normal  (hyperlinked to execute search)	Dewey number:
Form of musical composition	047,380,382	normal	Form:
Key	384	normal	Key:
Series	440,490,800,810,811,8 30	normal  (hyperlinked to execute search)	Series:
Journal Dates	362	normal	Journal dates:
Later Title	785	normal  (hyperlinked to execute search)	Later title:
Former Title	247,780	normal  (hyperlinked to execute search)	Former title:
Subjects	600,610,611,630,650,6 51,653,655,656,752	normal  (hyperlinked to execute search)	Subjects:

218 | APPENDIX 2 – Fields Displayed in Brief, Record Preview Pane, Holdings Preview Pane and Full View Bibliographic Records

Field Description	Tag	Text Format	Screen Label
Other Authors	700,710,711,720	normal  (hyperlinked to execute search)	Other authors:
Music Publisher Number	028	normal	Music pub. no.:

**HOLDINGS PREVIEW PANE**

Field Description	Tag	Text Format	Screen Label
Holdings	850	normal	None

**FULL VIEW**

Field Description	Tag	Text Format	Screen Label
Cover image	856\$u	thumbnail	None
Record ID	001 followed by database name	normal, leading zeroes not displayed	Record ID:
Cataloguing Source – Description Conventions	040\$e	normal	Description conventions:
Author	100 XX aqdbcdetkjboprfs4 110 XX abcetlkndpf4 111 XX aqendctljkf4	normal  (hyperlinked to execute search)	Author:
Uniform Title	130 XX aplskfmnor 240 XX adfgghklmnoprs	normal  (hyperlinked to execute search)	Uniform Title:
Title Statement	245 XX abcfnps	normal, bold	Title:
Also Titled	242 XX abcdehnp68 246 XX abnpfghi 730 XX adfgghklmnoprtsxi	normal	Also Titled:

Field Description	Tag	Text Format	Screen Label
Medium	245 XX h	normal	Medium:
Content Type	336 XX ab	normal	Content types:
Carrier Type	338 XX ab	normal	Carrier types:
Label for URL and URL for resource	856 XX z 856 XX 3 856 XX u	Normal (hyperlinked to resource)	Online Resource:
Edition	250 XX ab	normal	Edition:
Scale	255 XX abcdefg	normal	Scale:
Publication Details	260 3X abc	normal	Published (current imprint):
Publication Details	260 2X abc	normal	Published (intervening imprint):
Publication Details	260 #X abc	normal	Published (imprint):
Production	264 30 abc	normal	Produced (current):
Production	264 20 abc	normal	Produced (intervening):
Production	264 #0 abc	normal	Produced:
Publication	264 31 abc	normal	Published (current):
Publication	264 21 abc	normal	Published (intervening):
Publication	264 #1 abc	normal	Published
Distribution	264 32 abc	normal	Distributed (current):
Distribution	264 22 abc	normal	Distributed (intervening):
Distribution	264 #2 abc	normal	Distributed:
Manufacture	264 33 abc	normal	Manufactured (current):

220 | APPENDIX 2 – Fields Displayed in Brief, Record Preview Pane,  
Holdings Preview Pane and Full View Bibliographic  
Records

Field Description	Tag	Text Format	Screen Label
Manufacture	264 23 abc	normal	Manufactured (intervening):
Manufacture	264 #3 abc	normal	Manufactured:
Physical Description	300 XX abcdefg 507 XX ab 516 XX a	normal	Description:
ISBN	020 XX a	normal	ISBN:
ISMN	024 2X a	normal	ISMN:
Standard Number	024 0X a 024 1X a 024 3X a 024 4X a 024 7X a 024 8X a	normal	Standard number:
ISSN	022 XX a	normal	ISSN:
Government Document Number	086 XX ab	normal	Govt doc number:
LC Call Number	050 XX a	Normal, blue (hyperlinked to execute search)	LC Call Number:
Dewey Classification Number	082 XX a	Normal, blue (hyperlinked to execute search)	Dewey Number:
Time Period	045 XX abc	normal	Time Period:
Form of Musical Composition OR Form of Work	047 XX a 380 XX a 382 XX a	normal	Form:
Musical Presentation Statement	254 XX a	normal	Presentation:
Map Data	255 XX abcde	normal	Map data:
Playing Time	306 XX a	normal	Playing time:

Field Description	Tag	Text Format	Screen Label
Geospatial References	342 XX abcdefghijklmnopqr stuvwz	normal	Geospatial references:
Planar Coordinates	343 XX abcdefghi	normal	Planar coordinates:
Key	384 XX a	normal	Key:
Series	440 XX anpv 490 XX alvx 800 XX abcdefghijklmnopqrst uv 810 XX abcdefghijklmnoprstu v 811 XX abcdefghijklmnopqstuv 830 XX adefghklmnoprstv	Normal, blue  (hyperlinked to execute search)	Series:
Technical Details	256 XX a 538 XX au 753 XX abc	normal  (\$u URI hyperlinked to resource)	Technical details:
Summary	520 XX abu	normal  (\$u URI hyperlinked to resource)	Summary:
Contents	505 XX agrtu	normal	Contents:
Credits	508 XX a	normal	Credits:
Performer	511 XX a	normal	Performer:
Biography	545 XX abu	normal  (\$u URI hyperlinked to resource)	Biography:
Numbering Note	515 XX a	normal	Numbering note:

222 | APPENDIX 2 – Fields Displayed in Brief, Record Preview Pane, Holdings Preview Pane and Full View Bibliographic Records

Field Description	Tag	Text Format	Screen Label
Notes	All 5XX fields less those specified separately (exclude numeric subfields)	normal	Notes:
Citation Note	510 XX abc	normal	Cited in:
Journal Dates	362 XX a	normal	Journal dates:
Link to Parent	773 XX	normal (hyperlinked to execute search if value in ISSN field)	Part of:
Link to Children	774 XX	normal (hyperlinked to execute search if value in ISSN field)	Part of:
Has Supplement	770 XX abstxz	normal (hyperlinked to execute search if value in ISSN field)	Has supplement:
Supplement To	772 XX abstxz	normal (hyperlinked to execute search if value in ISSN field)	Supplement to:
Sub-series Of	760 XX abstx	normal (hyperlinked to execute search if value in ISSN field)	Sub-series of:
Has Sub-series	762 XX abstx	normal (hyperlinked to execute search if value in ISSN field)	Has sub-series:
Original Language Entry	765 XX	normal	Translation of:
Translation Entry	767 XX	normal	Translated to:
Other Edition Entry	775 XX	normal	Other editions:

Field Description	Tag	Text Format	Screen Label
Later Title	785 XX abdstxz	normal (hyperlinked to execute search)	Later title:
Former Title	247 XX abfghnpx 780 XX abdstx	normal (hyperlinked to execute search)	Former title:
Issued With	777 XX abdstxz	normal (hyperlinked to execute search if value in ISSN field)	Issued with:
Other Relationship Entry	787 XX	normal	Issued with:
Frequency	310 XX ab	normal	Frequency:
Previous Frequency	321 XX ab	normal	Previous frequency:
Finding Aid	555 0X a	normal	Finding aid:
Subjects	610 XX abcdgkndfgklmnop stvxyz2 610 XX abcdgkndfgklmnop stvxyz2 611 XX abcdegknqfgklnpst vxyz2 630 XX adfgklmnoprsvxyz2 650 XX abcdvxyz2 651 XX avxyz2 653 XX a2 655 XX avxyz2 656 XX a2 752 XX abcd	normal (hyperlinked to execute search on selected targets)	Subjects:

224 | APPENDIX 2 – Fields Displayed in Brief, Record Preview Pane, Holdings Preview Pane and Full View Bibliographic Records

Field Description	Tag	Text Format	Screen Label
Other Authors	700 XX aqdbcdetkjboprfs4 710 XX abcetlkndpf4 711 XX aqendctljkf4 720 XX ae4	normal  (hyperlinked to execute search)	Other authors:
Access Conditions	506 XX abcde3	normal	Access conditions:
Terms of Use	540 XX abcd	normal	Terms of use:
Music Publisher Number	028 XX a	normal	Music publisher number:
Available in other form	776 XX abcdghikmnorstuwxyz4678	normal	Available in other form:
Holdings	850	normal  (list of library locations which hold the item, including: State, NUC, Name of library, Favourite library indicator, Call number and link to ALG and ILRS directory entry for each library)	Holdings



## APPENDIX 3 – Indexes and Codes

Frequently used MARC and non-MARC codes are provided here. Less common MARC codes are available at [www.loc.gov/marc/marcdoc.html](http://www.loc.gov/marc/marcdoc.html)

Index Name	Index Code	Description	Search Term
ANBD Number	AN	001	Text of number
Any Keyword	AW	Search NW, TW, SW, NT, IS, AN, XIN, OL, LN, TYP	Text
	XIN	099\$a	
	OL	035\$a where prefix is (OCoLC)	
	TYP	336\$a, 337\$a, 338\$a	
	IS	Search BN, MN, SN, CD, IN, IR, PN, RN, URI, NN	
	CD	030\$a, z	
	IN	027\$a, z	
	IR	024\$a, 024\$z, where ind1=0	
	RN	088\$a, z	
	URI	856\$u	
Australian Content Indicator	ACI	042\$a Non-MARC - indicates works by Australian authors, or published in Australia, or with Australian subject matter	anuc Australian content
Bibliographic Level	BIB	Leader/07	MARC code a Part of a monograph b Part of a serial c Collection d Subunit i Integrating Resource

Index Name	Index Code	Description	Search Term
			m Monograph s Serial
Illustration Type	BKI	Book 008/18-21, 006/01-04	MARC code a Illustrations b Maps c Portraits d Charts e Plans f Plates g Music h Facsimiles i Coats of arms j Genealogical tables k Forms l Samples m phonodisc, phonowire, etc o Photographs p Illuminations
BK: Literary Form	BKL	Book 008/33, 006/16	MARC code 0 Not fiction 1 Fiction d Dramas e Essays f Novels h Humor, satires, etc. i Letters j Short stories m Mixed forms p Poetry s Speeches u Unknown

Index Name	Index Code	Description	Search Term
BK: Target Audience	BKA	Book 008/22, 006/05	MARC code a Preschool b Primary c Pre-adolescent d Adolescent e Adult g General j Juvenile
Catg: Agency (Modif.)	CSM	040 \$d	NUC symbol (modifying agency)
Catg: Agency (Orig.)	CSO	040 \$a	NUC symbol (original cataloguing agency)
Catg: Agency (Trans.)	CST	040 \$c	NUC symbol (transcribing agency)
Catg: Desc Form	CSD	Leader / 18	MARC code # Non-ISBD a AACR2 c ISBD punctuation omitted i ISBD punctuation included u Unknown
Catg: Desc Convention Source Codes	IDC	040\$e	MARC code (description convention eg RDA)
Catg: Encoding level	IEL	Leader/17	MARC code # Full level 1 Full level, material not examined 2 Less-than-full level, material not examined 3 Abbreviated level 4 Core level 5 Partial (preliminary) level 7 Minimal level

Index Name	Index Code	Description	Search Term
			8 Prepublication level u Unknown z Not applicable
CF: Target Audience	CFA	Computer File 008/22, 006/05	MARC code # Unknown or not specified a Preschool b Primary c Pre-adolescent d Adolescent e Adult f Specialized g General j Juvenile
CF: Type	CFT	Computer File 008/26, 006/09	MARC code a Numeric data b Computer program c Representational d Document e Bibliographic data f Font g Game h Sound i Interactive multimedia j Online system or service m Combination u Unknown z Other
Collection ID	CID	091\$a	Text
Conf./Meeting Name	NMW	111, 411, 511	Text of name
Conference/ Meeting Code	CNF	Serials/Books 008/29, 006/12	0 Not a conference or meeting

Index Name	Index Code	Description	Search Term
			1 Conference or meeting
Corporate Name	NCW	110, 410, 510	Text of name
Country/State /Prov.	CTY	008/15-17, 260\$a, 264\$a	<p>For places not listed here, see the complete MARC code list for countries at <a href="http://www.loc.gov/marc/countries">www.loc.gov/marc/countries</a></p> <p>at Australia</p> <p>aca Australian Capital Territory</p> <p>xna New South Wales</p> <p>xoa Northern Territory</p> <p>qea Queensland</p> <p>xra South Australia</p> <p>tma Tasmania</p> <p>vra Victoria</p> <p>wea Western Australia</p> <p>ag Argentina</p> <p>au Austria</p> <p>bg Bangladesh</p> <p>be Belgium</p> <p>bn Bosnia and Hercegovina</p> <p>bl Brazil</p> <p>bu Bulgaria</p> <p>br Burma</p> <p>cb Cambodia</p> <p>xxc Canada</p> <p>cc China</p> <p>ch China (Republic 1949-)</p> <p>ci Croatia</p> <p>cu Cuba</p> <p>cy Cyprus</p> <p>xr Czech Republic</p>

Index Name	Index Code	Description	Search Term
			dk Denmark
			ua Egypt
			enk England
			er Estonia
			fj Fiji
			fi Finland
			fr France
			gw Germany
			gr Greece
			hu Hungary
			ii India
			io Indonesia
			ie Ireland
			is Israel
			it Italy
			ja Japan
			kn Korea (North)
			ko Korea (South)
			ls Laos
			lv Latvia
			li Lithuania
			xn Macedonia
			my Malaysia
			mm Malta
			ne Netherlands
			nz New Zealand
			xx No place, unknown or undetermined
			nik Northern Ireland
			no Norway
			pk Pakistan
			pp Papua New Guinea

Index Name	Index Code	Description	Search Term
			ph Philippines pl Poland po Portugal rm Romania ru Russia (Federation) si Singapore xo Slovakia xv Slovenia sa South Africa ce Sri Lanka sw Sweden sz Switzerland th Thailand xxk United Kingdom xxu United States vp Various places vm Vietnam yu Yugoslavia
Date of Entry	DEF	Holdings date entry – 008/00-05	Date in form yyyymmdd
Date of Publication	DAT	008/07-10, 008/11-14, 046\$b,c,d,e	Date in form YYYY
Dewey Classification	DC	082\$a	Text of number
Form of Item	FRM	008/23, 008/29, 006/06, 006/12	a Microfilm b Microfiche c Microopaque d Large-print f Braille o Online q Direct electronic r Regular print s Electronic

Index Name	Index Code	Description	Search Term
Geographic Area Code	GEO	043\$a	For places not listed here, see the complete MARC geographic areas codes at <a href="http://www.loc.gov/marc/geoareas">www.loc.gov/marc/geoareas</a> u-at Australia n-cn Canada e-uk Great Britain u-nz New Zealand n-us United States
Gov't Publication	GOV	008/28, 006/11	a Autonomous or semi-autonomous component c Multi-local f Federal / national i International intergovernmental l Local m Multi-state o Government publication level undetermined s State, provincial, territorial, dependent, etc u Unknown if item is a government publication z Other
Identifier Standards	IS	015, 016, 017, 020\$a, 020\$z, 022\$a, 022\$y, 022\$z, 024\$a, 024\$ad, 024\$z, 027\$a, 027\$z028\$a, 028\$b, 030\$a, 030\$z, 035\$a, 086\$a, 086\$z, 088\$a, 088\$z, 098, 440\$x, 490\$x, 730\$x, 800\$x, 810\$x, 811\$x, 830\$x, 856\$u	Broad number index search
ILL Library Symbol	ILL	850 \$a	NUC symbol
Immutable No.	XN	099, 001	Text of number



Index Name	Index Code	Description	Search Term
ISBN	BN	020\$a, 020\$z	Text of number
ISMN	MN	024\$ad, 024\$z, where ind1=2	Text of number
ISSN	SN	022\$a, 022\$y, 022\$z, 440\$x, 490\$x, 730\$x, 800\$x, 810\$x, 811\$x, 830\$x	Text of number
Language	LAN	008/35-37, 041\$a,b,d,e,f,g,h,k,m,n	For other languages, see the complete MARC code list for languages at <a href="http://www.loc.gov/marc/languages">www.loc.gov/marc/languages</a>  afr Afrikaans ara Arabic ang English old ben Bengali bul Bulgarian chi Chinese cze Czech dan Danish dut Dutch eng English est Estonia fin Finnish fre French ger German gre Greek heb Hebrew ita Italian jpn Japanese kor Korean mul multilingual nor Norwegian pol Polish por Portuguese rus Russian

Index Name	Index Code	Description	Search Term
			spa Spanish swe Swedish tib Tibetan tur Turkish vie Vietnamese
LC Classification No.	LC	050\$a,\$b	Text of number
LC Control No.	LN	010\$a, 010\$b, 010\$z	Text of number
Material Type	MAT	Leader/06, 006/00	a Language material (including microform) c Notated music (including microform) d Manuscript notated music (including microform) e Cartographic material (printed/microform) f Manuscript Cartographic material (including microform) g Projected medium i Nonmusical Sound recording j Musical Sound recording k Two-dimensional non-projectable graphic m Computer file / electronic resource o Kit p Mixed material r Three-dimensional artifact or naturally occurring object

Index Name	Index Code	Description	Search Term
			t Manuscript language material (including microform)
MSR: Form of Mus Comp	MUT	Music 008/18-19, 006/01-02	MARC code
Music Publisher No.	PN	028\$a, 028\$b	Text of number
Name	NA	100, 110, 111, 400 subfields before \$t, 410 subfields before \$t, 411 subfields before \$t, 700 subfields before \$t, 710 subfields before \$t, 711 subfields before \$t, 720, 800 subfields before \$t, 810 subfields before \$t, 811 subfields before \$t, 880=\$6 (Exclude \$4 from all fields. Exclude \$e from all fields except X11.)	Text of name
Name Exact	NX or NW_Exact	100, 110, 111, 400 subfields before \$t, 410 subfields before \$t, 411 subfields before \$t, 700 subfields before \$t, 710 subfields before \$t, 711 subfields before \$t, 720, 800 subfields before \$t, 810 subfields before \$t, 811 subfields before \$t, 880=\$6 (Exclude \$4 from all fields. Exclude \$e from all fields except X11.)	Text of name
Name Keyword	NW	100, 110, 111, 245\$c, 400 subfields before \$t, 410 subfields before \$t, 411 subfields before \$t, 505\$r, 508\$a, 511\$a, 700 subfields before \$t, 710 subfields before \$t, 711 subfields before \$t, 720, 800 subfields before \$t, 810 subfields before \$t,	Text of name

Index Name	Index Code	Description	Search Term
		811 subfields before \$t, 880=\$6 (Exclude \$e from all fields except X11.)	
Nature of Contents	NAT	Books/Ser 008/24-27, 006/07- 10	a Abstracts/ summaries b Bibliographies c Catalogues d Dictionaries e Encyclopedias f Handbooks g Legal articles i Indexes j Patents documents k Discographies l Legislation m Theses n Surveys of Literature in a subject area o Reviews p Programmed texts q Filmographies r Directories s Statistics t Technical reports u Standards/ specifications v Legal cases and case note w Law reports and digests y Yearbooks z Treaties 2 Offprints 5 Calendars 6 Comics/graphic novels
Note Keyword	NT	013, 018, 020\$c, 033, 037, 250, 254, 255, 256, 257, 260, 263,	Text

Index Name	Index Code	Description	Search Term
		264, 270, 300, 306, 310, 321, 340, 346\$a-b, 347\$a-f, 351, 362, 363, 380\$a, 381\$a, 382\$a, 384\$a, 490, 500, 501, 502, 503, 504, 505, 506, 507, 508, 510, 511, 513, 514, 515, 516, 518, 520, 521, 522, 524, 525, 526, 530, 533, 534, 538, 540, 544, 545, 546, 547, 550, 552, 555, 556, 580, 581, 583, 59X, 753, 856, 880=\$6	
Other Control No.	NN	015, 016, 017, 035\$a, 098, 024 (ind1≠0 or 2) \$a, 024 (ind1≠2) \$z, 086\$a, 086\$z	Text of number
Personal Name	NPW or NPW_exact	100, 400, 500	Text of name
Publ. Name Keyword	PW	260\$b, 264\$b, 880=\$6	Text of name
RDA Type	TYP	336\$a, 337\$a, 338\$a	Text
Recd.: Trans Date/Time	TDT	005	Date/time in form YYYYMMDDHHMMSS.F
Related Periodical Keyword	RW	022\$a, 130, 245 (omit \$c), 247, 780 (omit \$i,g,4), 785(omit \$i,g,4,7), 880=\$6	Text of title and control numbers.
SE: Frequency	SEF	Serial 008/18, 006/01	MARC21 codes
SE: Type	SEY	Serial 008/21, 006/04	MARC21 codes
Subject Keyword	SW	600, 610, 611, 630, 650, 651, 653, 654, 655, 656, 657, 658, 752, 754, 755, 880=\$6	Text of heading
Subject: Subdivisions	SDV	6XX\$x, 6XX\$y, 6XX\$z, 6XX\$v, 880=\$6	Text of subdivision
Tag/Subfield Number	TAG	<tag no><subfield code>	MARC code in form nna e.g. 245h
Title Exact	TX or TW_exact	130, 210, 222, 240, 242 (omit \$c), 243, 245 (omit \$c), 246, 247, 440 (omit \$x, \$v), 490 (omit \$x, \$v), 730 (omit \$x), 740, 830 (omit \$v), 400 all	Text of title

Index Name	Index Code	Description	Search Term
		subfields from \$t on (omit \$x, \$v), 410 all subfields from \$t on (omit \$x, \$v), 411 all subfields from \$t on (omit \$x, \$v), 100 all subfields from \$t on, 110 all subfields from \$t on, 111 all subfields from \$t on, 700 all subfields from \$t on (omit \$x), 710 all subfields from \$t on (omit \$x), 711 all subfields from \$t on (omit \$x), 800 all subfields from \$t on (omit \$v), 810 all subfields from \$t on (omit \$v), 811 all subfields from \$t on (omit \$v), 880=\$6	
Title Keyword	TW	130, 210, 222, 240, 242 (omit \$c), 243, 245 (omit \$c), 246, 247, 440 (omit \$x\$v), 490 (omit \$x, \$v), 730 (omit \$x), 740, 830 (omit \$v), 400 all subfields from \$t on (omit \$x, \$v), 410 all subfields from \$t on (omit \$x,\$v), 411 all subfields from \$t on (omit \$x,\$v), 100 all subfields from \$t on, 110 all subfields from \$t on, 111 all subfields from \$t on, 700 all subfields from \$t on (omit \$x), 710 all subfields from \$t on (omit \$x), 711 all subfields from \$t on (omit \$x), 800 all subfields from \$t on (omit \$v), 810 all subfields from \$t on (omit \$v), 811 all subfields from \$t on (omit \$v), 880=\$6	Text of title
Series Volume No.	TVN	440\$v, 830\$v, 800\$v, 810\$v, 811\$v	Vol. no.

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<b>Index Name</b>	<b>Index Code</b>	<b>Description</b>	<b>Search Term</b>
Holding Transaction Date	HDT	Date of holdings update (850\$5)	Date in form YYYYMMDD
Universal Decimal	UC	080\$a\$b\$x	Text of number
VM: Type	VMM	Visual materials 008/33, 006/16	MARC code
VR: Format	VRF	Videorecording 007/04	MARC code

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## ANSWERS – SUGGESTED SEARCH STRATEGIES

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The answers given here are suggested search strategies. However for many questions there is more than one satisfactory approach. You can check these strategies for alternatives, but there is rarely one 'correct' search query.

Search terms can be in upper or lower case. Index and MARC codes and operators must be in the case shown.

### EXERCISE 4.1

1. How many books can you find published by Capstone Press?

capstone

2. What is the title of the book which has the ISBN 9781760063061

9781760063061

3. Where was *The international journal of aviation psychology* published?

international journal of aviation

4. Who wrote the book *The diagnosis of plant diseases*?

diagnosis of plant diseases

### EXERCISE 4.2

1. Find items that are about flowers not roses

flowers -roses

2. Find all items about the environment (could be environmental, environs etc).

environ\*

3. Find all items that are about Aboriginal song and dance.

(song\* OR danc\*) aborigin\*

### EXERCISE 4.3

1. Find Australian online items about population

population  
With Australian and Online limits

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2. Can you find a record for a conference on sewage disposal?

“sewage disposal”  
With Conference limit

3. Find the newspaper *The Age*

age  
With Newspapers limit

4. Find Australian books about psychology

Psychology  
With Australian limit

### EXERCISE 5.1

1. Who wrote the book *Don't diet – live it*?

“don't diet live it” or “dont diet live it”

2. Where was the journal *Health & justice* published?

“health & justice”

3. What is the title of the book that has the ISBN 9780099583363?

9780099583363

4. Which journal has the ISSN 1927-0887?

1927-0887 or 19270887

5. Which journal has the ISSN 2202-7351?

2202-7351 or 22027351

6. Find the title of a book by Carol Javes. Are there any co-authors?

carol javes

7. Find the title of a book by Amirah Inglis. Are there any co-authors?

Amirah Inglis

---

8. What subject headings are used to describe the book titled *Forbidden flats*?

forbidden flats

9. What subject headings are used to describe the book titled *The golden age of pantomime*?

golden age of pantomime

10. How many books can you find published by Second Back Row Press?

second back row press

11. Find a book with 'global warming' somewhere in the title.

"global warming"

12. Find a record that includes 'market response' in any field.

"market response"

13. Which publication has the Record Id 11828645?

11828645

14. Who wrote the music with the ISMN M900951946.

M900951946

15. How many libraries in Australia hold the journal *Art, architecture and design*?

"art architecture and design"

16. Who wrote the book *On-line LC-NMR and related techniques*?

On-line LC-NMR

## EXERCISE 5.2

1. Find items that are about women and girls (either one) in sport.

(women OR girls) sport (All items will be about women or girls in sport)

2. Find the books published in Canberra by DocMatrix (or is it DotMatrix)?

do?matrix

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3. Find items about nurses, nursing etc.

nurs\*

4. Find a book that is about civil engineering and structural engineering.

(civil AND structural) engineering

5. Find all the works about birds and animals that are not pets.

(birds OR animals) -pets

### EXERCISE 5.3

1. Find an Australian magazine about quilting.

Quilting  
With Australian and Journals limits

2. Find a map of the Solomon Islands.

solomon islands  
With Maps limit

3. How many sound recordings of Beatles music can you find?

beatles  
With Musical sound limit

4. Who wrote a Braille textbook on modern history?

“modern history”  
With Braille limit

5. Locate an Australian government publication about education.

Australia\* education  
With Government limit

6. Find some sheet music of songs by Hoagy Carmichael.

Hoagy Carmichael  
With Musical sound limit

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**EXERCISE 8.1**

1. What is the title of a book about computer software written by Stephen Patton?

Author: stephen patton (all of these) AND  
Subject: computer software (as a phrase)

2. What is the title of a book about flower language written by Jennifer Isaacs?

Author : jennifer isaacs (all of these) AND  
Subject: flower language (as a phrase)

3. Find items in Russian about socialism

Subject : socialism (all of these) AND  
Language: russian

4. Find items in French about geology.

Subject : geology (all of these) AND  
Language: french

5. Find items about Buddhism published in Vietnam.

Subject: Buddhism (all of these) AND  
Place published : Vietnam

6. Find all items about art published in Germany.

Subject: art (all of these) AND  
Place published: germany

7. Find the book *Sons and lovers* by D.H. Lawrence.

Title: sons and lovers (exact match (excludes nonfiling)) AND  
Author: Lawrence (all of these)

8. Find books by D. H. Lawrence other than *Sons and lovers*.

Author: Lawrence d h (starts with) NOT  
Title: sons and lovers (exact match) excludes nonfiling

9. Find the record of a conference on sewage disposal published in Thailand.

Subject: sewage disposal (as a phrase) AND  
Place published: Thailand  
With Conference limit

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10. Find a record created in the last 6 months about bears.

Subject: cats (all of these) AND  
With Record Created (Last 6 months)

11. Find the record of a conference on wildlife conservation published by the Great Barrier Reef Marine Park Authority.

Subject: wildlife conservation (as a phrase) AND  
Publisher: great barrier (all of these)  
With Conference limit

12. Does the University of Western Australia library (NUC symbol = WU) have any Western Australian government publications about regional planning?

Subject: regional planning (as a phrase) AND  
Author : western Australia (all of these) AND  
Library NUC symbol : WU  
With Government limit

13. Find works by the Northern Territory University, or is it the University of the Northern Territory?

Author: northern territory university (all of these)

14. What is the exact title of a DVD called something about 'wildflowers' and 'floral'?

Title: wildflower\* flora\*

15. Do any libraries in South Australia hold the journal *Better homes and gardens*?

Title: better homes and gardens (exact match (excludes nonfiling)) AND  
Library NUC symbol: S\*  
With Journal limit

16. Do any libraries in Canberra hold the journal *Art, architecture and design*?

Title: art architecture and design (exact match (excludes nonfiling))  
With Journals limit  
Holdings State: Australian Capital Territory

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**EXERCISE 8.2**

1. Find all films or videos produced in New South Wales in the 1990s.

Place published: New South Wales  
With Film/video limit AND  
Published limit: Year range 1990-1999

2. Find works about fashion published since 1995.

Subject: fashion (all of these) AND  
Published limit: After 1994

3. Find a book about community power published in 1991.

Subject: community power (all of these) AND  
Published limit: Year is 1991

4. Find works by Helen Hughes published between 2000 and 2002.

Author: Helen Hughes (all of these) AND  
Published limit: Year range 2000-2002

5. Find videos published by Video Arts before 1980.

Publisher: video arts (as a phrase) AND  
Published limit: Before 1980

6. Find two Australian books about psychology published before 1980?

Subject: psychology (all of these)  
With Australian limit AND  
Published limit: Before 1980

7. Find an Australian magazine about dermatology published since 1990

Subject: dermatology (all of these)  
With Australian limit AND  
Published limit: After 1989

8. Was any of Hoagy Carmichael's music published during World War II (1939-1945)?

Author: hoagy carmichael (all of these)  
With Printed Music limit AND  
Published limit: Year range 1939-1945

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9. Can you find a sound recording of any book by Ruth Park in a library in Queensland?

Author: ruth park (all of these) AND  
Library symbol: Q\*  
With Talking books limit

10. How many serials can you find about health, medicine or nursing?

Subject health OR  
Subject medicine OR  
Subject nurs\*  
With Journals limit

## EXERCISE 10

1. Login to Libraries Australia Training database. Add the following NUCs to your Favourite libraries list:

ANL  
APLS  
ANU:MS

2. Add the following names to your Favourite libraries list.

Trangie Agricultural Research Centre Library  
Macquarie University Library  
Bankstown Campus Library  
Federation University Australia Library  
Goulburn Ovens Institute of TAFE - Library AND La Trobe University -  
Shepparton Campus Library  
Hume Libraries

3. How many of your Favourite libraries hold the item with the ISBN 1865082236?

6 Favourite libraries

4. How many of your Favourite libraries in Victoria hold the item with the ISBN 1865082236?

1 Favourite library

5. How many of your Favourite libraries in New South Wales hold the item with the ISBN 1865082236?

1 Favourite libraries

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6. Which of your Favourite libraries in the ACT hold the following title:  
“A case study of the 2007 Kangaroo Island bushfires”

National Library of Australia

## EXERCISE 11

Using Query Builder:

1. Find a video recording of the title *Blue's clues*.

TW:videorecording AND TW:blue's clues

2. What did the National Association for the Education of Young Children publish in the 1960s?

NX:"National Association for the Education of Young Children" AND  
DAT:196\*

3. In one search, find the following Record IDs: 7350631, 15060172, 1897497.

AN: 7350631 OR AN: 15060172 OR AN: 1897497

4. Find an English translation of the novel *La peste* by Albert Camus. What is the English title?

NA:CAMUS AND TW:peste AND LAN:eng

5. Search for records about the presidents of the United States. Narrow your search to the records that include John F. Kennedy. Look at one of the records to identify the heading for JFK.

To find records about Kennedy, by Kennedy, or with a note referring to Kennedy:  
SW:presidents AND SW:united states AND AW:kennedy jo\*

If you only want works about Kennedy:  
SW:presidents AND SW:united states AND SW:kennedy jo\*

6. How many musical sound recordings published in 2000 can you find?

TW:sound recording AND DAT:2000 AND MAT:j

7. Find records for all the works about water. Limit the set to Australian material. Limit the set again to videorecordings only.

SW:water AND LMT:a AND TW:videorecording  
or  
SW:water AND LMT:a AND LMT:v

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8. Find records for weekly newspapers published in Queensland with the word 'news' in the title.

TW:news AND CTY:qea AND SEY:n AND SEF:w

9. Find maps in the International chart series produced by the Royal Australian Navy.

TW:cartographic AND NW:royal australian navy AND  
TW:international chart

10. Find the record with the music publisher number 27360 and published in the 1920s. What is the title?

PN:27360 AND DAT:192\*

11. Find a sound recording of NSW Premier Bob Carr talking about his life.

TW:sound recording AND NW:"carr bob"

12. Find stories of the Berenstain Bears in an electronic format.

AW:"berenstain bears" AND TW:electronic resource

13. What did the National Geographic Society publish in 1982?

PW:national geographic AND DAT:1982

14. Find the braille version of *Zen and the art of motorcycle maintenance*.

TW:zen AND FRM:f  
or  
TW:zen AND LMT:b

15. Find the large print edition of *Crooked house*. Which libraries hold it?

TW:"crooked house" AND FRM:d  
or  
TW:"crooked house" AND LMT:l

## EXERCISE 12

Using Solr:

1. Find video recordings of the title *Deadly Australians*.

TW:videorecording AND TW:"deadly Australians"  
or  
LMT:v AND TW:"deadly Australians"

2. What have the Sydney Paralympic Organising Committee published since 1998?

NW:Sydney Paralympic AND DAT:[1998 TO \*]

3. In one search, find the following Record IDs: 14615470, 1671174, 2905204.

AN:14615470 OR AN:1671174 OR AN:2905204

4. How many English translations of the novel *L'étranger* by Albert Camus can you find? What is the English title?

NA:CAMUS AND TW:l'étranger AND LAN:eng

5. Search for records about the Popish Plot of 1678. Narrow your search and find records that have as subjects the Duke of Guise and the Popish Plot.

SW:popish plot AND SW:1678 AND SW:guise

6. Find the musical sound recordings of *The very best of Peter Allen* published in 1982.

TW:"peter allen" AND DAT:1982 AND MAT:j

7. Find records for *The longest war*. Limit the set to Australian material. Limit the set again to fiction only.

AW:longest war AND ACI:anuc AND SW:fiction

8. Find records for weekly newspapers published in New South Wales with the word 'advertiser' in the title.

TW:advertiser AND CTY:xna AND SEY:n AND SEF:w

9. Find maps in the International chart series produced by the Royal Australian Navy.

TW:cartographic AND NW:royal australian navy AND TW:international chart

10. Find the record with the music publisher number 70602 and published in 2001. What is the title?

PN:70602 AND DAT:2001

## EXERCISE 14.1

1. Who wrote the book *Beginner's French*?

beginner's french

---

2. Where was the journal *Biology of the cell* published?

“biology of the cell”  
With Journals limit

3. What is the title of the book which has the ISBN 0 7248 0658 X?

072480658X

4. Which journal has the ISSN 0143-5671?

0143-5671

5. Find the title of a book by Donald Denoon. Are there any co-authors?

donald denoon

6. What subject headings are used to describe the book titled *Faces of culture*?

“faces of culture”

7. Find works on the subject Australia – Social conditions.

Subject: Australia social conditions (exact match)

8. How many newspapers can you find with ‘news’ in the title.

Title: news (all of these)  
With Newspapers limit

9. Find two Australian books about whale watching published since 1990

Subject: whale watching (as a phrase)  
With Australian and Books limits AND  
Published: After 1989

10. Do any libraries in Tasmania hold the Journal of the Pan-Pacific Research Institution?

Title: journal of the pan-pacific (Starts with)  
With Journals limit

11. Find a journal about forestry published in New South Wales.

Subject: forestry (all of these)  
Place published: New South Wales (as a phrase)  
With Journals limit

---

12. When was the book *On-line bibliographic services* published?

“online bibliographic services”

13. Find a record that includes ‘quantitative method(s)’ in any field.

“quantitative method?”

14. Where was *The International journal of Turkish studies* published?

“international journal of Turkish studies”

15. How many DVDs of horror films can you find?

Subject: horror (all of these) AND  
With DVD limit

## EXERCISE 14.2

1. Find a book with ‘office dictionary’ somewhere in the title.

Title: office dictionary (as a phrase)

2. How many books can you find published by Quadrangle Books?

Publisher: quadrangle

3. Find records of all the items about mathematical statistics.

Subject: mathematical statistics (as a phrase)

4. Find publications by or associated with the Augustan Reprint Society.

Author: augustan reprint society (as a phrase)

5. Find a record that includes ‘magnetic material(s)’ in any field.

Any keyword: “magnetic material?” (as a phrase)

6. Find works by W.B. Yeats. (I’m not sure of his other names.)

Author : yeats (all of these)

7. Find works in the Keep it simple series.

Series: keep it simple series (as a phrase)

---

8. Find all the items available online about Australia population statistics.

Population  
With Australian and Online limits

9. Find publications other than videos by or associated with Granada Television.

Author: granada television (as a phrase) NOT  
Title: videorecording (all of these)

10. Find records of all the items about immigration published since 2000.

Subject: immigration (all of these) AND  
Published limit: After 1999

11. Find records of five works about civil rights that are not Australian. (Use **Command Search**.)

SW:"civil rights" NOT ACI:anu

12. Find a record of an item that has 'information retrieval' in any field, apart from works associated with libraries.

AW:"information retrieval" NOT NW:library\*

13. Find two Australian books about natural monuments published since 1990.

Subject: natural monument? (all of these) AND  
Published limit: After 1989

14. Find items in Chinese about gardening.

Subject: garden\* (all of these) AND  
Language: chinese

15. What is the title of a book about environmental protection published in Tasmania?

Subject: environmental protection (as a phrase) AND  
Place published: tasmania

### EXERCISE 14.3

1. Where was *The quarterly journal of experimental psychology* published?

Title: the quarterly journal of experimental (starts with)

---

2. Find records of all the items about barbecue cookery.

Subject: barbecue cookery (all of these)

3. What is the title of the book which has the ISBN 0 850 91340 3?

0850913403

4. What subject headings are used to describe the book titled *The sacred balance*?

Title: the sacred balance (as a phrase)

5. Find publications by or associated with the National Association for Girls & Women in Sport.

Author: national association for girls & women (starts with)

6. Which journal has the ISSN 0262-4389?

02624389

7. Who wrote the book *Don't look now*?

Title: don't look now (starts with)

8. Find the title of a book by Louise Denoon. Are there any co-authors?

Author: denoon louise (all of these)

9. How many books can you find published by Moody Press?

Publisher: moody

10. What subject headings are used to describe the book titled *Confident kids*?

Title: confident kids (starts with)

11. Find works by D. H. Lawrence.

Author: lawrence d h (starts with)

12. Find all the items with a Dewey decimal classification number 370.947.

DC:370.947 (Command Search)

13. Find works on the subject World Politics—Periodicals.

Subject: world politics periodicals (exact match)

---

14. Find all the items with the Library of Congress class number L111.

LC:L111 (Command Search)

15. Find works with the title *The guide*.

Title: the guide (starts with)

#### **EXERCISE 14.4**

1. Find works by Han Suyin.

Author: han suyin (all of these)

2. Which journal has the ISSN 0006-971X?

0006971X

3. Where was the journal *Contemporary social science* published?

Title: contemporary social science (as a phrase)  
With Journal limit

4. What subject headings are used to describe the DVD titled *Boats on the Bay*

Title: boats on the bay (starts with)

5. Find all the items with a Dewey decimal classification number 155.4.

DC:155.4 (In Command Search)

6. How many books can you find published by the Museum of Modern Art?

Publisher: museum of modern art (as a phrase)

7. What is the title of the book that has the ISBN 9781409356615?

9781409356615

8. Find all the items with the Library of Congress class number HC101

LC:HC101 (In Command Search)

9. Find works on the subject Nutrition—Juvenile films.

Subject: nutrition juvenile films (exact match)

---

10. Find the title of a book by Elizabeth Hopgood. Are there any co-authors?

Author: elizabeth hopgood (all of these)

11. Find works relating to African songs and dance.

Subject: song\* (all of these) OR  
Subject: danc\* (all of these) AND  
Subject: africa\* (all of these)

12. Where was the journal *The children's buyer's guide* published?

Title: children's buyer's guide (exact match)  
With Journals limit

13. Who wrote the book *The plant selector*?

Title: the plant selector (all of these)

14. Find publications by or associated with the Family Planning Federation of Canada.

Author: family planning federation Canada (all of these)

15. Find a record that includes 'electronic digital computer(s)' in any field.

Any keyword: electronic digital computer? (as a phrase)

### EXERCISE 14.5

1. Find works in the African writers series.

Series: African writers (starts with)

2. Find the report of a committee chaired by Harold F. Heady.

Author: heady (all of these)  
Any keyword: report

3. Find records of all the items about drug abuse.

Subject: drug abuse (all of these)

4. Find a record that includes 'Boolean algebra' in any field.

Any keyword: Boolean algebra (as a phrase)

---



5. Find works by P. G. Wodehouse. (I'm not sure of his other names.)

Author: wodehouse (all of these)

6. Find a book with 'a perfect cruise vacation' somewhere in the title.

Title: perfect cruise vacation (as a phrase)

7. Find publications by or associated with the Australian Association of Women's Sport and Recreation.

Author: australian association of women's sport (as a phrase)

8. Locate journals published by the Australian Sports Commission.

Author: Australian sports commission (as a phrase)  
With Journals limit

9. Find records of all the items about education published in Australia since 1995.

Subject: education (all of these) AND  
Published limit: After 1994

10. How many books about sociology can you find published by university presses before 1970?

Subject: sociology AND  
Publisher: university AND  
Published limit: Before 1970

11. Find records of all electronic items about South Australia.

Title: computer file (as a phrase) OR  
Title: electronic resource (as a phrase) AND  
Subject: South Australia (as a phrase)

12. Find sound recordings by Simon and Garfunkel since 1985.

Title: sound recording (as a phrase) AND  
Author: simon garfunkel (all of these) AND  
Published limit: After 1984

13. Do any libraries in Melbourne hold the journal *101 local humans*?

Title: 101 local humans (all of these) AND  
Library NUC symbol: V\* OR Holdings Limit: Victoria  
With Journals limit  
OR

---

Title: 101 local humans (all of these) AND  
Holdings Limit: Victoria  
With Journals limit

14. Find an Australian book about peppermint oil published since 1990.

Subject: peppermint oil (as a phrase) AND  
With Australian limit AND  
Published: After 1989

15. How many newspapers can you find with 'post' in the title?

Title: post (all of these)  
With Newspapers limit

### EXERCISE 14.6

1. Find the newspaper *The advertiser*.

Title: advertiser (all of these)  
With Newspapers limit

2. Find two Australian books about hypnotism published since 1990.

Subject: hypnotism (all of these) AND  
Published limit: After 1989

3. Find items in Afrikaans about apartheid.

Subject: apartheid (all of these) AND  
Language: afrikaans

4. Find books about cookery and food other than Chinese cooking.

Subject: cookery OR  
Subject: food NOT  
Subject: chinese

5. Find a book with the words 'independent schools' and 'conference' in the title.

Title: independent secondary schools (as a phrase) AND  
Title: annual guide (as a phrase)

6. Find books about nursing published since 2000.

Subject: nursing AND  
Published limit: After 1999

---

- 
7. Find works about opera but not about the Sydney Opera House.

Subject: opera NOT  
Subject: sydney opera house (as a phrase)

8. What is the title of the book about Tolstoy written by Lance Banbury?

Subject: Tolstoy AND  
Author: banbury

9. How many Agatha Christie novels were published between 1975 and 1984?

Author: agatha christie (all of these)  
Published limit: Year range 1975-1984

10. Find works about engineering but not engineering mathematics.

Subject: engineering NOT  
Subject: mathematics  
or  
Subject: engineering NOT  
Subject: engineering mathematics (as a phrase)

11. Find an encyclopaedia of geology.

Any keyword: encyclop\* AND  
Subject: geology

12. Identify all the monographs in the series Lecture notes in mathematics.

Series: lecture notes in mathematics

13. Use **Command Search** to find the record of a conference on economics in the US.

SW:ECONOMIC\* AND CNF:1 AND CTY:(xxu OR US)

14. Find local government publications with 'community' in the title.

Title: community  
With Government limit

15. Find works about Antarctica held in Tasmanian libraries.

Subject: antarctica AND  
Library symbol: T\*  
OR  
Subject: antarctica AND  
Holdings Limit: Tasmania

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## TRAINING LOGINS

These logins are for use with the Libraries Australia training database. The training database is available here: [librariesaustralia-train.nla.gov.au](http://librariesaustralia-train.nla.gov.au)

The logins below cannot be used to access the real ('production') database.

If you have difficulty accessing a training account, or find that the logins do not provide an appropriate set of practice exercises, contact the Libraries Australia Member Services (1800 026 155, [nla.gov.au/librariesaustralia/contact-us](http://nla.gov.au/librariesaustralia/contact-us)) and describe the problem.



**Note:** The **OCLC WorldCat Authorities**, **Library of Congress Names** and **Library of Congress Subjects** databases are NOT available in the Libraries Australia training database.

Library	Username	Password	Access to:
ACT Library & Information service	TRAINING1	TRAINING1	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING2	TRAINING2	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
Latrobe University	TRAINING3	TRAINING3	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING4	TRAINING4	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)

Australian Defence Force Academy	TRAINING5	TRAINING5	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING6	TRAINING6	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
Queensland Institute of Technology	TRAINING7	TRAINING7	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING8	TRAINING8	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
Australian National University	TRAINING9	TRAINING9	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING10	TRAINING10	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
Macquarie University	TRAINING11	TRAINING11	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING12	TRAINING12	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
Flinders University	TRAINING13	TRAINING13	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)

Deakin University	TRAINING14	TRAINING14	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
University of South Australia	TRAINING15	TRAINING15	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
State Library of Victoria	TRAINING16	TRAINING16	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING17	TRAINING17	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
National Library of Australia	TRAINING18	TRAINING18	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING19	TRAINING19	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING20	TRAINING20	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
University of Tasmania	TRAINING21	TRAINING21	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING22	TRAINING22	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)

Botany Bay City Council Libraries	TRAINING23	TRAINING23	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING24	TRAINING24	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
Brisbane City Council Libraries	TRAINING25	TRAINING25	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING26	TRAINING26	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
Curtin University of Technology: Library and Information Service	TRAINING27	TRAINING27	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
	TRAINING28	TRAINING28	Search, Cataloguer, Enhanced Requesting (end user form), Personalisation, Customer Administration (View only)
Graylands Hospital: Psychiatric Services Library	TRAINING29	TRAINING29	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
	TRAINING30	TRAINING30	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
ACT Library & Information service	TRAINING31	TRAINING31	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)

	TRAINING32	TRAINING32	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
Australian Defence Force Academy	TRAINING33	TRAINING33	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
	TRAINING34	TRAINING34	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
Australian National University	TRAINING35	TRAINING35	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
	TRAINING36	TRAINING36	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
Deakin University	TRAINING37	TRAINING37	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
	TRAINING38	TRAINING38	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
State Library of Victoria	TRAINING39	TRAINING39	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)
	TRAINING40	TRAINING40	Search, Cataloguer, Enhanced Requesting (staff form), Personalisation, Customer Administration (View only)



## GLOSSARY

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### **adjacency operator**

The symbol ~ used in Command Search to retrieve titles when you know some of the words and they are close to each other

### **Advanced Search**

The interface of Libraries Australia that enables you to combine search terms by selecting indexes from drop-down lists

### **ANBD**

See Australian National Bibliographic Database

### **ANBD number/Record ID**

The unique number assigned to each record in the Australian National Bibliographic Database. Formerly Amicus number.

### **Australian Interlibrary Resource Sharing Directory**

See ILRS Directory

### **authority file**

A collection of authority records containing the preferred forms of headings for subjects, names, series and uniform titles

### **authority record**

A record of the preferred heading for a subject, person, place, corporate body, series or uniform title

### **bibliographic level**

A code in the MARC leader; the most common values are 'm' for monograph and 's' for serial

### **Boolean operators**

The words AND, OR, NOT that enable you to combine search terms to retrieve different result sets

---

**Brief View**

The brief non-MARC display of a record

**British Library Catalogue**

Provides access to nearly 57 million items in the British Library's collection including manuscripts, books, serials, newspapers, sound recordings, maps and printed music.

**Canadian Institute for Scientific and Technological Information (CISTI)**

One of the world's major sources for information in all areas of science, technology, engineering and medicine.

**CJK**

Chinese, Japanese and Korean.

See Libraries Australia Chinese, Japanese and Korean (CJK) Service

**coded data**

Part of a MARC record that enables it to be retrieved using a MARC code

**Command Search**

The interface of Libraries Australia that enables you to combine search terms by directly entering index codes into a single search box

**Compare Records and Report Duplicates**

A feature of Libraries Australia that enables you to compare and easily report duplicate records

**corporate name**

The name of an organisation or group of people identified by that name, and acting as an entity

**diacritic**

A mark, such as an accent, used with a letter to show how it is pronounced

**EndNote**

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Software that enables you to manage your references and create instant bibliographies  
[www.endnote.com](http://www.endnote.com)

### **Enhanced Requesting**

With enhanced requesting activated on your Libraries Australia account, users can request loans/copies of items via the Get this item button

### **Favourite Libraries**

A feature of Libraries Australia that allows you to select an unlimited number of favourite libraries, to recognise reciprocal, affiliated or libraries of interest

### **Full View**

The full non-MARC display of a record

### **Get this item**

A feature of Libraries Australia that provides options to assist you to obtain the item you have selected

### **GMD**

General material designation. Broad category of material to which an item belongs e.g. sound recording - defined in AACR2R, but no longer used in resources catalogued under RDA standards

### **government publication**

A document prepared for or by a government agency that is published and distributed for public information

### **holdings**

A record that a library has a particular item or items in its collection

### **Holding preview**

Preview display of the holdings which appears on the right hand side of the screen when you hover the mouse over the brief record holdings details in the search results

### **ILL symbol**

See NUC symbol

---

**ILRS Directory**

A directory of NUC symbols and Australian interlibrary loan and document delivery services - [www.nla.gov.au/ilrs](http://www.nla.gov.au/ilrs)

**International Standard Book Number**

ISBN. A number intended to be unique, assigned by an agency in each country to all books and pamphlets, book readings on cassette, microfiche publications, computer software and multimedia kits containing printed material

**International Standard Music Number**

ISMN. An internationally recognised number assigned to printed music by the International Standard Music Number Agency in Berlin

**International Standard Serial Number**

ISSN. An internationally recognised number assigned to each serial publication by the International Serials Data System (ISDS), a network of national centres sponsored by Unesco

**ISBN**

See International Standard Book Number

**ISMN**

See International Standard Music Number

**ISSN**

See International Standard Serial Number

**keyword**

A significant term used in a search to retrieve a document or record.

**LAAC**

Libraries Australia Advisory Committee. A committee of appointed and elected members to represent Libraries Australia users and advise the National Library on issues related to Libraries Australia use and development e.g. charges, enhancements

---

**Libraries Australia Authorities**

A database containing all the authorised headings in the ANBD

**Libraries Australia Chinese, Japanese and Korean (CJK) Service**

A database containing records of all the major Chinese, Japanese and Korean collections in Australian libraries

**Library of Congress Catalogue**

Provides access to the Library of Congress collection in the United States of America, including books, serials, government publications, manuscripts, photographs and maps.

**Library of Congress Rule Interpretations**

Interpretations of the Anglo-American Cataloguing Rules adopted by the Library of Congress

**Library of Congress Policy Statements**

Interpretations of the RDA (Resource Description and Access) guidelines adopted by the Library of Congress

**Library symbol**

See NUC symbol

**login**

A combination of a username and password for connecting to Libraries Australia

**MARC record**

The machine readable format of a bibliographic record

**MARC View**

The full MARC view of a record

**Material Group Limits**

In Libraries Australia allow you to limit your search by material group type

---

**Material Type**

The type of publication of a requested item—e.g. printed music

**National Bibliographic Database**

See Australian National Bibliographic Database

**National Union Catalogue symbol**

See NUC symbol

**Nature of contents**

A code in a MARC record for books that shows that the item contains certain types of material—e.g. bibliography, legislation

**NBD**

See Australian National Bibliographic Database

**nesting**

Placing round brackets around a pair of search terms and an operator in Search and Command Search so that the search engine will process the terms in brackets first e.g. SW:africa AND (SW:song\* OR danc\*)

**NUC symbol**

National Union Catalogue symbol. A library's unique identifier issued by the National Library of Australia

**OCLC WorldCat Database**

An online union catalogue maintained by OCLC (Online Computer Library Center) in Dublin, Ohio

**password**

A string of letters and/or numbers that authorises a user to login to Libraries Australia; used with a username

**Preview pane**

See Record preview and Holding preview

---

**Query builder**

A device for supplying the index codes and operators in Command Search

**RDA**

Resource Description and Access (RDA). The standard for descriptive cataloguing used in Libraries Australia.

**Record preview**

Preview display of the record which appears on the right hand side of the screen when you hover the mouse over the brief record title details in the search results

**relational operators**

Symbols that allow you to limit your search to a range of dates e.g. DAT:[2011 T0 2012]

**relevance**

The ordering of a group of records using an algorithm derived from the frequency and/or proximity in particular fields or in the entire record.

**remembered settings**

See Statefulness

**right Truncation**

See Truncation

**Solr**

Search syntax using index codes and operators that allows you to type your search query directly into the main box in Command Search

**Saved searches**

A feature of Libraries Australia that allows you to save search queries beyond the current session. Queries can then be rerun or edited

**Saved records**

A feature of Libraries Australia that allows you to save records beyond the current session. Records can then be emailed, saved or printed or downloaded

---

**Search**

The interface of Libraries Australia that enables you to perform a keyword search of the database using a single search term

**Search history**

A list of searches undertaken in the current session, from which you can edit a search or view your results again

**Select Browse and Term List**

The interface of Libraries Australia that allows you to scan an alphabetical list of names, titles, or subjects

**Solr**

Syntax using index codes and operators that allows you to type your search query directly into **Command Search**

**Statefulness**

Remembered settings or statefulness is where Libraries Australia Search remembers what settings users have chosen. The user does not have to go to a separate form and choose options to be remembered as defaults, the system will simply remember what they used last.

**Te Puna**

The New Zealand national union catalogue

**Truncation**

Abbreviation of a search term using the symbol \* in order to include variants of the term such as plurals, adjectives etc. In Libraries Australia it must be used at the end of the search term; hence 'right' Truncation

**wildcard**

The symbol ? that replaces one character in a search term e.g. Organi?ation, wom?n

**Z39.50**

An international standard ISO 23950, ANSI/NISO Z3950 that facilitates searching and retrieving bibliographic data from remote databases

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## INDEX

**A**

Add record .....	159
Advanced search	
Basic search rules .....	93
Common search strategies .....	100
Library limit (any library, in my library and NOT in my library) .....	92
Published limit .....	92
Record created limit .....	92
Authorities	
Content .....	197
Finding authority records .....	196
Library of Congress Names .....	193
Library of Congress Subjects .....	193
OCLC WorldCat Authorities .....	193
Search .....	195
Search (advanced) .....	198
Search for bibliographic records .....	197
Search for bibliographic records and authority records .....	200

**B**

Boolean operators	
Search (order of) .....	35
Browse terms	
Editing queries .....	143
Searching browse terms .....	140
Select browse .....	139
Term list .....	139

**C**

Codes .....	126, 225
Command Search	
Editing a query .....	122
Nesting .....	123
Using query builder .....	119
Using relational operators & range searches .....	124
Compare records .....	106

**D**

Databases	
Australian National Bibliographic Database (ANBD) .....	9, 182
Authority .....	191, 194
British library .....	183
Canada Institute for Scientific and Technological Information (CISTI) .....	183
Chinese University Hong Kong (CUHK) .....	184
Hong Kong University of Science Technology .....	184
Library of Congress .....	184
OCLC WorldCat .....	187

University of Hong Kong .....	187
-------------------------------	-----

**F**

Favourite libraries .....	112
Full view .....	51

**G**

Get this item	
Buy .....	80
Copy .....	77
Loan .....	79
Online .....	76

**H**

Holdings	
Full or MARC view .....	116
Preview .....	43
Web cataloguing (add holdings) .....	162

**I**

Indexes .....	225
Advanced search .....	85
Simple search .....	31

**K**

Kinetica .....	9
----------------	---

**L**

Libraries Australia .....	7
What is Libraries Australia .....	9
Limits .....	35

**M**

Material group limits .....	35
-----------------------------	----

**P**

Password .....	16
Personal Accounts .....	203
Preview .....	43
Holding preview .....	43
Record preview .....	43

**R**

Records	
Add record .....	159
Compare records .....	106
Preview .....	43
Report duplicates.....	109
Saved records .....	61
Remembered settings (statefulness) .....	18
Report duplicates.....	109

**S**

Saved records.....	25, 61
Saved searches.....	24, 68
Search	
Advanced .....	84
Basic search rules .....	32
Boolean operators (order of).....	34–35
Codes .....	126, 225
Command - Query builder .....	118
Command - Solr .....	130
Constructing .....	37, 46
Download .....	46
Email.....	47
History .....	58
Indexes .....	225
Indexes searched in Advanced search .....	85
Indexes searched in Simple search .....	31
Navigating records.....	49
Operands .....	33, 34
Print .....	48
Record details .....	42
Results .....	40
Saved records .....	46
Saved searches .....	68
Search history .....	58
Simple .....	30
Sorting results.....	50
Truncation .....	33
View all records .....	49

View records from other databases .....	50
Viewing records.....	46
Wildcard .....	33
Search history .....	24
Search results .....	40
Select browse .....	139
Simple search .....	30
Solr .....	130
Basic rules using Solr .....	131
Learning Solr .....	133
Nesting .....	135
Statefulness .....	18

**T**

Term list.....	139
Training Logins.....	260
Truncation	
Search.....	33

**U**

Username .....	16
----------------	----

**W**

Web Cataloging	
Adding a bibliographic record .....	159
Adding holdings.....	167
Data input boxes .....	169
Deleting holdings.....	167, 168
Editing holdings.....	167
Holdings .....	162
Mandatory data .....	161
Punctuation.....	161
Subfields.....	161
Wildcard	
Search.....	33