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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. 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.
Section 1: Libraries Australia

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.

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.

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.
Libraries Australia Search is available 24 hours a day, 7 days a week at: librariesaustralia.nla.gov.au

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.

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).

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.

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

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
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:

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

### 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:

[link](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:
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.

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.

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.

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).

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).
Section 2: Getting started searching with Libraries Australia

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

When you are learning to use Libraries Australia, you will use the training database, which is at 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 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
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:

<table>
<thead>
<tr>
<th>Part of system</th>
<th>Feature</th>
<th>Level of statefulness</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Search forms</td>
<td>Databases selected</td>
<td>Set by persistent cookie*</td>
</tr>
<tr>
<td></td>
<td>Databases shown up front (other than the standard high usage databases)</td>
<td>Set by persistent cookie*</td>
</tr>
<tr>
<td></td>
<td>Type of search form being accessed by default (at login and when the &quot;search&quot; tab is clicked)</td>
<td>Set by persistent cookie*</td>
</tr>
<tr>
<td></td>
<td>Limits applied (books, journals etc.)</td>
<td>Current Session</td>
</tr>
<tr>
<td>Advanced Search form</td>
<td>Fields being searched (title, author, etc.):</td>
<td>Current Session</td>
</tr>
<tr>
<td></td>
<td>Search type (all, any, phrase, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boolean logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>When published</td>
<td>Current Session</td>
</tr>
<tr>
<td></td>
<td>When record created</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Where held</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of results per page</td>
<td>Set by persistent Cookie*</td>
</tr>
</tbody>
</table>
### Section 2: Getting Started Searching with Libraries Australia

<table>
<thead>
<tr>
<th>Search Results</th>
<th>Sort</th>
<th>Set by persistent cookie*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Show preview on hover</td>
<td>Set by persistent cookie*</td>
</tr>
<tr>
<td></td>
<td>State limit on holdings to be displayed</td>
<td>Set by persistent cookie*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Search Results and full view</th>
<th>Favourite libraries</th>
<th>Set on login</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full view vs. MARC view</td>
<td>Set by persistent cookie*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select browse</th>
<th>Database selected</th>
<th>Current Session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Index selected</td>
<td>Current Session</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Search history</th>
<th>List of recent searches</th>
<th>Current Session</th>
</tr>
</thead>
</table>

**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


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.

Section 3: Libraries Australia Search Overview

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.
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.
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.

<table>
<thead>
<tr>
<th>Fields</th>
<th>View record 1</th>
<th>View record 2</th>
<th>View record 3</th>
<th>View record 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database</td>
<td>National Bibliographic Database (ANZbingo)</td>
<td>National Bibliographic Database (ANZbingo)</td>
<td>National Bibliographic Database (ANZbingo)</td>
<td>National Bibliographic Database (ANZbingo)</td>
</tr>
<tr>
<td>Record ID</td>
<td>cde</td>
<td>cde</td>
<td>cde</td>
<td>cde</td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td>cde</td>
<td>cde</td>
<td>cde</td>
</tr>
<tr>
<td>Title</td>
<td>Chookshred / Tim Elliotson</td>
<td>Chookshred / Tim Elliotson</td>
<td>Chookshred / Tim Elliotson</td>
<td>Chookshred - a novel / Tim Elliotson</td>
</tr>
<tr>
<td>Medium</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content type</td>
<td>text</td>
<td>text</td>
<td>text</td>
<td>text</td>
</tr>
<tr>
<td>Carrier type</td>
<td>text</td>
<td>text</td>
<td>text</td>
<td>text</td>
</tr>
<tr>
<td>Online resource</td>
<td>online resources</td>
<td>online resources</td>
<td>online resources</td>
<td>online resources</td>
</tr>
<tr>
<td>Edition</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Published</td>
<td></td>
<td></td>
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<tr>
<td>LC call number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dewey number</td>
<td>825.92</td>
<td>825.92</td>
<td>825.92</td>
<td>825.92</td>
</tr>
<tr>
<td>Notes</td>
<td>“After two years of captivity, two very different brothers leave the country for the bright lights of Perth. The Lambs are innocent, sweet, and until that time, have never seen the world. The Pringles are gambler, boozers, frauds, and unlucky sods. Charge, raids, and the war force them to sell their dignity and show a great strength, shifting, shifting, down to Calcutta. Over the next twenty years, they struggle and strive, laugh and love, come apart and pull together under the same roof, and by the end of their lives, they have made the world their own. Until the wax Pringle family and the world is the same. The Pringles are gambler, boozers, frauds, and unlucky sods. Charge, raids, and the war force them to sell their dignity and show a great strength, shifting, shifting, down to Calcutta. Over the next twenty years, they struggle and strive, laugh and love, come apart and pull together under the same roof, and by the end of their lives, they have made the world their own.”</td>
<td>From awestruck author Tim Wolton comes an epic novel that captured the heart of Australia. After two years of captivity, two very different brothers leave the country for the bright lights of Perth. The Lambs are innocent, sweet, and until that time, have never seen the world. The Pringles are gambler, boozers, frauds, and unlucky sods. Charge, raids, and the war force them to sell their dignity and show a great strength, shifting, shifting, down to Calcutta. Over the next twenty years, they struggle and strive, laugh and love, come apart and pull together under the same roof, and by the end of their lives, they have made the world their own. Until the wax Pringle family and the world is the same. The Pringles are gambler, boozers, frauds, and unlucky sods. Charge, raids, and the war force them to sell their dignity and show a great strength, shifting, shifting, down to Calcutta. Over the next twenty years, they struggle and strive, laugh and love, come apart and pull together under the same roof, and by the end of their lives, they have made the world their own.”</td>
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</tr>
<tr>
<td>Series</td>
<td>Picador Classic ; 5</td>
<td>Picador Classic ; 5</td>
<td>Picador Classic ; 5</td>
<td>Picador Classic ; 5</td>
</tr>
</tbody>
</table>

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.

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.

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.

![Databases List](image)

A list of available databases will be displayed:
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.
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 a 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:

<table>
<thead>
<tr>
<th>Index Name</th>
<th>Searches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Keyword</td>
<td>Searches all title statements (including other title information, statements of responsibility, and general material designations), variant titles, uniform titles and series titles.</td>
</tr>
<tr>
<td>Name Keyword</td>
<td>Searches all name fields, including personal, corporate and conference names.</td>
</tr>
</tbody>
</table>
Section 4: Using Simple Search

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

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.

<p>| Upper or lower case     | Case not important when entering search terms.                                                        |
| e.g. New South Wales Parliament | e.g. New South Wales Parliament OR new south wales parliament OR NEW SOUTH WALES PARLIAMENT |
| Search an exact phrase  | Insert quotes around phrase “tertiary education”                                                     |
| e.g. Tertiary education |                                                                                                    |
| ISSN and ISBN           | Leave out spaces but can leave in hyphens                                                            |
| e.g. 0 312 58515 2      | e.g. 0312585152                                                                                      |</p>
<table>
<thead>
<tr>
<th>e.g. 0016-2493</th>
<th>e.g. 0016-2493 OR 00162493</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial articles e.g. The art, An expedition</td>
<td>Leave out initial articles e.g. art, expedition</td>
</tr>
<tr>
<td>Initial articles – foreign languages e.g. L’Arlesienne</td>
<td>Search both with and without the initial article, to take into account non-filing characters e.g. larlesienne ; arlesienne</td>
</tr>
<tr>
<td>Other articles, prepositions, etc e.g. Land of the long white cloud</td>
<td>Leave in for phrase searches e.g. “land of the long white cloud”</td>
</tr>
<tr>
<td>Punctuation marks e.g. sex, lies, ‘white’ lies, and videotape: a manual</td>
<td>Leave in or out e.g. “sex lies white lies and videotape a manual”, or sex lies white lies and videotape a manual</td>
</tr>
<tr>
<td>Apostrophes e.g. do’s and don’ts</td>
<td>Leave in or out e.g. do’s and don’ts OR dos and donts</td>
</tr>
<tr>
<td>Hyphens e.g. make-up</td>
<td>Leave in or use a space e.g. make-up OR make up</td>
</tr>
<tr>
<td>Diacritics e.g. écriture, thàng</td>
<td>Leave diacritic symbols in or out e.g. écriture/écriture, thàng/thàng</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Limit to</th>
<th>Type</th>
<th>Text</th>
<th>Sound &amp; Music</th>
<th>Visual</th>
<th>Accessible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Australian</td>
<td>Books</td>
<td>Musical sound</td>
<td>Pictures</td>
<td>Computer files</td>
</tr>
<tr>
<td></td>
<td>Online</td>
<td><em>e-Books</em></td>
<td>Non musical sound</td>
<td>Film/Video</td>
<td>Braille</td>
</tr>
<tr>
<td></td>
<td>Government</td>
<td>Journals</td>
<td>Interviewers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference</td>
<td>Newspapers</td>
<td>Printed music</td>
<td></td>
<td>Large print</td>
</tr>
<tr>
<td></td>
<td>Held In Australia</td>
<td>Manuscripts</td>
<td>Talking books</td>
<td></td>
<td>Talking books</td>
</tr>
<tr>
<td></td>
<td>Theses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:
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).
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.

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

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.

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.

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?

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:

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](image)

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:

   ![Print interface](image)

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.

   ![Reminder](image)

**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.

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

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.

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.
Section 5: Search Results

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

5.4.2 Record preview (Preview Pane) from Search results screen

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.
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. Test 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.

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.
Section 5: Search Results

National Bibliographic Database (ANBD) - MARC view

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Kelly</td>
<td>The story of Australia's most notorious legend.</td>
</tr>
</tbody>
</table>

Red 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 sent out fighting, exposed in bulletproof silk armour made from teakwood. Melbourne's newspapers still dispense 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.
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.

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.
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.

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.

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

   - Select the preferred format using the radio buttons.
   - 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:
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.

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.
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
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
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
- **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.
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.

![Get this item link](image)

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:
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

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.
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 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.


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.
Section 7: Get this item

Loan request form

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

- Privacy Statement
- Accessibility: Yes?

Required field

1. Item details


Author: Moorehead, Alan, 1910-1963.


Item Description: 5 sound cassettes: 1 7/8 in, 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 fees of $15.95 (GST inclusive). If the fee is to be more than this, I will be contacted to give my approval.

3. Acknowledgment of loan conditions

- I will return the item to my library on or before the due date.
- 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
- Postcode *
- Country * Australia
- Email address
- and/or Phone
- Phone (Alternative)
- Fax

Your National Library of Australia ID number (Barcode)

I will collect from

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.
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) 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.

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.

<table>
<thead>
<tr>
<th>Index on Advanced Search drop-down menu</th>
<th>Grouping on Advanced Search drop-down menu</th>
<th>ANBD Index Code</th>
<th>Index Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title*</td>
<td>All of these</td>
<td>TW</td>
<td>Title Keyword</td>
</tr>
<tr>
<td></td>
<td>Any of these</td>
<td>TW</td>
<td>Title Keyword</td>
</tr>
<tr>
<td></td>
<td>As a phrase</td>
<td>TW</td>
<td>Title Keyword</td>
</tr>
<tr>
<td></td>
<td>Starts with</td>
<td>TW</td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td>Exact match</td>
<td>TX</td>
<td>Title Exact</td>
</tr>
<tr>
<td>Author*</td>
<td>All of these</td>
<td>NW</td>
<td>Name Keyword</td>
</tr>
<tr>
<td></td>
<td>Any of these</td>
<td>NW</td>
<td>Name Keyword</td>
</tr>
<tr>
<td></td>
<td>As a phrase</td>
<td>NW</td>
<td>Name Keyword</td>
</tr>
<tr>
<td></td>
<td>Starts with</td>
<td>NA</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Exact match</td>
<td>NX</td>
<td>Name Exact</td>
</tr>
<tr>
<td>Subject*</td>
<td>All of these</td>
<td>SW</td>
<td>Subject Keyword</td>
</tr>
<tr>
<td></td>
<td>Any of these</td>
<td>SW</td>
<td>Subject Keyword</td>
</tr>
<tr>
<td></td>
<td>As a phrase</td>
<td>SW</td>
<td>Subject Keyword</td>
</tr>
<tr>
<td></td>
<td>Starts with</td>
<td>SU</td>
<td>Subject Heading</td>
</tr>
<tr>
<td></td>
<td>Exact match</td>
<td>SX</td>
<td>Subject Exact</td>
</tr>
<tr>
<td>Index on Advanced Search drop-down menu</td>
<td>Grouping on Advanced Search drop-down menu</td>
<td>ANBD Index Code</td>
<td>Index Name</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------------------------------------------</td>
<td>----------------</td>
<td>-----------</td>
</tr>
<tr>
<td>ISBN/ISSN/ISMN*</td>
<td>Starts with</td>
<td>IS</td>
<td>Standard Identifier</td>
</tr>
<tr>
<td>Any Keyword</td>
<td>All of these</td>
<td>AW</td>
<td>Any Keyword</td>
</tr>
<tr>
<td></td>
<td>Any of these</td>
<td>AW</td>
<td>Any Keyword</td>
</tr>
<tr>
<td></td>
<td>As a phrase</td>
<td>AW</td>
<td>Any Keyword</td>
</tr>
<tr>
<td>ANBD Number, OCLC Number, etc.</td>
<td>Starts with</td>
<td>CN</td>
<td>Control No.</td>
</tr>
<tr>
<td>Classification</td>
<td>Any of these</td>
<td>CL</td>
<td>Classification</td>
</tr>
<tr>
<td></td>
<td>Starts with</td>
<td>CL</td>
<td>Classification</td>
</tr>
<tr>
<td>Publisher</td>
<td>All of these</td>
<td>PW</td>
<td>Publisher Name Keyword</td>
</tr>
<tr>
<td></td>
<td>Any of these</td>
<td>PW</td>
<td>Publisher Name Keyword</td>
</tr>
<tr>
<td></td>
<td>As a phrase</td>
<td>PW</td>
<td>Publisher Name Keyword</td>
</tr>
<tr>
<td>Series</td>
<td>All of these</td>
<td>SD</td>
<td>Series Keyword</td>
</tr>
<tr>
<td></td>
<td>Any of these</td>
<td>SD</td>
<td>Series Keyword</td>
</tr>
<tr>
<td></td>
<td>As a phrase</td>
<td>SD</td>
<td>Series Keyword</td>
</tr>
<tr>
<td></td>
<td>Starts with</td>
<td>SE</td>
<td>Series</td>
</tr>
<tr>
<td></td>
<td>Exact match</td>
<td>ST</td>
<td>Series Exact</td>
</tr>
<tr>
<td>Notes</td>
<td>All of these</td>
<td>NT</td>
<td>Note Keyword</td>
</tr>
<tr>
<td></td>
<td>Any of these</td>
<td>NT</td>
<td>Note Keyword</td>
</tr>
<tr>
<td></td>
<td>As a phrase</td>
<td>NT</td>
<td>Note Keyword</td>
</tr>
<tr>
<td>Related Periodical</td>
<td>All of these</td>
<td>RW</td>
<td>Related Periodical Keyword</td>
</tr>
<tr>
<td></td>
<td>Any of these</td>
<td>RW</td>
<td>Related Periodical Keyword</td>
</tr>
<tr>
<td></td>
<td>As a phrase</td>
<td>RW</td>
<td>Related Periodical Keyword</td>
</tr>
</tbody>
</table>
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

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.

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.
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**

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

See Appendix 1 for details of indexes and codes used with Material Group Limits.
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

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.
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:

- 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.

<table>
<thead>
<tr>
<th>Upper or lower case?</th>
<th>It doesn’t matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. New South Wales Parliament</td>
<td>e.g. New South Wales Parliament</td>
</tr>
<tr>
<td></td>
<td>OR new south wales parliament</td>
</tr>
<tr>
<td></td>
<td>OR NEW SOUTH WALES PARLIAMENT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISSN and ISBN</th>
<th>Leave out spaces but can leave hyphens</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. 0 864 13132 1</td>
<td>e.g. 08641311321</td>
</tr>
<tr>
<td>e.g. 978 0 39304 0029</td>
<td>e.g. 9780393040029</td>
</tr>
<tr>
<td>e.g. 0016-2493</td>
<td>e.g. 0016-2493 OR 00162493</td>
</tr>
</tbody>
</table>

| Initial articles        | Leave out initial articles (except for |
|------------------------|“starts with” and “exact match”       |
| e.g. The art, An expedition| groupings)                           |
|                         | e.g. art, expedition                  |

<table>
<thead>
<tr>
<th>Initial articles – foreign languages</th>
<th>Leave in initial article and apostrophe for exact match, exclude for every instance of the word ‘oeil’</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. L’oeil</td>
<td>e.g. L’oeil, oeil</td>
</tr>
</tbody>
</table>
Other articles, prepositions, etc e.g. Land of the 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, thàng | Leave in or out e.g. écriture, thàng

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.
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.
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.

10. Find a record created in the last 6 months about cats.


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.

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


5. Find a video published by Video Arts 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
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.
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 record MARC View

<table>
<thead>
<tr>
<th>Fields</th>
<th>Record 1</th>
<th>Record 2</th>
<th>Record 3</th>
<th>Record 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database</td>
<td>National Bibliographic Database (NBD)</td>
<td>National Bibliographic Database (NBD)</td>
<td>National Bibliographic Database (NBD)</td>
<td>National Bibliographic Database (NBD)</td>
</tr>
<tr>
<td>080</td>
<td>07320cam x22115351 4500</td>
<td>07320cam x22115351 4500</td>
<td>07320cam x22115351 4500</td>
<td>07320cam x22115351 4500</td>
</tr>
<tr>
<td>001</td>
<td>00002008051</td>
<td>00002008051</td>
<td>00002008051</td>
<td>00002008051</td>
</tr>
<tr>
<td>003</td>
<td>00007013485</td>
<td>00007013485</td>
<td>00007013485</td>
<td>00007013485</td>
</tr>
<tr>
<td>055</td>
<td>2018040148710</td>
<td>2018040148710</td>
<td>2018040148710</td>
<td>2018040148710</td>
</tr>
<tr>
<td>067</td>
<td>2018040148710</td>
<td>2018040148710</td>
<td>2018040148710</td>
<td>2018040148710</td>
</tr>
<tr>
<td>020</td>
<td>00012181000</td>
<td>00012181000</td>
<td>00012181000</td>
<td>00012181000</td>
</tr>
<tr>
<td>024</td>
<td>00012181000</td>
<td>00012181000</td>
<td>00012181000</td>
<td>00012181000</td>
</tr>
<tr>
<td>035</td>
<td>00012181000</td>
<td>00012181000</td>
<td>00012181000</td>
<td>00012181000</td>
</tr>
<tr>
<td>040</td>
<td>00012181000</td>
<td>00012181000</td>
<td>00012181000</td>
<td>00012181000</td>
</tr>
</tbody>
</table>

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.
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.
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?
Section 10: Favourite Libraries

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.

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.
Section 10: Favourite Libraries

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’.

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.
Your search results will appear at below the search details.

4. 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 ♥.

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.

### 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.
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.
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
Section 11: Command Search using Query builder

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:
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.
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.
Section 11: Command Search using Query builder

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:

<table>
<thead>
<tr>
<th>Operator</th>
<th>Query</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>: equal to</td>
<td>DAT:2013</td>
<td>published in 2013</td>
</tr>
<tr>
<td>TO</td>
<td>DAT:[2013 TO 2014]</td>
<td>published in 2013 to 2014</td>
</tr>
<tr>
<td>&lt; less than</td>
<td>DAT:{* TO 2013}</td>
<td>published before 2013</td>
</tr>
<tr>
<td>&lt;= less than or equal to</td>
<td>DAT:{* TO 2013}</td>
<td>published up to and including 2013</td>
</tr>
<tr>
<td>&gt; greater than</td>
<td>DAT:[2013 TO *}</td>
<td>published after 2013</td>
</tr>
<tr>
<td>&gt;= greater than or equal to</td>
<td>DAT:[2013 TO *}</td>
<td>published in 2013 and onwards</td>
</tr>
<tr>
<td>NOT DAT =</td>
<td>NOT DAT:2013</td>
<td>not published in 2013</td>
</tr>
<tr>
<td>starts with</td>
<td>\uFFFD&lt;search term&gt;</td>
<td>e.g. TW:”\uFFFD Dogs”</td>
</tr>
</tbody>
</table>

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.

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.
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

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.

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.


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?
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

<table>
<thead>
<tr>
<th>Index codes</th>
<th>Enter in upper case e.g.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TX</td>
<td>Title exact</td>
</tr>
<tr>
<td>TW</td>
<td>Title keyword</td>
</tr>
<tr>
<td>NA</td>
<td>Personal name</td>
</tr>
<tr>
<td></td>
<td>See Appendix 3 for details of Indexes and Codes.</td>
</tr>
</tbody>
</table>

| 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) |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<table>
<thead>
<tr>
<th>Codes e.g. language codes</th>
<th>Enter in the case used in the MARC record</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Search term</th>
<th>Enter in upper or lower case</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Standard numbers e.g. ISBN</th>
<th>In National Bibliographic Database (ANBD) ONLY e.g. BN:054531058X OR SN:0022247X</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>And, or, not etc. in search term</th>
<th>Use double quotes around any search query that corresponds with a Boolean operator or a search index code e.g. TX:“sons and lovers” TX :“to be or not to be”</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Multiple Boolean operators</th>
<th>Use nesting to indicate which phrases need to be combined first e.g. (TW:lives AND TW:achievements) NOT (TW:science OR TW:music)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Truncation</th>
<th>Always place the truncated word stem at the end of a search string which occurs just before a Boolean operator</th>
</tr>
</thead>
</table>
### 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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>equal to</td>
<td>For items published in 2013 DAT:2013</td>
</tr>
</tbody>
</table>

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

<p>| TO     | AN:[12345 TO 12359] DAT:[2013 TO 2014] |</p>
<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>&lt;</code></td>
<td>less than</td>
<td>For items published before 2013 DAT:{* TO 2013}</td>
</tr>
<tr>
<td><code>&gt;</code></td>
<td>greater than</td>
<td>For items published after 2013 DAT:{2013 TO *}</td>
</tr>
<tr>
<td><code>&lt;=</code></td>
<td>less than or equal to</td>
<td>For items published up to and including 2013 DAT:[* TO 2013]</td>
</tr>
<tr>
<td><code>&gt;=</code></td>
<td>greater than or equal to</td>
<td>For items published from 2013 on DAT:[2013 TO *}</td>
</tr>
<tr>
<td>NOT DAT =</td>
<td>not this date</td>
<td>For items on horses published in all years except 2013, enter TW:horses NOT DAT:2013</td>
</tr>
</tbody>
</table>

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:

```
SW:“African song” OR SW:“African dance”
```

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”
```

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
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.


10. Find the record with the music publisher number 70602 and published in 2001. What is the title?
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, l’
- 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.

The resulting Term List allows you to browse the various headings associated with the Australian National University.

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.

![Image of Browse Terms](image)

The result is a **Term List** of headings used in the database.

<table>
<thead>
<tr>
<th>Term list Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Bibliographic Database (ANBD)</td>
</tr>
<tr>
<td>Records</td>
</tr>
<tr>
<td>1,372</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

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.

![Image of Browse Terms](image)

The resulting **Term List** allows you to browse the list of titles.
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.

Results screen displays with those 20 records.
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).
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?


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:


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.


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.


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.

13. Do any libraries in Melbourne hold the journal *101 local humans*?


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.


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*

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.
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.

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.

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.
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.
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.

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.
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**.

**Note:** When importing records from external databases, OCLC Numbers in the 035 field should be retained.
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.

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.
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.
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:

<table>
<thead>
<tr>
<th>Bibliographic Level</th>
<th>Code inserted in record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection</td>
<td>c</td>
</tr>
<tr>
<td>Monograph/item (default)</td>
<td>m</td>
</tr>
<tr>
<td>Monographic component part</td>
<td>a</td>
</tr>
<tr>
<td>Serial</td>
<td>s</td>
</tr>
<tr>
<td>Serial component part</td>
<td>b</td>
</tr>
<tr>
<td>Subunit</td>
<td>d</td>
</tr>
<tr>
<td>Integrating resource</td>
<td>i</td>
</tr>
</tbody>
</table>
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’.

<table>
<thead>
<tr>
<th>Title</th>
<th>Filing indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>A report</td>
<td>2</td>
</tr>
<tr>
<td>L’enfant</td>
<td>2</td>
</tr>
<tr>
<td>An example</td>
<td>3</td>
</tr>
<tr>
<td>The dog</td>
<td>4</td>
</tr>
<tr>
<td>&quot;The cat&quot;</td>
<td>5</td>
</tr>
<tr>
<td>[The bird]</td>
<td>5</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Form of item</th>
<th>Code inserted in record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable (default)</td>
<td>#</td>
</tr>
<tr>
<td>Braille</td>
<td>f</td>
</tr>
<tr>
<td>Electronic</td>
<td>s</td>
</tr>
<tr>
<td>Large print</td>
<td>d</td>
</tr>
<tr>
<td>Microfiche</td>
<td>b</td>
</tr>
<tr>
<td>Microfilm</td>
<td>a</td>
</tr>
<tr>
<td>Microopaque</td>
<td>c</td>
</tr>
<tr>
<td>Regular print reproduction</td>
<td>r</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Type of Material</th>
<th>Form of Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic book or serial</td>
<td>Book or Serial</td>
<td>Electronic</td>
</tr>
<tr>
<td>Microfiche book or serial</td>
<td>Book or Serial</td>
<td>Microfiche</td>
</tr>
<tr>
<td>Braille book or serial</td>
<td>Book or Serial</td>
<td>Braille</td>
</tr>
<tr>
<td>Large print book or serial</td>
<td>Book or Serial</td>
<td>Large print</td>
</tr>
<tr>
<td>Electronic map</td>
<td>Printed map</td>
<td>Electronic</td>
</tr>
<tr>
<td>Microfiche map</td>
<td>Printed map</td>
<td>Microfiche</td>
</tr>
<tr>
<td>Microfiche music</td>
<td>Printed music</td>
<td>Microfiche</td>
</tr>
<tr>
<td>Computer software</td>
<td>Computer file</td>
<td>Not Used</td>
</tr>
</tbody>
</table>
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: Your 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
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

<table>
<thead>
<tr>
<th>Name</th>
<th>MARC tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal - Surname</td>
<td>700 1# $a</td>
</tr>
<tr>
<td>Personal - Forename</td>
<td>700 0# $a</td>
</tr>
<tr>
<td>Personal - Family name</td>
<td>700 3# $a</td>
</tr>
<tr>
<td>Corporate - Name (direct order)</td>
<td>710 2# $a</td>
</tr>
<tr>
<td>Corporate - Place or place and name</td>
<td>710 1# $a</td>
</tr>
<tr>
<td>Corporate - Surname (inverted)</td>
<td>710 0# $a</td>
</tr>
<tr>
<td>Conference or meeting - Name (direct order)</td>
<td>711 2# $a</td>
</tr>
<tr>
<td>Conference or meeting - Place or place and name</td>
<td>711 1# $a</td>
</tr>
<tr>
<td>Conference or meeting - Surname (inverted)</td>
<td>711 0# $a</td>
</tr>
</tbody>
</table>

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- |
| Personal - Surname: | Fielding, Henry, 1707-1754 |
| Corporate - Name (direct order): | MacDonald, Roger |

| Personal - Forename: | Jerome, Saint, d. 419 or 20 |

| Personal - Family name: | Wentworth family |

| Corporate - Name (direct order): | National Heart Foundation of Australia |
| Corporate - Name (direct order): | National Trust of Australia (New South Wales). |
| Corporate - Name (direct order): | 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) |
| Corporate - Surname (inverted): | 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

<table>
<thead>
<tr>
<th>MARC tag: Name</th>
<th>MARC tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal - Surname</td>
<td>700 1# $a</td>
</tr>
<tr>
<td>Personal - Forename</td>
<td>700 0# $a</td>
</tr>
<tr>
<td>Personal - Family name</td>
<td>700 3# $a</td>
</tr>
<tr>
<td>Corporate - Name (direct order)</td>
<td>710 2# $a</td>
</tr>
<tr>
<td>Corporate - Place or place and name</td>
<td>710 1# $a</td>
</tr>
<tr>
<td>Corporate - Surname (inverted)</td>
<td>710 0# $a</td>
</tr>
<tr>
<td>Conference or meeting - Name (direct order)</td>
<td>711 2# $a</td>
</tr>
<tr>
<td>Conference or meeting - Place or place and name</td>
<td>711 1# $a</td>
</tr>
<tr>
<td>Conference or meeting - Surname (inverted)</td>
<td>711 0# $a</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Personal - Surname:</th>
<th>Forster, Raymond R. 1922- Fielding, Henry, 1707-1754 MacDonald, Roger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal - Forename:</td>
<td>Jerome, Saint, d. 419 or 20</td>
</tr>
<tr>
<td>Personal - Family name:</td>
<td>Wentworth family</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Corporate - Name (direct order):</td>
<td>National Heart Foundation of Australia National Trust of Australia (New South Wales). Hunter Regional Landscape Conservation Committee</td>
</tr>
<tr>
<td>Corporate - Place or place or name:</td>
<td>Australia. Parliament. House of Representatives. Committee of Privileges</td>
</tr>
<tr>
<td>Corporate - Surname (inverted):</td>
<td>Newman (Jean and Dorothy) Industrial Relations Library</td>
</tr>
<tr>
<td>Conference or meeting - Name (direct order):</td>
<td>National Conference on Robotics (3rd : 1990 : Melbourne, Vic.)</td>
</tr>
<tr>
<td>Conference or meeting - Place or place and name:</td>
<td>Brussels. Exposition universelle et internationale, 1958</td>
</tr>
<tr>
<td>Conference or meeting - Surname (inverted):</td>
<td>Smith (David Nichol) Memorial Seminar</td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Example</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>264$c</td>
<td>008/07-10</td>
</tr>
<tr>
<td>2000</td>
<td>2000</td>
</tr>
<tr>
<td>2000-</td>
<td>2000</td>
</tr>
<tr>
<td>c1999</td>
<td>1999</td>
</tr>
<tr>
<td>[199-]</td>
<td>199u</td>
</tr>
<tr>
<td>[199-?]</td>
<td>199u</td>
</tr>
<tr>
<td>[19-]</td>
<td>19uu</td>
</tr>
<tr>
<td>Date of publication not identified</td>
<td>uuuu</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Code inserted in record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language material (default)</td>
<td>a</td>
</tr>
<tr>
<td>Notated music</td>
<td>c</td>
</tr>
<tr>
<td>Manuscript notated music</td>
<td>d</td>
</tr>
<tr>
<td>Cartographic material</td>
<td>e</td>
</tr>
<tr>
<td>Manuscript cartographic material</td>
<td>f</td>
</tr>
<tr>
<td>Projected medium</td>
<td>g</td>
</tr>
<tr>
<td>Nonmusical sound recording</td>
<td>i</td>
</tr>
<tr>
<td>Musical sound recording</td>
<td>j</td>
</tr>
</tbody>
</table>
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 yyyy-mm-dd

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.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pub. Date (264$c)</td>
<td>008/07-10</td>
</tr>
<tr>
<td>2000</td>
<td>2000</td>
</tr>
<tr>
<td>2000-</td>
<td>2000</td>
</tr>
<tr>
<td>c1999</td>
<td>1999</td>
</tr>
<tr>
<td>[199-]</td>
<td>199u</td>
</tr>
<tr>
<td>[199-?]</td>
<td>199u</td>
</tr>
<tr>
<td>[19-]</td>
<td>19uu</td>
</tr>
<tr>
<td>Date of publication not identified</td>
<td>uuuu or 19uu</td>
</tr>
</tbody>
</table>

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

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.

<table>
<thead>
<tr>
<th>Display</th>
<th>Results sets on the search results screen cannot be sorted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Search term not highlighted in red in records on search results screen</td>
</tr>
<tr>
<td>Spelling</td>
<td>Supports variant spellings</td>
</tr>
<tr>
<td></td>
<td>e.g. labour will find labor or labour</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Display</th>
<th>Results sets on the search results screen cannot be sorted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Search term not highlighted in red in records on search results screen</td>
</tr>
<tr>
<td>Phrase searching</td>
<td>A search on multiple words which are recognised as a phrase will only retrieve records containing that phrase.</td>
</tr>
<tr>
<td></td>
<td>e.g. cathodic protection will only retrieve records containing the words cathodic protection side-by-side</td>
</tr>
<tr>
<td>Authors</td>
<td>Use Advanced Search and ‘starts with’ grouping</td>
</tr>
<tr>
<td>Subjects</td>
<td>Use Advanced Search and ‘starts with’ grouping</td>
</tr>
</tbody>
</table>
Section 16: Other Databases

<table>
<thead>
<tr>
<th>16.3</th>
<th>Chinese University of Hong Kong (CUHK)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

16.3.1 General search rules for CUHK

The search rules listed here are different from the rules for searching the ANBD.

<table>
<thead>
<tr>
<th>Display</th>
<th>Results sets on the search results screen cannot be sorted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Search term not highlighted in red in records on search results screen</td>
</tr>
<tr>
<td>Record ID (CUHK)</td>
<td>Cannot search on CUHK number</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Display</th>
<th>Results sets on the search results screen cannot be sorted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Search term not highlighted in red in records on search results screen</td>
</tr>
<tr>
<td>ISBN</td>
<td>Use Command Search</td>
</tr>
</tbody>
</table>

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
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.

<table>
<thead>
<tr>
<th>Display</th>
<th>Results sets on the search results screen cannot be sorted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Search term not highlighted in red in records on search results screen</td>
</tr>
<tr>
<td>Control numbers e.g. ISBN, ISSN, LC control number</td>
<td>Use Command Search</td>
</tr>
<tr>
<td>Wildcard</td>
<td>Does not support ? as a wildcard to replace a character in a word</td>
</tr>
</tbody>
</table>
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.

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.

<table>
<thead>
<tr>
<th>Display</th>
<th>Results sets cannot be sorted on search results screen</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Search term not highlighted in red in records on search</td>
</tr>
<tr>
<td></td>
<td>results screen</td>
</tr>
<tr>
<td>Advanced Search</td>
<td>Limited indexes available in Advanced Search;</td>
</tr>
<tr>
<td></td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td>Author</td>
</tr>
<tr>
<td></td>
<td>Subject</td>
</tr>
<tr>
<td></td>
<td>Any Keyword</td>
</tr>
<tr>
<td></td>
<td>Series</td>
</tr>
<tr>
<td>Command Search</td>
<td>Limited indexes available</td>
</tr>
<tr>
<td>ISBN</td>
<td>Use Command Search with and double quotes:</td>
</tr>
<tr>
<td></td>
<td>e.g. &quot;0316726834&quot;</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Searching</th>
<th>Use Advanced Search</th>
</tr>
</thead>
</table>
| Truncation| Use ? to truncate names to find the exact form in the authority file.  
e.g. shakespear? |
| 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.

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.
Section 17: Authorities

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 resulting term list is:

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:

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 advance 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.
Searching the correct heading produces a number of hits:

17.1.5 Searching for Authority Records in Advanced Search
You can also search for authority headings in Advanced Search by selecting the appropriate authority database from the Search in databases screen.

For example to find the authority record for Oodgeroo Noonuccal in the Libraries Australia Authorities database using and Advanced Search:
The search results screen lists brief views of authority records. 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.
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.

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?
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.

**Procedure:**

1. Click on ‘create one now’. The following form will be displayed. Fields with a * are mandatory.
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

<table>
<thead>
<tr>
<th>Limit</th>
<th>MARC mapping</th>
<th>Index Mapping</th>
</tr>
</thead>
</table>
| 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.  
i.e. 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  
$3Book review  
Subscribe, Subscription, Table of contents, Title page, Thumbnail, Finding aid - anywhere in the 856 tag | URM:“online” |
<table>
<thead>
<tr>
<th>Limit</th>
<th>MARC mapping</th>
<th>Index Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. 006 or 008 form of item = o</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. 338$a = online resource OR $b = cr</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>sw: “electronic books”</td>
</tr>
<tr>
<td>Government</td>
<td>Control field 008/28 = a,c,f,l,m,o,s,z</td>
<td>GOV:a or</td>
</tr>
<tr>
<td></td>
<td>or 006/11 = a, c, f, I, l, m, o, s, z,</td>
<td>GOV:c or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GOV:f or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GOV:l or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GOV:m or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GOV:o or</td>
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<tr>
<td></td>
<td></td>
<td>GOV:s or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GOV:z</td>
</tr>
<tr>
<td>Conference</td>
<td>*Control field 008/29 = 1 OR 006/12 = 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name, Publisher or 500 general note contains “Conference”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>650 contains “congresses”</td>
<td>LMT: “c”</td>
</tr>
<tr>
<td>Books</td>
<td>Leader 06 = a AND 07 = a, c, d, m</td>
<td>MAT:a AND</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td>(BIB:a or BIB:c or BIB:d or BIB:m)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT = t</td>
</tr>
<tr>
<td></td>
<td>Leader 06 = t</td>
<td></td>
</tr>
<tr>
<td>Held in Australia</td>
<td>850 exists</td>
<td>URM:held</td>
</tr>
<tr>
<td>Journals</td>
<td>Leader 06 = a AND Leader 07 = b, i, s AND Control Field 008/21&lt;&gt;n</td>
<td>MAT:a AND</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td>BIB:s NOT SEY:n</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT:b NOT</td>
</tr>
<tr>
<td></td>
<td>006/00 = s AND 006/04 = n</td>
<td>SEY:n</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>650 contains “periodicals”</td>
<td></td>
</tr>
<tr>
<td>Limit</td>
<td>MARC mapping</td>
<td>Index Mapping</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Newspapers</td>
<td>Leader 06 = a AND Leader 07 = b, s AND Control Field 008/21 = n or 006/00 = s AND 006/04 = n or 650 contains “newspapers”</td>
<td>MAT:a AND (BIB:s or BIB:b) AND SEY:n</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT:s AND SEY:n</td>
</tr>
<tr>
<td>Manuscripts</td>
<td>Leader 06 = d, f, t</td>
<td>MAT:d or f or t</td>
</tr>
<tr>
<td>Theses</td>
<td>Control Field 008/24-27 = m or 006/00 = a, t and 006/07-10 = m or 502$a exists or 500$a or 520$a contains “thesis”</td>
<td>LMT:“t”</td>
</tr>
<tr>
<td>Maps</td>
<td>Leader 06 = e or 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$a contains “maps” and 6xx contains “atlases”</td>
<td>LMT: “e”</td>
</tr>
<tr>
<td>Limit</td>
<td>MARC mapping</td>
<td>Index Mapping</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>336$a = &quot;cartographic&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>336$b = crd, cri, crm, crt, crn, crf</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Idr/06 = a AND Idr/07 = m AND 300$a contains &quot;atlas&quot;)</td>
<td></td>
</tr>
<tr>
<td>Computer Files</td>
<td>Leader 06 = m</td>
<td>LMT:&quot;f&quot;</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>336$a = “computer program” or “computer dataset”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>336$b = cop or cod</td>
<td></td>
</tr>
<tr>
<td>Interviews</td>
<td>Clause 1</td>
<td>(SW:“interviews’ or SW:“narratives”) and MAT:i</td>
</tr>
<tr>
<td>(Child limit of Non-musical sound)</td>
<td>Leader 06 = i</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>336$a = “spoken word”</td>
<td>TYP:&quot;spoken word&quot;</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>336$b = spw</td>
<td>LMT:&quot;f&quot;</td>
</tr>
<tr>
<td></td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clause 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6XX=(“interviews” OR “personal narratives”)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>245$a, c contains “interview”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sound 008/30 or sound 006/13-14 = t</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note (See NT index) contains “interview*”</td>
<td></td>
</tr>
<tr>
<td>Printed Music</td>
<td>Leader 06 = c or d</td>
<td>LMT:&quot;m&quot;</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>336$a =”notated music”</td>
<td></td>
</tr>
<tr>
<td>Limit</td>
<td>MARC mapping</td>
<td>Index Mapping</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>336$b=ntm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Musical Sound</strong></td>
<td><strong>Leader 06 = j</strong></td>
<td><strong>LMT:”j”</strong></td>
</tr>
<tr>
<td><strong>Recording</strong></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td><strong>336$a=”performed music”</strong></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td><strong>336$b=prm</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pictures</strong></td>
<td><strong>Leader 06 = k</strong></td>
<td><strong>LMT:”k”</strong></td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>(ldr/06=g AND 008/33=s,t) OR (006/00=g AND 006/16 = s,t)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>(ldr/06 or 006/00 = g AND 006/16 =m</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>or</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>(ldr/06 or 006/00 = e,f) AND 6xx=&quot;aerial views”</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>or”aerial photographs”</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>or</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>338$a = &quot;overhead transparency” , &quot;slide” OR 338$b = gt, gs</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>or</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>336$a = “still image”, “tactile image”</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>or</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>336$a = sti, tci</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Film/Video</strong></td>
<td><strong>Leader 06 = g AND Control Field 008/33 = m or v</strong></td>
<td><strong>LMT:”v”</strong></td>
</tr>
<tr>
<td></td>
<td><strong>or</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>006/00 = g, AND 006/16 =m</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Or</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>006/00 = g, AND 006/16 =v</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>245$h contains “videorecording” or “motion picture”</strong></td>
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<tr>
<td>Limit</td>
<td>MARC mapping</td>
<td>Index Mapping</td>
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<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>or</td>
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</tr>
<tr>
<td>336$a = “moving image”</td>
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<tr>
<td></td>
<td>or</td>
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</tr>
<tr>
<td>336$b=crm, tdm, tdi</td>
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<td>Braille</td>
<td>Control Field 008/23 = f</td>
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</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>008/29 = f AND Leader 06 = e, f</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>006/06 = f</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>006/12 = f AND 006/00 = e, f</td>
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</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
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<tr>
<td></td>
<td>or</td>
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<tr>
<td></td>
<td>336$a=”tactile”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>336$b=”tc, tcn, tct, tcf, crn”</td>
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<tr>
<td>Large Print</td>
<td>008/23 = d</td>
<td>LMT:”I”</td>
</tr>
<tr>
<td>Books</td>
<td>Or</td>
<td></td>
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<tr>
<td></td>
<td>008/29=d</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>006/06=d</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>006/12=d</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>300$a or 250$a contains “large print”</td>
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<td>Talking Books</td>
<td>Clause 1</td>
<td>MAT: i or m</td>
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<tr>
<td></td>
<td>Leader 06 = i or m</td>
<td>AND SW: “talking books” or</td>
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<tr>
<td></td>
<td>AND</td>
<td>“audiobooks”</td>
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<td></td>
<td>Clause 2</td>
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<td>6xx starts with “talking books” or “audiobooks”</td>
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### APPENDIX 1 – Material Group Limits

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<td><strong>DVD</strong></td>
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<td>LMT:”d”</td>
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<td></td>
<td>338$a=”videodisc”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>338$b=vd</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
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<td></td>
<td>538$a contains “dvd”</td>
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<tr>
<td></td>
<td>Or</td>
<td></td>
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<td></td>
<td>300$a or 500$a or 245$h contains “dvd”</td>
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<td><strong>eBooks</strong> (Child limit of Books)</td>
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<td>(MAT:t OR (MAT:a AND BIB:(a OR c OR d OR m)) ) AND URM:”online”</td>
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<td>Leader 06=i</td>
<td>LMT:”s”</td>
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<td>or</td>
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<td></td>
<td>336$a=”spoken word” or “sounds”</td>
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<td></td>
<td>or</td>
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<td></td>
<td>336$b=spw, snd</td>
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*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

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<td>100 or 110 or 111</td>
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**RECORD PREVIEW PANE**

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### Appendix 2: Fields Displayed in Brief, Record Preview Pane, Holdings Preview Pane and Full View Bibliographic Records

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**Holdings Preview Pane**

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**Full View**

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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/marcdocz.html](http://www.loc.gov/marc/marcdocz.html)

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- cze  Czech
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- 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
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ANSWERS – SUGGESTED SEARCH STRATEGIES

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
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


    “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
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
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

   
   Subject: sewage disposal (as a phrase) AND  
   Place published: Thailand  
   With Conference limit
10. Find a record created in the last 6 months about bears.

   Subject: cats (all of these) AND
   With Record Created (Last 6 months)


   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
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


   Subject: community power (all of these) AND
   Published limit: Year is 1991


   Author: Helen Hughes (all of these) AND
   Published limit: Year range 2000-2002


   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
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* AND
   With Talking books limit

10. How many serials can you find about health, medicine or nursing?

   Subject health OR
   Subject medicine OR
   Subject nurs* AND
   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
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
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


   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”


    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?
   
   \[ \text{NW:Sydney Paralympic AND DAT:[1998 TO *]} \]

3. In one search, find the following Record IDs: 14615470, 1671174, 2905204.
   
   \[ \text{AN:14615470 OR AN:1671174 OR AN:2905204} \]

4. How many English translations of the novel \textit{L'étranger} by Albert Camus can you find? What is the English title?
   
   \[ \text{NA:CAMUS AND TW:l'etranger AND LAN:eng} \]

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.
   
   \[ \text{SW:popish plot AND SW:1678 AND SW:guise} \]

6. Find the musical sound recordings of \textit{The very best of Peter Allen} published in 1982.
   
   \[ \text{TW:”peter allen” AND DAT:1982 AND MAT:j} \]

7. Find records for \textit{The longest war}. Limit the set to Australian material. Limit the set again to fiction only.
   
   \[ \text{AW:longest war AND ACI:anuc AND SW:fiction} \]

8. Find records for weekly newspapers published in New South Wales with the word ‘advertiser’ in the title.
   
   \[ \text{TW:advertiser AND CTY:xna AND SEY:n AND SEF:w} \]

   
   \[ \text{TW:cartographic AND NW:royal australian navy AND TW:international chart} \]

10. Find the record with the music publisher number 70602 and published in 2001. What is the title?

   \[ \text{PN:70602 AND DAT:2001} \]

**EXERCISE 14.1**

1. Who wrote the book \textit{Beginner's French}?

   \[ \text{beginner’s french} \]
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**


   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)


   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)


   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)


    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


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)


    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
TRAINING LOGINS

These logins are for use with the Libraries Australia training database. The training database is available here: 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) 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.

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GLOSSARY

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
Software that enables you to manage your references and create instant bibliographies
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

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

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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