

TIPS FOR SEARCHING THE LIBRARY CATALOGUE

Basic Search – for keyword searching

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BROWSE BEQUESTS

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MIDAS CATALOGUE

EMAIL US

Log On

Basic Search

Basic Search is searching an **Index** of the database.

Exact Phrase searches for the exact string of text entered.

Any Words combines terms with an **OR**. Also will search for truncations of terms entered. Therefore: a search for St Anne will return any instance of St and Anne and will return such things as **Australia** or **Annette** or **Annesely** and not always with both terms in the same entry.

All Words combines terms with an **AND**. Also will search for truncations of terms entered. Therefore: a search for St Anne will return any instance of St and Anne and will return such things as Australia or Annette or Annesely *But* they will be entries with both terms in the same entry.

Once you have entered your search term you will be taken to a screen that has a list of **Material Type** - click on the required **Type** to see what results have been returned.

To return to **Material Type** list click the **Back** button.

For text: All Words ▼ Search Clear

[Advanced Search](#)

- Leave out common words that slow the search down
- Searches and index of various key fields – author; title; publisher; subject; summary
- Will return results in material type sets
- Click on any of these to see the results
- Be aware that extensions of words are not included for example when searching for apprentice you will get results for it and apprentices but you will have to do a separate search for apprenticeship/s
- Click the back button to check other material types
- Once you have your list you can select relevant ones of interest and check the box next to each ones of interest then expand the entry to see full record.
- From here if a logged in member you can also select to Save Records to **My Profile**
- When you do this it will ask you to give your list a name - this will be remain in the **My Profile** section until you delete it.

TIPS FOR SEARCHING ON THE LIBRARY CATALOGUE

Advanced Search

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Advanced Search

Advanced Search searches the database directly.
Search for words in a **Title, Author, Subject** and **Other** which includes **Call Number, Publisher, Notes, Summary, Public Note** (where you will find the name of a Donor etc.)
You have the ability to limit your search by **Location, Material Type** or **Year of Publication**.
You can also use the **Match** facility to tell the program what to do with your search terms.
For a fuller description of this facility see the [Search Hints](#) below.

Field	Search	Match	Combine
Author:	<input type="text"/>	All Words ▼	And ▼
Title:	<input type="text"/>	All Words ▼	And ▼
Subject:	<input type="text"/>	All Words ▼	And ▼
Other:	<input type="text"/>	All Words ▼	

Limit Results By

Location: All ▼ And ▼

Material Type: All ▼ And ▼

Year: After ▼ YYYY

Display Results

Search Hints

- Here you can search by Author, Title or Subject
 - You can also search by Other - All; Call Number; Publisher; Notes; Public Note; Summary.
 - Notes will include details such as 'Available on Computer 20 only'
 - Public Note – can search by donor name
 - Summary – an abstract or further information about the contents
- Be careful with subject searches as our subject classification is very different to what you will find in most other catalogues.
- If a red hyperlink appears in a record ([Bathurst N.S.W](#)); ([New South Wales - parish registers, Catholic](#)) you can click on this and see all other entries that relate to that (this has only been added since c. 2009 – we are retrospectively adding it to records catalogued before that date)
- You can select to limit your search to Location – 379 Kent or Villa Stack
- Display:
- you can select to change the number of results on a page
- you can change how the results are ordered by Call Number; Title; Author

When logged in using your Member login

- see your Saved Search lists
- MIDAS user Requests
- MIDAS Saved Searches
- See your User Details

We recommend you search the catalogues from home before you come into the library - then you are not using valuable research time doing something you can do in the comfort of your own home at a time that suits you, and can arrive armed with your list of resources you want to check.

ELECTRONIC RESOURCES

Within the library at 2/379 Kent Street CD material is available through the computer systems via the Electronic Resources interface.

Some CDs will not run through this system and they will be found on PC20 (Stand Alone). The library catalogue will indicate this. In most cases the CDs are loaded onto PC20 but occasionally you may need to ask the volunteers for the physical CD in order to run the program. A list of these will be found next to PC20.