

## Searching the catalogue

### Access

Select **Catalogue** from the library homepage at [federation.edu.au/library](http://federation.edu.au/library)

### How should I search?

- Use a **Keyword** search for topic searching - it will look for items that have the search terms in the title, author, subject, contents or abstract fields of the catalogue record.
- Use a **Title** search if you know the *exact* title.
- Use an **Author** search if you know the author's family name (e.g. Keneally or Keneally, T or Keneally, Thomas).

Click **Modify Search** for more search options



The screenshot shows the library catalogue search results for the keyword 'Vikings'. The search bar shows 'KEYWORD' selected and 'Vikings' entered. The results are sorted by relevance and show 110 results found. The first three results are listed below:

- 1  [Silk for the Vikings / Marianne Vedeler](#), Vedeler, Marianne. Oxford : Oxbow Books, [2014]  
Loan Availability: 1 copy available at Online
- 2  [In search of the Vikings : interdisciplinary approaches to the Scandinavian heritage of North-West E](#)  
Boca Raton, FL : CRC Press, 2014.  
Loan Availability: 1 copy available at Online
- 3  [Vikings / Neil Oliver](#), Oliver, Neil, 1967- London : Weidenfeld & Nicolson, 2012.  
Loan Availability: 1 copy available at GIP Main

Below the list, a table highlights the 'ITEM LOCATION', 'CALL NO.', and 'STATUS' for the third item:

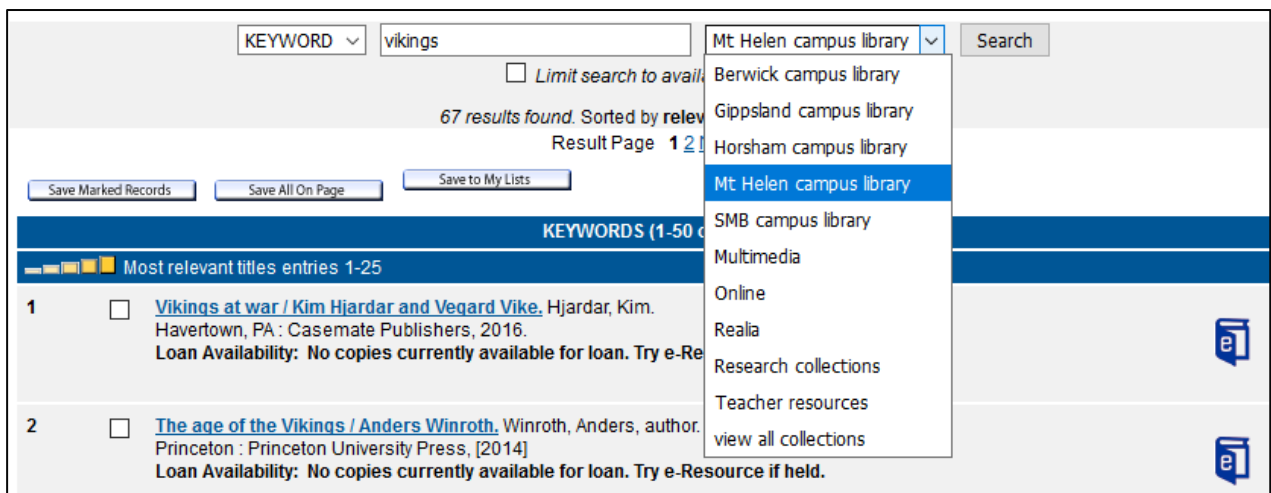
ITEM LOCATION	CALL NO.	STATUS
GIP Main	948.022 O48V 2012	AVAILABLE

Two callout boxes provide further information:

- Item Location** displays the campus and collection where the item belongs. You can request items that belong to other Federation University campus libraries.
- A **call number (call no.)** tells you the item's exact location on the shelves.
- The item's **Status** may be *available*, *out on loan*, *on hold*, or *in transit*. You can place a **request** for items that are currently not available, or not at your campus.

## Search hints and tips

- Using “quotation marks” to make a **phrase search** can help refine your search results  
e.g.: *study skills* = 2 separate concepts  
“*study skills*” = 1 single concept
- **OR** in between words will return results with either term appearing in a record, teenager  
OR adolescent
- **NOT** in front of a word will exclude the search term after ‘not’. Animals NOT dogs
- Click the **View all collections** to limit the campus and media type.



The screenshot shows a library search interface. At the top, there is a search bar with the keyword "vikings" and a dropdown menu for "Mt Helen campus library". A "Search" button is to the right. Below the search bar, there is a checkbox for "Limit search to available" and a message "67 results found. Sorted by relevance". Below this, there are buttons for "Save Marked Records", "Save All On Page", and "Save to My Lists". The main search results area is titled "KEYWORDS (1-50)" and shows "Most relevant titles entries 1-25". Two results are visible:

- 1  [Vikings at war / Kim Hjarðar and Vegard Vike](#). Hjarðar, Kim. Havertown, PA : Casemate Publishers, 2016. **Loan Availability: No copies currently available for loan. Try e-Resource if held.**
- 2  [The age of the Vikings / Anders Winroth](#). Winroth, Anders, author. Princeton : Princeton University Press, [2014] **Loan Availability: No copies currently available for loan. Try e-Resource if held.**

A dropdown menu is open, showing a list of campus libraries and media types:

- Mt Helen campus library (selected)
- Berwick campus library
- Gippsland campus library
- Horsham campus library
- Mt Helen campus library
- SMB campus library
- Multimedia
- Online
- Reala
- Research collections
- Teacher resources
- view all collections

## Need more assistance?

**Ask staff at the Information desk**  
**Chat/FAQ's** libanswers.federation.edu.au  
**Phone** 1300 552 567  
**Email** libinfo@federation.edu.au  
**Library homepage** federation.edu.au/library