Novanet Catalogue: Help Guide

Novanet is the online catalogue of books, periodicals, and other materials owned by the following institutions. Your student ID card allows you to borrow books from any of the libraries at these institutions.

Acadia University	Acadia Vaughan Mem.
Atlantic School of Theology	AST
Cape Breton University	CBU
Dalhousie University	DAL Killam
	DAL Law
	DAL WKK
	DAL Sexton
	DAL MacRae
Mount Saint Vincent University	MSVU
NSCAD University	NSCAD
Nova Scotia Community College	NSCC
Saint Francis Xavier University	STFX
Saint Mary's University	SMU
University of King's College	Kings
Université Sainte-Anne	USA

Getting Started

You can search Novanet using computers in the library or from any Internet-connected computer, on campus or at home. To access Novanet, go to the Library's homepage at: **www.smu.ca/library** and click on **Novanet.**

Search Options

The menu bar at the top of every screen gives you the choice of searching the **Full Catalogue** or a subset of the catalogue: **Reserves**, **Select a library** (search within a specific Novanet library) or **Specific Collections**.

Full catalogue	Reserves	Select a library	Specific collections

Tabs display search options and key functions of the catalogue. Basic and Advanced search options are provided.

Search	Advanced	Results	History

Basic Search

The Basic Search page is the first you'll see when you enter Novanet; it provides you with several options including the ability to search by KEYWORD in titles, authors or subjects or BROWSE an alphabetical list of titles, authors, subjects or call numbers.

Search by keyword

OR

... or **Browse** an alphabetical list

Examples:

... or **Browse** an alphabetical list of

| Titles |
| Authors (last name first) |
| Subjects |
| Medical Subjects |
| ISBN |
| ISSN |
| Call Number |

for leading the way

Finds every title beginning with these words.

Search by keyword in

| Any field |
| Title |
| Author |
| Subject |

for top companies leaders

Finds titles containing these 3 words in any order.

... or **Browse** an alphabetical list of

| Titles |
| Authors (last name first) |
| Subjects |
| Medical Subjects |
| ISBN |
| ISSN |
| Call Number |

for gandosssy

Finds all authors with this surname.

Search by keyword in

| Any field |
| Title |
| Author |
| Subject |

for leadership

Finds records that contain this word in the subjects, either alone or in combination with other words.

These are just some of the ways you could search for the book titled *Leading the Way* as described in the following **book record:**

Title	Leading the way: three truths from the top companies for leaders / Robert Gandossy and Marc Effron.
Author	Gandossy, Robert P.
Author(s)	Effron, Marc.
Publication Info	Hoboken, NJ.: Wiley, 2004.
Record Format	Monograph
Subject	Leadership. Executive ability. Chief executive officers. Boards of directors. Management.

Advanced Search

Use Advanced Search to search within specific fields of records, and to search several fields at once. For example, the following search will retrieve Gandossy's book *Leading the Way* (see book record above).

The Advanced Search screen provides some options for limiting a search. You can limit by library location, language, format type, or publication year.

Viewing Results

Results are displayed in the form of a Browse List or a list of records, depending on the type of search you do. For example, if you search by exact title, author, or subject (i.e., using the *Browse an alphabetical list of* search), an alphabetical list of entries will result – a **Browse List**.

Any keyword search will result in a list of records. Click on the title portion of an entry to view the full record.

Holdings & Novanet Express

Holdings information is provided under Location in the results list. The Copies Owned/Out field displays item availability.

When in the Full View of Record display, holdings appear at the bottom of the record.

Availability:	All Locations
Library Holdings:	Saint Mary's University

Click <u>All Locations</u> to view all library holdings at once, or click on a specific library location to view the holdings for that library.

If you find an item is located only at another Novanet library, you can request that it be delivered to Saint Mary's for pick-up, by clicking on the **Place a hold or request a loan** or **Request a photocopy** link.

If you are not already logged in, you will be prompted to identify yourself.

		Item status
Place a hold or request a loan	Request a Photocopy	CBU General Loan Cape Breton University

To **LOGIN:** Click the <u>Login to your library account</u> link. Enter the barcode on your university ID, and enter a password (i.e., the last 4 digits of your phone number). You will also need to login if you want to view or update your account, or renew current loans.

Marking Records

In the results list, use the check box to mark records you want and then click **Submit Marked Records to e-Shelf**. When in Full View, click on the **Submit to Marked Records** link. You will be prompted to enter a note for the records you've selected. This is optional (click Go to bypass).

To view the records you've marked, click the **My e-Shelf** tab from the menu bar. Marked records can be emailed, saved, or exported to a citation manager (e.g., RefWorks).

Search Tips

Enclose exact phrases in QUOTATION MARKS (e.g., *"global warming"*).

Limit your search by adding additional keywords.
"global warming" Kyoto

Use the Boolean operator OR to broaden your keyword search to include alternate terms.

"global warming" OR "climate change"

Use the Boolean operator NOT to exclude unwanted terms.

"global warming" NOT Kyoto

Use TRUNCATION or WILDCARD symbols to find variant forms of a word. For example:
(?) or **(*)**
replaces any number of characters at the left, right, or middle of a word, e.g., employ? finds employ, employs, employee, etc.

!
replaces a single character within a word, e.g., wom!n finds both women and woman.

SAINT MARY'S UNIVERSITY SINCE 1802

One University. One World. Yours.

Patrick Power Library, May 2015