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.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acadia University</td>
<td>Acadia Vaughan Mem.</td>
</tr>
<tr>
<td>Atlantic School of Theology</td>
<td>AST</td>
</tr>
<tr>
<td>Cape Breton University</td>
<td>CBU</td>
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<tr>
<td>Dalhousie University</td>
<td>DAL Killam</td>
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<tr>
<td></td>
<td>DAL Law</td>
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<td></td>
<td>DAL WKK</td>
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<td></td>
<td>DAL Sexton</td>
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<td></td>
<td>DAL MacRae</td>
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<tr>
<td>Mount Saint Vincent University</td>
<td>MSVU</td>
</tr>
<tr>
<td>NSCAD University</td>
<td>NSCAD</td>
</tr>
<tr>
<td>Nova Scotia Community College</td>
<td>NSCC</td>
</tr>
<tr>
<td>Saint Francis Xavier University</td>
<td>STFX</td>
</tr>
<tr>
<td>Saint Mary’s University</td>
<td>SMU</td>
</tr>
<tr>
<td>University of King’s College</td>
<td>Kings</td>
</tr>
<tr>
<td>Université Sainte-Anne</td>
<td>USA</td>
</tr>
</tbody>
</table>

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](http://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.

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

Finds every title beginning with these words.

- **Search by keyword in**

  - Any field
  - Title
  - Author
  - Subject

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

Finds all authors with this surname.

- **Search by keyword in**

  - Any field
  - Title
  - Author
  - Subject

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:

<table>
<thead>
<tr>
<th>Title</th>
<th>Leading the way: three truths from the top companies for leaders / Robert Gandossy and Marc Effron.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td>Gandossy, Robert P. Effron, Marc.</td>
</tr>
<tr>
<td>Record Format</td>
<td>Monograph</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Availability:</th>
<th>All Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Holdings:</td>
<td>Saint Mary's University</td>
</tr>
</tbody>
</table>

Click All Locations 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.

<table>
<thead>
<tr>
<th>Item status</th>
<th>Place a hold or request a loan</th>
<th>Request a Photocopy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CBU General Loan</td>
<td>Cape Breton University</td>
</tr>
</tbody>
</table>

**To LOGIN:** Click the Login to your library account 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.

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**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.