



Results Page and Catalogue Records in the Library Catalogue Transcript NAIT Library

Hello and welcome to the NAIT Library tutorial describing the **results page and catalogue records** in the Library catalogue.

Start at the NAIT Library homepage, www.nait.ca/library. Click on Full Search under quick catalogue search on the right.

Begin your search by typing your search words in the search box. Let's enter **Nutrition** as a keyword search and click on **Search**.

The **results page** displays library resources that include your search terms. Use the navigation bar on the right to scroll through the results. Results are displayed 25 per page.

If more than 25 results are retrieved, access the next page of results by going to the top or bottom of the list and clicking the following number OR the blue **Next** button.

Use the **Sort By** feature to change the order of your search results. After a keyword search the default display sorts the results by relevance; in other words, the first results are those that best match your search terms. Sort your results by **Author, Title, Publication Date Newest First, or Publication Date**. To see the newest materials available on your topic, select **Publication Date Newest First** and the results will be resorted.

Some results are identified as electronic resources. Following the title you will see **[electronic resource]**. This indicates the item is an online resource available at any time through the internet.

Some resources may be audiovisual material. This is specified immediately following the title of the resource in the result listing.

For more information on a resource, click the hyperlink in the result listing (usually the title of the resource). The catalogue record for that specific resource will be displayed. Here you'll find **citation information** such as author, title, publisher, and date as well as **location information** stating the call number and location of the material. The URL for an electronic resource is located at the bottom of the catalogue record and is labeled **Linked resources**. Click the link to access the resource.

Pay special attention to the location and status of the material. Location refers to the specific area in the library where the item is kept such as Main Shelves, Reference, or even Online.

Check the item's status; if the resource is available, write down the call number to help you find it on the shelves.

If the resource is checked out, go to the blue shaded area on the right of the screen and under actions click on **Make a Request**. You'll be prompted to log in with your ID number, last name and PIN. Click on the drop-down menu and select **Hold (for books out on loan)**. Complete the form and click **Submit**. You will be notified when your material arrives at the library.

If you have questions about using the Library catalogue, or, want to know more about our services and resources please use one of the **Ask Us** options listed on the Library website. Thank you.