



# Library Research Tips

## Searching the Library Catalogue

Use the online catalogue to locate quality information resources such as books, journals, audiovisual materials, electronic resources, and websites. You can use a variety of search techniques to find exactly what you need.

There is a link to the library catalogue from the library website at [www.nait.ca/library](http://www.nait.ca/library). Click **Full Search** under the search box on the right to explore all the options.

**Basic search** allows you to search using keywords in all fields including titles, authors and subjects, and to search for call numbers.

Other search options include:

**Advanced:** search by combining keywords from different fields, such as author and title together. Boolean searching using AND, OR and NOT is also available.

**Subject:** search for defined subject headings to find all resources on one topic.

**Author:** search for personal authors, as well as company or association names.

**Course Reserve:** view titles of resources your instructor has put on reserve in the library. You can search for titles by instructor name, by program or by course number.

For each resource in the catalogue, you have the option to print or email the record, export the citation, or create a list of saved titles.

Other helpful tabs in the online catalogue include:

**New Search:** begin a new search in the catalogue.

**My List:** refer to your list of saved titles.

**My Account:** log in to review your library transactions and request renewals.

**Databases:** access to database articles in online journals, magazines and newspapers.

**TAL Online:** access to The Alberta Library's online catalogue, a collection of resources in libraries across the province.

**Ask Us!:** need any research help? Click here for help from library staff by IM, email or phone.

Visit the library website: [www.nait.ca/library](http://www.nait.ca/library)