

NOVANET Factsheet



This guide will provide you with instructions on how to use the Novanet catalogue.

What is Novanet?

Novanet is the OPAC (online public access catalogue) used by NSAC and most other Nova Scotia universities and community colleges to find, books, journals, music, and other materials held at member libraries.

Who can use Novanet?

Use your NSAC ID card to borrow materials from any of the following Novanet Libraries :

- Atlantic School of Theology (AST)
- Nova Scotia College of Art and Design (NSCAD)
- Cape Breton University (CBU)
- Nova Scotia Community College (NSCC)
- Dalhousie University Libraries (DAL)
- Saint Francis Xavier University (SFX)
- Mount Saint Vincent (MSVU)
- Saint Mary's University (SMU)
- Nova Scotia Agricultural College (NSAC)
- University of King's College (KINGS)

Step 1: Where to Find it

- Novanet website: <http://aleph1.novanet.ns.ca/F> or
- MacRae Library website: <http://nsac.ca/library>

Step 2: Basic Search

From this screen you may do either a **Keyword** or a **Browse search** for various fields.

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

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

 for

- Select **Full Catalogue** to search all libraries, or;
- **Select a Library** to limit to a single library, e.g. NS Agricultural College.

A retrieval list in alphabetical order will display. The nearest match will appear in the second line.

Browse List: Titles

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No. of Recs	Entry
1	Sustainable agricultural production : implications for international agricultural research
1	Sustainable agricultural systems
1	Sustainable agriculture
6	Sustainable Agriculture --

Click on the entry which most closely matches your search.

Click on library in 'Owned By' column for call number and availability.

Sort:	Author	Title	Type	Year	Owned by:
1	Edwards, C. A. (Clive Arthur), 1925-	Sustainable agricultural systems /	Conference	1990	DAL Killam Library NS Agricultural College Saint Mary's University

- Holdings information will be displayed with library name and item type.
- To place a hold on an item which is out or to order from another library, click on the desired item.
- For a full record with publication information and subject headings, click on the Title.
- To find related works, click on links for subject headings within full records.

Step 3: AdvancedSearch

In Advanced Search, you can search for multiple terms in different fields by using pull-down menus such as Author, Subject and Title.

Advanced Expert

Enter search terms:

Subject Keywords AND

All Fields

Search as: Words Phrases

Limit search to:

Location:

Language:

Format:

Year from:

Year to:

yyyy (Use ? for truncation when not using from/to)

You can also limit your search by language, format of material, date, location, etc.

RESERVE COLLECTION SEARCH

Reserves

Use the **Reserves** search option to identify books or articles that your professor has put "on reserve" for your course. The default search is for Instructor Name.

JOURNALS/SERIALS SEARCH

Journals / Serials

Use the **Journals/Serials** search option to identify journal titles. Use **Title begins with ...** and type the **title of the journal**, eg. *Annals of science*, **not** the title of the article.

MARK RECORDS

Mark records by clicking in the box to the left of the title in Brief Display, then clicking on **Submit Marked Records**. Click on **My e-Shelf** to email the information or save it locally on your computer.

LIBRARY ACCOUNT

My Library Account

- Check to see what you have out, place a hold or renew items by clicking **Login to your library account** at the top of the screen and typing in your library barcode and the last four digits of your phone number.
- Then click on **My Library Account** to access your record.

HOLDS/NOVANET EXPRESS

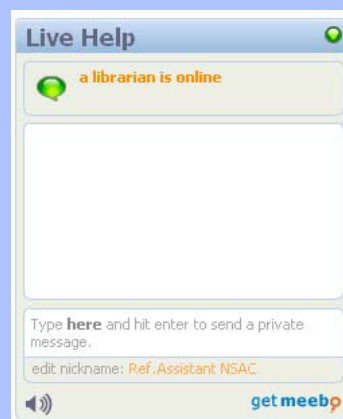
- To place a hold on an item which is currently out, or to order an available item from another Novanet Library, click on the desired item in the brief record display.
- Click on **Place a Hold or Request a Loan**. You may be prompted to type in your barcode number and the last 4 digits of your phone number.
- If the item is currently out, you will be notified when it is available. It must be picked up at the owning library within 7 days.

- If you are requesting delivery of an available item from another library, you will be notified when it arrives. These items are normally delivered within 72 hours and must be picked up within 5 days.
- To obtain a photocopy of an item, click on **Request a Photocopy**. You may be prompted to type in your barcode number and the last 4 digits of your phone number. You will then be prompted for information about the required portion of the item. Articles may also be ordered through **Interlibrary Loan Services** and are delivered in .pdf format to your email account.

NEED HELP?

There are several ways to get help using Novanet. Choose any of these methods:

- Click on the Help tab to find out more information on how to use Novanet.
- Chat online with a librarian by clicking on the LiveHelp at the bottom of any Novanet screen.



Or speak to the librarian or staff member in person.

You can contact the MacRae Library at:

135 College Road
PO Box 550
Truro, Nova Scotia

Phone: 902.893.6669
Email: library@nsac.ca

Last updated June 2009