Simple Keyword Search Video – Vocal Narration Script

- Enter your search words in the **Catalogue search** textbox on the Library homepage.
- This will execute a simple **Keyword search** returning results based on keywords and phrases specified by the user.
- You can search for single keywords, or you may care to combine words into terms, or keyphrases. Enclosing keyphrases in **quotation marks** will ensure the words are found sequentially, as a **term**.
- This search will find all catalogue records with the keyword **australia** and the phrase **global warming** in the title, subject, author or notes parts of the catalogue record.
- This search returns 41 records.
- An item’s title will always appear at the top of the record. Clicking on the **title of an item** will take you to its full record display.

- Other important information will also be displayed. For example, looking at the item’s **location** will tell you which of the Library’s on-campus branches the item is kept in.
  To find other books on the topic you can browse on the shelf around this call number.
- An item’s **status** will tell you whether or not a physical item is available, or whether it is out on loan.
  Item 2 gives us an interesting example: one copy is available and one copy is out on loan to a Library user.
- An item’s **call number** enables you to physically locate an item on the Library shelves. For further information, click on the **Understanding call numbers** tab at the top of the page.
- Some Library items are electronic, and clicking on the item’s title will enable you to access the full electronic text of the item.