

NSU LIBRARY, RESEARCH, AND INFORMATION TECHNOLOGY CENTER

NovaCat Help Sheet

Use NovaCat to find books, periodicals, dissertations, and other materials that are owned by the NSU Libraries.

Nova Southeastern University Libraries

Welcome to NOVACAT

To Search Choose One of the Options Below:

● <u>TITLE</u>	● <u>AUTHOR</u>
● <u>KEYWORDS</u>	● <u>AUTHOR and TITLE</u>
● <u>SUBJECT HEADING</u>	● <u>CALL NUMBER</u>
● <u>OTHER NUMBERS</u>	● <u>LIMIT SEARCH BY LIBRARY</u>

If you know the *author*, *title*, or *subject* of the item you are seeking, begin your search by clicking on the link for one of these options. Otherwise, search by using *keywords*.

NOVACAT KEYWORD SEARCH EXAMPLE:

Keyword Search

Click in the box, type a key word (or words), then press ENTER:

The **WORDS** you type may be from the title, contents notes, organization name, etc. You may type OR or NOT if you want, and indicate you want words that begin with what you type, and use "Boolean Expressions" (and, or, not).

Tips for keyword searching:

Use keywords that best describe your topic.

Use "AND" to combine terms to narrow your search

Use "OR" to broaden your search

Use the asterisk (*) for truncation

example: property *and* taxes

example: child *or* juvenile

example: child* finds all words
beginning with "child"

NOVACAT AUTHOR SEARCH EXAMPLE:

Author Search

Click in the box, type the author you want, then press ENTER:

Type the LAST NAME first

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Tips for searching by author:

Enter names in the following format: **last name** then **first name**

example: dickens charles

Ignore titles or ranks such as Sir, Doctor, President, Jr., etc.

Government bodies, organizations, or companies may be used as authors.

example: American Psychological Association

NOVACAT TITLE SEARCH EXAMPLE:

Title Search

Title Searches can be used to find books, journals, or audio-visual materials.

Click in the box, type the Title, then press ENTER:

Type as much or as little of the **TITLE** as you want

Tips for searching by title:

Enter the exact title.

Skip the words A, AN, or THE when searching for a title that begins with one of these words.

However, include these words if they are part of the title, but not at the beginning of it.

example: taming of the shrew

If it is a long title, you may leave off the last few words of it.

example: florida directory

NOVACAT SUBJECT SEARCH EXAMPLE:

NOTE: If you are looking for items held in the MAIN NSU library, use Library of Congress subject headings.

LIBRARY OF CONGRESS Heading Search

Click in the box, type the Library of Congress Subject Heading and then press ENTER:

Type as much or as little of the **SUBJECT HEADING** as you want

Tips for searching by Library of Congress subject headings:

In the examples below, note that Subject Headings can have subdivisions, with or without punctuation.

A topic

A personal name (always enter the last name first)

An organization

An event

A place

sports medicine

king martin luther (or king, martin luther)

nova southeastern university

united states -- history -- civil war, 1861-1865
(or united states history civil war 1861 1865)

france