



# Novanet Discovery FAQs

## 1. What is Novanet?

Novanet is a consortium of academic libraries in Nova Scotia which cooperate to share resources for the benefit of their users. Novanet's online catalogues, *Novanet Discovery* and *Novanet Classic*, allow you to search for books, journals, and other materials owned by the libraries at the following institutions:

- Acadia University
- Atlantic School of Theology
- Cape Breton University
- Dalhousie University
- Mount Saint Vincent University
- NSCAD University
- Nova Scotia Community College
- Saint Francis Xavier University
- Saint Mary's University
- Université Sainte-Anne
- University of King's College

Your student ID card allows you to borrow print books freely from any of the Novanet libraries.

## 2. How is Novanet Discovery different from the Novanet Classic catalogue?

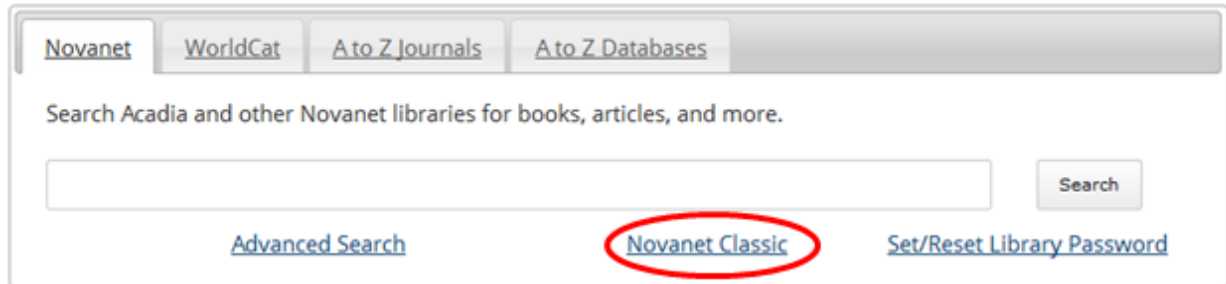
**2.1.** Novanet Discovery searches all of the resources found in the classic catalogue: the books, videos, and other materials owned by each Novanet library. In addition, it searches millions of other electronic or digital resources including full-text journal and newspaper articles from library databases and open-source repositories.

**2.2.** Novanet Discovery search results contain a wide variety of formats that are combined into one list and sorted by relevance. You can refine your results using categories located to the left of the search results (e.g., Resource Type, Library, Author/Creator, Creation Date, etc.). The drop-down menu to the right of the search results provides you with several options for sorting (e.g., Relevance, Date-newest, Popularity, Author, Title).

**2.3.** Novanet Classic cannot perform article searching, but with Novanet Discovery you can search for articles and be linked directly to the full-text when available. Please **Sign in** to

access more full text articles. If there is no direct access to the full-text, a Document Delivery link makes it easy for you to request delivery of an item. (Questions 14.1 and 14.2 will provide guidance.) Make sure you **Sign out** at the end of your session.

### 3. Does Novanet Discovery replace the classic catalogue?



**3.1.** No. If you prefer the familiarity of the Novanet Classic catalogue, it is still available. Look for the Novanet Classic link on your library home page.

**3.2.** Novanet Discovery is a **different way to search** the catalogue for the information you need for your assignments or research projects. It supplements the Novanet Classic catalogue by allowing you to simultaneously search for books, ebooks, journals, journal articles, etc.. You may also check and renew your loans just as you did in the Novanet Classic catalogue.

**3.3.** If you are unsure how to use Novanet Discovery you can browse the FAQ or ask a librarian. Please see the answer to question 24.

### 4. What is not in Novanet Discovery?

**4.1.** NOT ALL journals or journal articles we have access to can be found using Novanet Discovery.

**4.2.** Books that have been published but are not part of the Novanet Collection are not listed in your Novanet Search Results.

**4.3.** Few websites will be included in the Novanet Search Results.

**4.4.** General information about the libraries will not be shown (use each library's website for location, hours and staff contacts, etc.).

## 5. Does Novanet Discovery include articles? Does it include all of the articles contained in the Libraries' journal databases?

Yes, you can find lots of articles in Novanet Discovery, but it **doesn't** include all of the articles in all of the journal databases subscribed to by the different Novanet libraries. For more in-depth article research, you should search in your library's specialized databases.

## 6. Why and how do I sign in?

**6.1.** Signing in to Novanet Discovery enables you to discover and use a broader range of library resources. Your library subscribes to databases that need to recognize you as a registered student or faculty member before allowing you to search and retrieve certain materials.

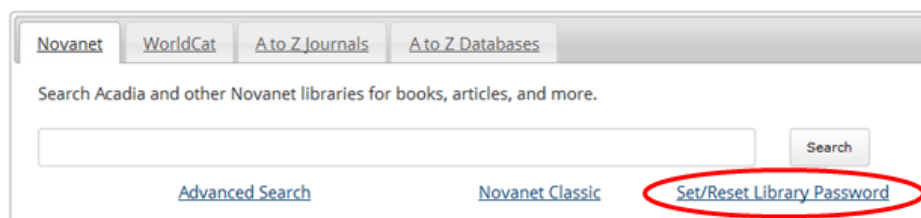
**6.2.** Signing in also allows you to use online library services:

- Request items, renew loans and check fines
- View personal account settings
- Save books, articles, and other items to your e-Shelf
- Tag and review items
- Set alerts, save search results, and view search history

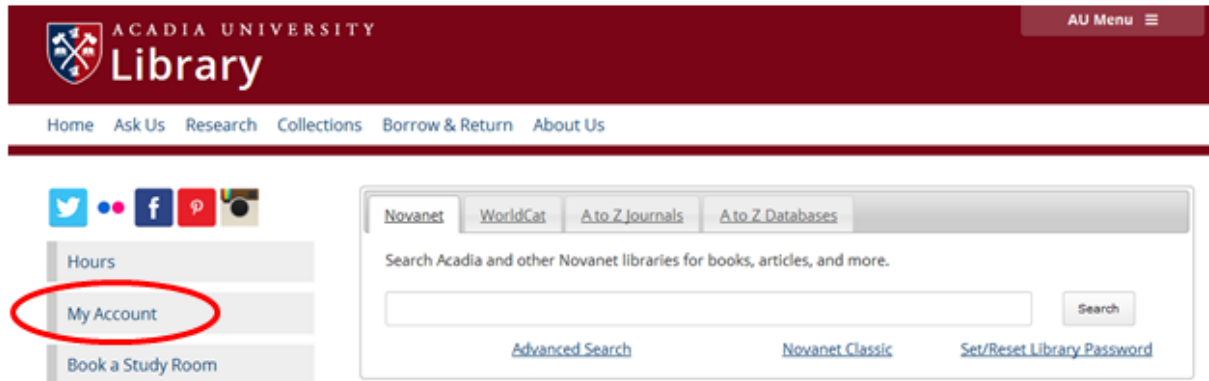
**6.3.** There are two ways to sign in to Novanet Discovery. If you are already in the Novanet Discovery interface (after searching for items) click the **Sign in** link at the upper right corner of the screen and enter your student ID barcode number and password. You will know you are signed in when your name appears in the upper right corner of the screen. Make sure you **Sign out** at the end of your session.



If you haven't set a library password, or have forgotten your password, you can set or reset it from the library homepage. Click on **Set/Reset** located below the search box. You'll be prompted to login into Acadia Central and then asked to enter a new library password.



You can also sign in from the library homepage. Click on the **My Account link** located on the left hand side of the screen and enter your student ID barcode number and password.



## 7. Why should I sign out?

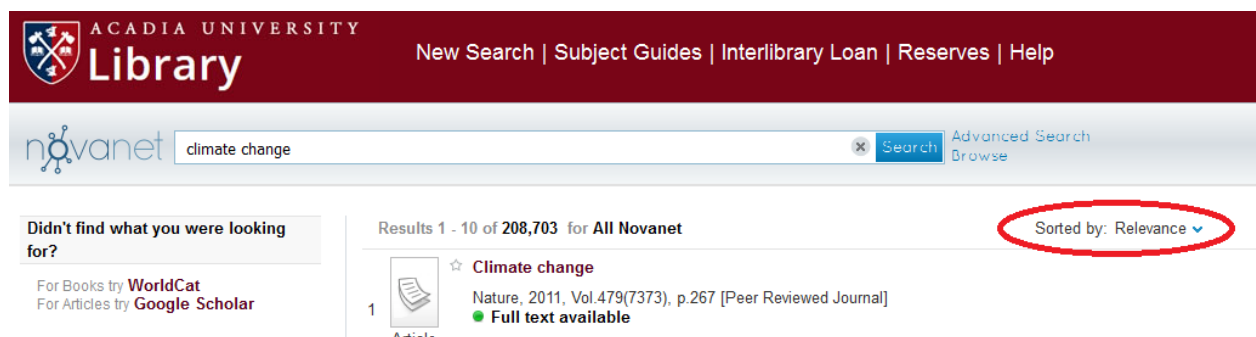
Signing out ensures your library account, personal settings, search history, and e-Shelf contents cannot be viewed by others. Signing out is most important when using a public computer; however, it is good practice to sign out no matter where or how you are accessing Novanet.

## 8. What options do I have for viewing my results?

**8.1.** Your initial search results may include articles, books, videos, and more. This system is designed to show you the broadest possible results for your search, and then provide you with options for narrowing or focusing the results. You can do this by changing the sorting method, or by choosing one or multiple filters from the categories listed to the left of your search results.

### 8.1.1. Sorting your results:

The results page is automatically sorted by relevance. You can change this by choosing your preference (date-newest, popularity, author, or title) in the **Sorted by:** drop-down menu located at the top of your search results list.



### 8.1.2. Choosing Categories (also known as facets or filters):

To narrow or view subsets of your search results, use one or more of the categories on the left side of the screen. For example, to view the results for only books, click on **Books** under the **Resource Type** heading, and then to further refine your search, use the **Creation Date** category to select a publication year or publication date range for those results.

8.1.3. You can continue to focus your results by additional categories, **Resource Type**, **Library**, **Creation Date**, **Language**, **Author/Creator**, **Location**, **Subject**, or **Classification**, but keep in mind that some categories may exclude some types of results. For example choosing the **Library** category will exclude articles.

The screenshot shows a search results page for 'Climate change' on the Novanet platform. On the left, a sidebar contains several filter sections: 'Didn't find what you were looking for?' with links to WorldCat and Google Scholar; 'Expand My Results' with a checkbox for 'Expand beyond my library'; 'Show only' with counts for Peer-reviewed Journals (157,381), Online resources (205,464), and Available in the Library (7,624); 'Refine My Results' with a 'Resource Type' section listing Articles (171,289), Audio Visual (70), Books (9,147), Conference proceedings (6,200), and Dissertations (5,458); and a 'Library' section listing Acadia University (801), All NSCC (457), and All StFX (1,292). The main results area shows 'Results 1 - 10 of 208,704 for All Novanet' sorted by Relevance. The first five results are: 1. Article: 'Climate change' from Nature, 2011, Vol. 479(7373), p.267 [Peer Reviewed Journal], with 'Full text available' and links for 'Find Online', 'Details', 'Document Delivery & More', and 'Related Articles'. 2. Book: 'Climate change' by Melanie Jarman, 2007, 'Available at Acadia University General Collection (QC981.8 .C5 J37 2007)', with links for 'Find in Library/Request', 'Details', 'Document Delivery & More', and 'Browse the Shelf'. 3. Book: 'Climate change' by Shelley Tanaka, c2006, 'Available at Acadia University General Collection (QC981.8 .C5 T35 2006)', with links for 'Find in Library/Request', 'Details', 'Document Delivery & More', and 'Browse the Shelf'. 4. Multiple Versions: 'Governing climate change' by Harriet Bulkeley 1972- Peter Newell (Peter John), 'Multiple versions found', with a note to click on the title or the link to the right. 5. Multiple: 'Climate change 2001 : synthesis report' by R. T Watson; Daniel L Albritton (Daniel Lee), 1936-; Intergovernmental Panel on Climate Change. Working Group II; Intergovernmental Panel on Climate Change. Working Group II; Intergovernmental Panel on Climate Change. Working Group III.

### 8.2. How do I choose more than one option within each category filter?

8.2.1. Using **More Options**, you may include or exclude more than one category filter. For example, you can choose to view only articles, but exclude the articles that also fit the formats of conference proceedings, newspaper articles or reviews from your results. **More Options** is also handy if you want to search more than one library but not all of them, e.g., all the NSCC libraries, or all the libraries in the Metro area.

8.2.1.1. When you select **More options**, the **Refine Search** window opens.

8.2.1.2. Select which category items you wish to include or exclude from your search results.

8.2.1.3. Click **Continue** to return to your results.

Include	Exclude	Resource Type
<input type="checkbox"/>	<input type="checkbox"/>	Articles (171,289)
<input type="checkbox"/>	<input type="checkbox"/>	Audio Visual (70)
<input type="checkbox"/>	<input type="checkbox"/>	Books (9,147)
<input type="checkbox"/>	<input type="checkbox"/>	Conference proceedings (6,200)
<input type="checkbox"/>	<input type="checkbox"/>	Dissertations (5,458)
<input type="checkbox"/>	<input type="checkbox"/>	Images (95)
<input type="checkbox"/>	<input type="checkbox"/>	Journals (30)
<input type="checkbox"/>	<input type="checkbox"/>	Maps (6)
<input type="checkbox"/>	<input type="checkbox"/>	Newspaper Articles (282)
<input type="checkbox"/>	<input type="checkbox"/>	Other (149)
<input type="checkbox"/>	<input type="checkbox"/>	research datasets (6,475)
<input type="checkbox"/>	<input type="checkbox"/>	Reviews (21,093)
<input type="checkbox"/>	<input type="checkbox"/>	Statistical Data Sets (2)
<input type="checkbox"/>	<input type="checkbox"/>	Technical Report (285)
<input type="checkbox"/>	<input type="checkbox"/>	Text Resources (11,716)
<input type="checkbox"/>	<input type="checkbox"/>	Web Sites (61)

### 8.3. How do I reset or remove categories/facets/filters I used in my search?

8.3.1. All your chosen filters that are included and/or excluded are shown above your results.

8.3.2. Excluded items are shown with a line through the item name.

8.3.3. Click on the x to remove an included or excluded item.

ACADIA UNIVERSITY Library

New Search | Subject Guides | Interlibrary Loan | Reserves | Help

novanet climate change Search Advanced Search Browse

Didn't find what you were looking for?

For Books try WorldCat  
For Articles try Google Scholar

Expand My Results  
 Expand beyond my library

Results 1 - 16 of 175,735 for All Novanet Sorted by: Relevance

Refined by: resource type: Books x Articles x ~~Conference proceedings~~ x Audio Visual x

1 Article  
**Climate change**  
 Nature, 2011, Vol.479(7/373), p.267 [Peer Reviewed Journal]  
 Full text available  
 Find Online Details Document Delivery & More Related Articles

## 9. Can I limit results to display ebooks owned by my library only?

9.1. Yes, you can. The categories/facets/filters found on the left of the screen enable you to limit results to ebooks.

9.1.1. Under **Library**, select our library and Novanet.

9.1.2. Under **Refine My Results**, select **Books**.

9.1.3. Under **Show only**, select **Full Text Online**. For details of how to choose more than one option see Answer 8.2

ACADIA UNIVERSITY  
**Library** New Search | Subject Guides | Interlibrary Loan | Reserves | Help

novanet climate change Search Advanced Search Browse

Results 1 - 10 of 973 for All Novanet Sorted by: Relevance

Refine by: Library: Novanet x Acadia University x resource type: Books x top level: Full Text Online x

**Governing climate change**  
Harriet Bulkeley 1972- Peter Newell (Peter John)  
Multiple versions found  
To view, click on the title or the link to the right

Multiple Versions

Didn't find what you were looking for?  
For Books try WorldCat  
For Articles try Google Scholar

Expand My Results  
 Expand beyond my library

## 10. How do I open an ebook in Novanet Discovery?

10.1. Under the book's information, click on **Find Online**.

10.1.1. Unfortunately publishers do not allow other universities and colleges to share their ebook collections. Please select ebooks labelled with your library or with Novanet.

10.1.2. If your library has its own copy of the book, select that link first rather than the Novanet version.

10.1.3. You may be requested to login with your library's credentials.

4

☆ **Climate-change policy**  
 Dieter Helm  
 2005  
 ● **Online access. The library also has physical copies.**

**Find Online** Find in Library/Request Details Document Delivery & More Browse the Shelf

**Available Resources**  
 Check for Full Text Access restricted: ACAD users only [↗](#)  
 Check for Full Text Access restricted: MSVU users only [↗](#)  
 Check for Full Text Access restricted: StFX users only [↗](#)  
 Check for Full Text Access restricted: DAL users only [↗](#)  
 Check for Full Text Access restricted: NSCAD users only [↗](#)  
 Check for Full Text Access restricted: SMU users only [↗](#)  
 Check for Full Text Access restricted: CBU users only [↗](#)  
 Check for Full Text Access restricted: SMU users only [↗](#)  
 Check for Full Text Access restricted: DAL users only [↗](#)  
 Check for Full Text Access restricted: CBU users only [↗](#)

**EBL**

**Welcome to EBL for Novanet**

Login through your Library

Select your institution

If you select a Novanet ebook, you will be prompted to choose your library.

**11. I have more questions about ebooks; what should I do?**

Please see the answer to question 24.

**12. How do I view and/or renew my books?**

You need to renew before the Due Date (the Novanet system sends you an e-mail reminder of items coming due).

**12.1. Sign in** using your student ID barcode and password (upper right corner) – if successful, YOUR NAME will display in the same area. If unable to login, contact your library. See answer 24 for more information.

**12.2.** Click on **My Account** which will display a **List of Active Loans**.



**12.3.** You can choose to **Renew All** or mark the checkbox beside an item and **Renew Selected**.

**12.4.** If you are done using Novanet, make sure you **Sign out** at the end of your session.

**12.5.** Please note that you cannot renew the ebooks you have downloaded. Simply download the ebook again after your first download has expired.

### **13. The book I want is out; can I be notified when it's returned?**

**13.1.** Yes. You can place a request to be notified when the book or item is returned and available for loan. We sometimes refer to this as "placing a hold".

**13.1.1.** Sign in using your student ID card barcode number and password (upper right corner).

**13.1.2.** Search Novanet to find the item you want to borrow.

**13.1.3.** Click **Find in Library/Request**.

**13.1.4.** Under **Request Options**, click **Hold**.

**13.1.5.** Click the orange **Hold** button located under the item's Library location.

**13.1.6.** A prominent yellow notice reading *Action Succeeded* will inform you the request/hold has been placed.

**13.1.7.** This transaction will now appear in your Novanet Library Account.

**13.1.8.** You'll be notified by email when the item is returned and available to borrow.

**13.1.9.** Make sure you **Sign out** at the end of your session.

### **13.2. The book I need is out and I need it right away; what should I do?**

**13.2.1.** You can order the book from another library using our document delivery or interlibrary loan service. See answer to question 14.1.

**13.2.2.** You may also wish to check with your Access Services or the Circulation desk as in some cases the item may be recalled from its current loan.

### **14. How do I request an item that is not available in Novanet Discovery (e.g., no**

**results for your search or all copies are loaned out)?**

**14.1.** If all copies of an item in the system are unavailable for loan you can:

**14.1.1.** Look below the record of the item you want and click on **Document Delivery & More**.

**14.1.2.** Click on highlighted portion of **Request item via Document Delivery**.

**14.1.3.** You will be taken to your library's Document Delivery/Interlibrary Loans request form in a new tab.

**14.1.4.** Enter your student ID barcode number and password (usually the last four digits of your phone number) in order to log in to the form.

**14.1.5.** The form will already be partially filled in with information about the item, which should be enough to identify it, but the more detailed information you give, the faster the request can be processed.

**14.1.6.** Review the copyright statement and click the checkbox next to it.

**14.1.7.** Click on **Submit**.

**14.1.8.** Make sure you **logout** of the document delivery/interlibrary loan form.

**14.1.9.** Return to your Novanet Discovery results by clicking the Search Results browser tab.

**14.2.** If you've done a search and the item you want isn't in the catalogue, you can:

**14.2.1.** Click in the check box next to **Expand Beyond My Library** in case there may be other versions available.

**14.2.2.** If not, then click on a link to either Document Delivery or Interlibrary Loans – at the top of the search results page.

**14.2.3.** You will be directed to your library's Document Delivery/Interlibrary Loans webpage.

**14.2.4.** Find and click on the link to a request form for material from outside the Novanet system.

**14.2.5.** Enter your student ID barcode number and password (usually the last four digits

of your phone number) in order to log in to the form.

**14.2.6.** Click on **Submit**.

**14.2.7.** Fill in as much information as possible about the item(s) you want to borrow.

**14.2.8.** Click on the checkbox next to the copyright statement.

**14.2.9.** Click on **Submit**.

**14.2.10.** Make sure you **logout** of the document delivery/interlibrary loan form.

## **15. What is the e-Shelf?**

The e-Shelf is a place for you to save and organize your search results and queries. To permanently save items to your e-Shelf, make sure you **Sign in** (upper right corner of screen), otherwise your Items will be saved for the current session only.

### **Working with the e-Shelf**

#### **15.1.** How do I add items to the e-Shelf?

☆**15.1.1.** Click the **star** next to each title in your Results list that you wish to save. Click e-Shelf (upper right corner of screen) to add the starred items to your e-Shelf.

<OR>

**15.1.2.** After clicking on a title in your Results list, click on the Cite/Email drop-down menu (blue arrow) that appears to the right of the item. Click **Add to e-Shelf**.

<OR>

**15.1.3.** To save an entire page of results to your e-Shelf, click the **Add page to e-Shelf** link (lower left corner of search results page).

#### **15.2.** To organize the contents of your e-Shelf:

**15.2.1.** Click the **e-Shelf** link (upper right corner of screen). Items you have added to your e-Shelf will be saved in the e-Shelf Basket. You will be prompted to **Sign in** to your account if you haven't already done so.

**15.2.2.** Click the title of an item to view its detailed record and availability information:

Type	Author	Title
Book	Robert William Butler	The great blue heron a natural history and ecology of a seashore sentinel
Book	Stella Mary Body 1958-	Keeping the earth alive : poem

The great blue heron a natural history and ecology of a seashore sentinel  
 Robert William Butler  
 c1997  
 ● Online access. The library also has physical copies.

[View Online](#) [Locations & Availability](#) [Full Record](#) [More Options](#) [Browse the Shelf](#)

**Available Resources**

- [Check for Full Text Access restricted: ACAD users only](#)
- [Check for Full Text Access restricted: DAL users only](#)
- [Check for Full Text Access restricted: MSVU users only](#)
- [Check for Full Text Access restricted: NSCAD users only](#)

By clicking on the title of your item in your e-Shelf, its record will appear below. Here, you can view its availability in the library or view the book/article online (if available to you in this format).

**15.2.3.** Use the icons in the top left corner of your e-Shelf screen to create and manage folders:

The manage icons are:

- New Folder
- Rename (selected folder)
- Copy Folder
- Paste Folder
- Delete (selected folder)

Create a new folder to store saved items

Rename selected folder

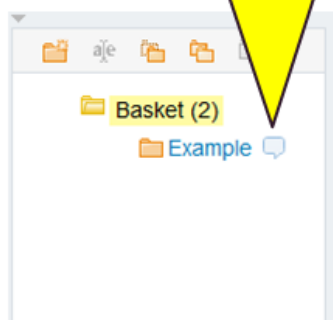
Copy a folder

Paste a copied folder

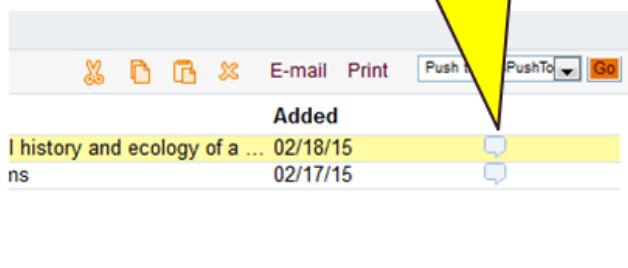
Delete selected folder

**15.2.4.** Click the Note icon next to a folder or item to attach notes. You can edit these notes when needed.

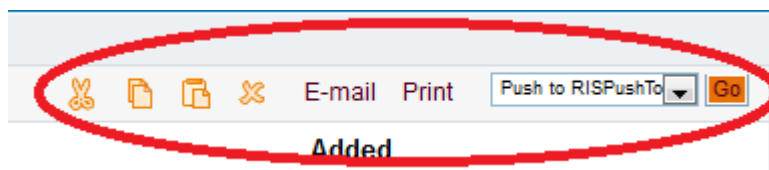
You can attach comments to any folder you have created. You can edit these notes when needed.



The same goes for individual items. You can edit these notes when needed.



**15.2.5.** To cut, copy, paste, and delete items, or to email, print, or export items to RefWorks, use the commands available in the upper right corner of the e-Shelf screen:



### 15.3. How Do I Delete Items from the e-Shelf?

**15.3.1.** Click the **e-Shelf** link (upper right corner of screen). Items you have added to the e-Shelf will be saved in the e-Shelf Basket. Tick the box next to item(s) you no longer want on your e-Shelf. Click the ✕ to “Delete selected records.”

<OR>

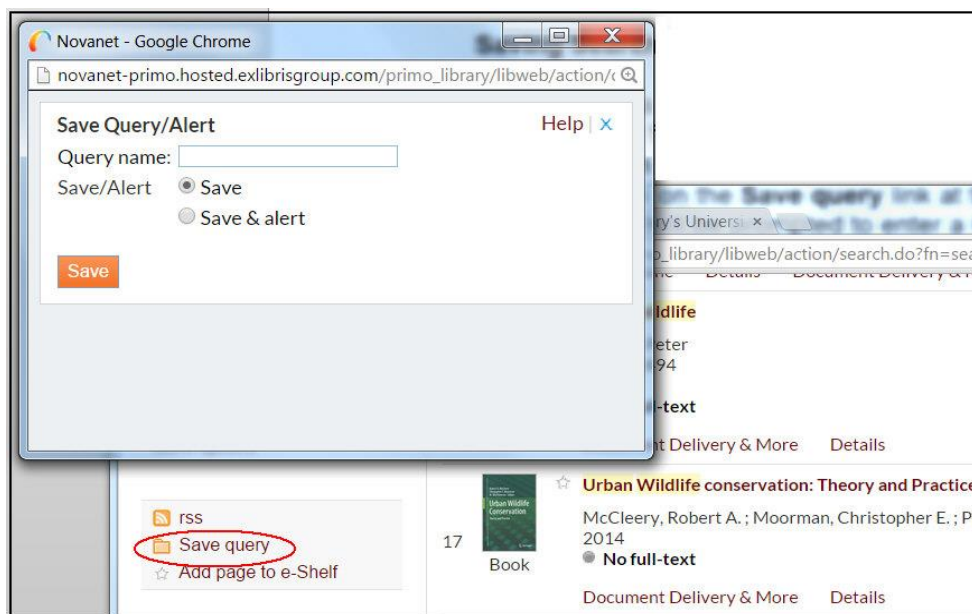
**15.3.2.** If an item is on your e-Shelf, click on its title to view it. Click on the Cite/Email drop-down menu (blue arrow) that appears to the right of the item. Click “Remove from e-Shelf”. This option is only available from the results page.

## Saving Search Queries to the e-Shelf

**15.4.** To save a search query (i.e., the word or phrase you typed into the search box, plus any categories/facets/filters you selected):

**15.4.1.** Sign in to your account.

**15.4.2.** Click the **Save query** link at the lower left corner of the Results page. You will be prompted to enter a Query name and to select either Save (to save the search query) or Save & alert (to save the search query and to set up an alert so that you will be automatically notified by email when new items are added to Novanet Discovery that match your query).



**15.4.3.** Click either the **e-Shelf** link or **My Account** link (upper right corner of screen), and then select the **Queries** tab.

e-Shelf		Queries	My Account				
This session's queries (3)		Saved queries & alerts					
Saved queries & alerts (2)		#	Query name	Alert type	Update/Set alert	RSS	Delete
		1	urban gardening	0	Update	Subscribe	Delete
		2	urban wildlife	0	Update	Subscribe	Delete

**15.4.4.** Click **Saved queries & alerts** to view queries you have saved.

**15.4.5.** Click on the **Update** or **Subscribe** links next to saved queries to set up Alerts or RSS feeds for each query.

**15.4.6.** Click **This session's queries** to view queries performed in the current session. Note: the current session is deleted when you close your browser unless you save it.

**15.4.7.** Click on a Query name to rerun a search.

**15.4.8.** Make sure you **Sign out** at the end of your session so that the contents of your e-Shelf and account information remain private.

## **16. How do I export items to a citation manager?**

### **16.1. How do I export items to Refworks?**

**16.1.1.** Do a search and view your results.

**16.1.2.** Click on the title of an item in the search results.

**16.1.3.** Click the blue arrow next to the **Cite/Email** link that will appear on the right side of the **Details** box.

**16.1.4.** Choose **RefWorks** from the list of options.

**16.1.5.** RefWorks will open in a new window.

**16.1.6.** Once you have signed in to RefWorks, the citation will move into your **Recent Imports** folder.

Note: Multiple records can be exported to RefWorks from your Novanet Discovery e-Shelf. Open your e-Shelf and use the checkboxes to select some or all of the records on your e-Shelf, or in e-Shelf folders, for exporting. Select **Push to Refworks** in the drop-down menu at the top right of the e-Shelf screen and click **Go**.

Note: Be sure to carefully compare the Refworks record and the Novanet Discovery item details for each item individually; you may need to do some editing of the Refworks record.

### **16.2. How do I export items to Zotero?**

**16.2.1.** Ensure that you have installed the Zotero plugin into your browser (Firefox) or installed Zotero standalone (Firefox, Chrome, Safari).

**16.2.2.** Do a search and view your results.

**16.2.3.** Look in the upper right corner of your browser address bar (to the left for Safari users) to see a **yellow folder icon**. Note: If you use a screen reader, the URL bar folder

icon is accessible via keyboard shortcuts. Please contact your liaison librarian or your Research/Reference Help desk for assistance.

**16.2.4.** Click on the **yellow folder** to see a list of the books and articles on your page of results.

**16.2.5.** Select the books or articles you wish to add to your Zotero library.

**16.2.6.** Click on **OK**.

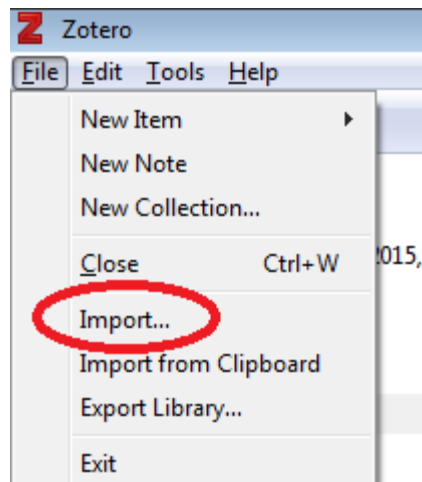
Note: Be sure to carefully compare the Zotero record and the Novanet Discovery item details for each item individually; you may need to do some editing of the Zotero record.

**16.2.6.** If you have a list of items saved in your e-Shelf that you wish to export to Zotero, select the records to be exported, click **Push to RIS** function in the drop-down menu at the top right of the e-Shelf screen and click Go.

**16.2.7.** A pop-up will appear, prompting you to export to a citation manager. The default “encoding UTF-8” appears. Click OK.

**16.2.8.** Another box will appear, prompting you to save or open the file. Click on save. It will be saved into your Downloads folder on your computer.

**16.2.9.** Open Zotero, click on File, and select Import from the drop-down menu. Note: Depending on the browser you are using, the menu you see may look different than the one shown below.



**16.2.10.** Select the RIS file from your Downloads folder, and click on open. Your e-Shelf items will now be imported into Zotero.



## 17. How do I get the best results?

This can be tricky! We recommend contacting your liaison librarian or your Research/Reference Help desk for assistance. See answers to question 24.

## 18. Why am I not seeing any articles in my results?

Possible reasons for not seeing enough articles:

**18.1.** You may need to sign in to Novanet Discovery in order to see articles in the results list, especially if you are searching from off campus. Click on the **Sign in** tab at the upper right corner of the catalogue; next enter student ID barcode number and the last four digits of your phone number. You should now see your name in the upper right corner. (If this doesn't work, check with your Access Services or Circulation desk to see what the problem might be.) Make sure you **Sign out** at the end of your session.

**18.2.** Not all articles are included in Novanet Discovery (it does not provide 100 percent coverage of your library's journal databases). Search the specialized journal databases available to you as a student, staff, or faculty member of a specific university in the Novanet system. A listing of these databases can usually be found on your library's homepage, a Resources page, a subject guide, or a research help page on your library's website.

**18.3.** You may have limited a previous search to exclude articles and forgotten to remove or change that limitation before starting a new search. See question 8.3 for details on how to reset or remove categories/facets/filters.


**18.4.** It's very unlikely, but there may not be any articles on your topic in Novanet Discovery. We recommend contacting your liaison librarian or your Research/Reference Help desk for assistance. See answers to question 24.

## 19. What do the coloured dots next to my results indicate?

The colour-coded dots let you quickly determine an item's availability.

**19.1.**  [Green] Item is available. Click either **Find in Library/Request** or **Find Online**.

NOTE: if the item is electronic (an ebook or journal article), confirm that your library owns it by clicking "Find in Library/Request" and if owned, select "Find Online".

**19.2.**  [Yellow] Item is available at another Novanet library but not your home library. Click **Find in Library/Request** to determine which Novanet libraries own the item. Depending on proximity, you might consider borrowing the item in person - don't forget your student ID card! Should the library be located at a distance, you can request through

Document Delivery/Interlibrary Loans. See answer to question 14.

**19.3.** [Grey] Item is not available at any Novanet library because it is either not owned or is currently on loan. Submit a Document Delivery/Interlibrary Loan request. See answer to questions 4 & 14.

**20. How frequently is Novanet Discovery updated?**

**20.1.** New books, journals, and other resources are added to Novanet Discovery on a daily basis. Check back regularly to find out what's new.

**20.2.** Once an item is requested or checked out by a patron, the availability/status information is immediately updated and displayed.

**21. How do I search by call number?**

To search for books, DVDs, and other physical items using a call number:

**21.1.** Select **Advanced Search** from either your library's homepage, or to the right of the search bar in the Novanet Discovery interface.

**21.2.** Select **Call Number** from the second or third drop down menu on the left.

**21.3.** Select **contains** if you have only the first portion of the call number or wish to search within a wide range (PN6737, for example). Select **is exact** if you wish to search for a whole call number. Enter an exact call number in the following format:

**PN6737 .G3 S36 1995**

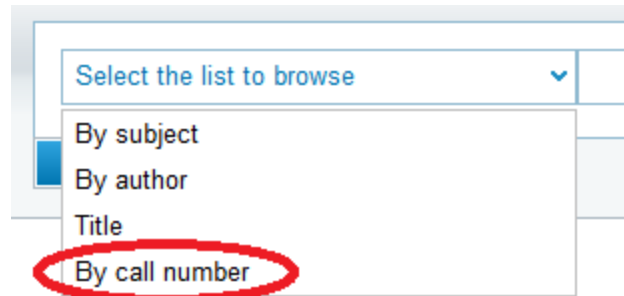


No space      Space before period

**21.4.** Novanet Discovery can locate items using government document call numbers. An example of a government document call number would be: 2FG NE 22-D-1.

**21.5.** You can also search for a call number using **Simple Search**.

**21.6.** If you are interested in simply exploring a certain topic using a call number, you can browse call numbers by selecting the **Browse** option next to the simple search bar, then selecting **By call number** from the drop-down menu.



## 22. How do I find a specific title of a book or article?

22.1. Put your title into the search box, and click on **Search**.

22.2. For books, indicate you want to **Refine My Results** by **Resource Type** and then select **Books**.

22.3. For articles, indicate you want to **Refine My Results** by **Resource Type** and then select **Articles**.

22.4. You can choose to put your "title within double quotes" to find exact matches only.

## 23. What do I do if I still have a question after reading this FAQ?

There are several ways to find answers to your questions.

- Live Help widget
- Library's Messaging Service
- Email
- Phone - call the Research/Reference desk
- Contact your liaison/subject librarian
- Book an appointment for research assistance
- Consult the [Primo End Users Guide](#) Note: This document refers to Novanet Discovery as Primo. It provides detailed information regarding searching, functionality, etc.