



QUICK TIPS

SEARCHING THE CULTURAL DIVERSITY DATABASE

Welcome to our Q&A to achieve the best results when searching the Cultural Diversity database. Note that any search you undertake will only retrieve books included in this database.

1. What are the search options available?

You can search on any of the 'Search Options' listed or a combination of these. Notice the long box beside the word SEARCH. This allows you to enter book details of interest to you. Clear Search deletes all items you have entered. Further Q&A appear below.

2. What is the best way to start searching?

Look at the Search Options, for example, Author, Illustrator and Publisher. To discover what the database holds for these, try these three examples, one by one, by typing these into the boxes labelled in bold: Author type in Margaret Wild Illustrator type in Bob Graham Publisher type in Allen & Unwin This search will retrieve all books by this author, this illustrator and this publisher provided that they appear in the database. They do!

3. Can I search on more than one Search Option simultaneously?

Yes. For example, you can type the illustrator, Bob Graham into the Illustrator box. Then you can type the title, A Bus Called Heaven (full or partial title), into the long Search box, then type the words Walker Books into the Publisher box. These can then be searched simultaneously and will retrieve this particular book. This results in narrowing your search.

4. What is the purpose of the downward arrows appearing at the bottom of AC Links/EYLF and Annotation?

These indicate that further information may be available. For example, there may be additional curriculum links. The downward arrow in the Annotation column indicates that there may be a longer annotation available.

5. What does the Select Key Concept Search Option offer?

The key concepts are those terms widely used in online catalogues and databases that describe books on cultural diversity. Those selecting and reading the books in this database have worked together to ensure that books featuring particular Key Concepts are so labelled.

6. How can I narrow my search?

You can narrow your search, for example, by choosing one of the Key Concepts then choosing an Audience. Only books where both terms appear will be retrieved. Once that search is retrieved, you can narrow your search further by clicking on one of the AC Links/EYLF of the books retrieved. Only books with that link will appear plus those with your chosen Key Concept and Audience. You can also Select Start Date or Select End Date if you wish to retrieve books published from a particular starting



date and/or particular ending date. The more Search Options you choose, the narrower your search becomes.

7. What if there is a specific book title, I am interested in finding?

You can type in your book title in the long search bar and hit return. For example, try Let the Celebrations Begin. You can use lower or upper case for the words. Often a partial title will retrieve the book.

8. What can I retrieve using the AC Links/EYLF?

Developers of this database have increased the usefulness of these books for schools and early learning educators by linking each book to the Australian Curriculum and/or the Early Years Learning Framework. Once you retrieve a book of interest, note the AC/EYLF link. You can click on any one of the links that appear which will insert that particular link in the long Search box. Only books with that particular AC/EYLF link will appear in your books retrieved. You can also copy any AC Links/EYLF that you find useful and send that to other people who might be searching the Cultural Diversity Database.

9. Are authors, titles and other searchable terms case sensitive?

No.

10. If I have the author or title misspelled, will the database correct my spelling and retrieve the closest match?

No. You need to use correct spelling. Usually a quick search of the Internet will suggest corrections for your spelling.

11. How does the Clear Search work?

Clicking on Clear Search will delete the search you have created. Also, after your book(s) have been retrieved, all the options you specified in the various Search Options will disappear.

12. How are books arranged in my retrieved search?

The books will appear below the word Results. These are arranged alphabetically by author starting with the surname at the end of the alphabet, starting with Z, then Y, then X, etc. You can click on the downward arrow in the Author column to rearrange the list alphabetically by author starting with A, then B, then C etc.

13. What other kind of search terms can I retrieve?

Many of the annotations include specific time periods like World War II, or named countries like Vietnam, a specific culture or religious practice. Often the characters' ages, such as 13-year-old, will appear. These can be entered into the large SEARCH field. When these words appear in the Annotation Search Field, they will be highlighted in each of the annotations retrieved.

14. When would I use Select Audience Type?

You can choose one of several options from the drop-down menu, for example, Lower Primary or



Secondary so that only books suitable for that level of reader will be retrieved. This is another way to narrow your search. You can also narrow this search by adding author, title and so on.

15. How can I tell how many books I have retrieved?

A specific number is not provided. However, at the bottom of the list of books retrieved, there is a page count which indicates the size of the book collection retrieved. Clicking on these page numbers will retrieve additional books related to your search.

Additional helpful hints

- The database is not case sensitive.
- Series books can be searched using the series title, for example, Children of the Wind is a series by Kirsty Murray. Searching on Children of the Wind will retrieve the four titles in the series. You can find the series title by looking at the online catalogue record or look at the book itself which usually indicates the series on the back of the title page.
- Authors' and illustrators' names can be typed in either order - surname or first name.
- Publishers may change their name, but generally they retain the main word in their title. For example, Fremantle Press or Fremantle Arts Centre Press can be retrieved using the word Fremantle in the Publisher Search Option.
- You may wish to know all the publications by a small publisher and can enter the publisher's name to retrieve them all.
- The cut-off date for including books in this database was late-2018, so books published after that date may not appear. We plan to update the database on a six-monthly basis.
- We have included the words picture book in the annotations where a book appeared in this format as feedback from our advisory group requested this feature.

NCACL would be interested to know whether this Q&A was helpful and whether additional explanations are needed. Please contact director@ncacl.org.au if you wish to make comments.