

## Quick Tips for Searching the NCACL Aboriginal and or Torres Strait Islander Resource

**Please note:** Aboriginal and Torres Strait Islander people should be aware that this website may contain images, voices or names of deceased persons in photographs, film, audio recordings or printed material.

Some material may contain terms that reflect authors' views, or those of the period in which the item was written or recorded, but may not be considered appropriate today. These views are not necessarily the views of the National Centre for Australian Children's Literature. While the information may not reflect current understanding, it is provided in an historical context.

The Resource is user-friendly and intuitive. It provides numerous searching options and the following tips are an excellent introduction. Then a good way to start is by exploring and experimenting with your own searches.

### General Tips

- Search terms are not case sensitive.
- Correct spelling is required.
- Names can be entered in any order.
- The cut-off date for including books was June 2020. Books published after that date will appear in future updates.
- Annotations provide synopses of the books including information on the content and purpose. They also provide series details. Each word is searchable.
- Art techniques and media are occasionally identified in the book then included in the annotation. Some of these terms include: acrylic, animation, collage, graphic art, oil, pastel, pencil and photographs. These are all searchable terms through the **Search Bar** and will retrieve books featuring these media.
- Publishers may change their name. For example, Ashton Scholastic, Scholastic, Scholastic Press, Scholastic Australia and Omnibus Books (Scholastic Australia) will retrieve the books published by those exact names. You will need to search on all of the publisher's names to retrieve all their titles.
- Authors' and illustrators' names may change. For example, there are three variations for this creator's name:  
Aunty Fay Muir  
Fay Stewart-Muir  
Aunty Fay Stewart-Muir  
In the Author filter search for Muir as this name will retrieve all the books authored by her. The general rule then is that the creator's final surname remains the same and should be used when searching.

- EYLF refers to the Early Years Learning Framework. The Resource uses the Early Years Learning Framework outcomes (EYLF 1, EYLF 2, EYLF 3, EYLF 4 and EYLF 5) <https://www.ecrh.edu.au/approved-learning-frameworks/early-years-learning-framework>
- AC Links refers to the Australian Curriculum codes. The Resource includes the curriculum areas of English, mathematics, HASS (humanities and social sciences), the arts and health and physical education <https://www.australiancurriculum.edu.au/f-10-curriculum/learning-areas/>
- There are over 300 Indigenous languages in Australia that are known by a variety of names and spellings. In order to maintain the identity of a language, AIATSIS assigns an alpha-numeric code to each language variety, with a community preferred name and spelling, to form a reference name. These codes are included with the name of a language in list of Subjects in the Advanced Filter Options. This coding system is called 'Austlang'. Further information on Austlang can be found at <https://collection.aiatsis.gov.au/austlang>

## Search Strategies

### 1. Simple Searching

This allows searching on a specific term. It will often result in a large number of items retrieved.

The **Search Bar** at the top of the page will allow:

- Free text searching within all annotations.
- Searching on names and/or part or full titles.
- Searching for a topic of interest such as emu, reconciliation, dreaming, a specific Indigenous language.

A single **Advanced Filter Option** will also retrieve all books relevant to that search.

- For example, entering a specific EYLF code will retrieve all books with that code assigned.
- Specific details need to be added into the filters: Author, Illustrator, Publisher, AC Links/EYLF and ISBN.
- The remaining filters have drop-down menus where a selection is required.

### 2. Advanced Searching

Advanced searching will allow you to target a search more specifically.

- Using the **Advanced Filter Options** in combination will retrieve fewer items. For example, entering Sally Morgan in the Author field and Fremantle Press in the Publisher field will retrieve only Sally Morgan's books published by Fremantle Press. Adding a date to the search will give more precise results.

- Once you find a book that suits your purpose, check its subjects. To find other titles on the same subject enter the chosen subject into the **Select Subject** in the **Advanced Filter Options**.
- Where a book is part of a series this is noted in the annotation. To find other books in the same series copy the name of the series and enter it into the **Search Bar**. For example looking for another title in the Cassowary Coast series copy Cassowary Coast into the **Search Bar** and it will retrieve all of the titles in that series.
- To retrieve books written in an Indigenous language enter the name of the language into the **Search Bar**. Alternatively the language name can be selected from the drop-down list of Subjects in the **Advanced Filter Options**. Languages in this list include the AIATSIS alpha-numeric codes.

### Managing the Retrieved Items

The items retrieved from either a simple or advanced search will be presented in one of two ways depending on whether **Jackets** or **List** (found below the Search Bar) is selected.

- Selecting **Jackets** followed by **View this item** will allow you to view the full bibliographic details, AC Links/EYLF codes and links to the **Subjects**, **Annotation** and **Teaching Resources**.
- Selecting **List** will allow you to view the bibliographic details for each item as well as share and/or print the full list of retrieved items.
- In **List** view when you have applied the filter/filters and are happy with the search you can share the results in two ways:
  - Click on the star on all of the books you want to share. This marks them as **Favourite**. Now click on the personal icon at the top right hand of the screen and in the drop down menu click on **My Favourites**. On the next screen above the list are the icons showing the number of ways the list can be shared, or printed, when the relevant icon is selected.
  - Click on the **Copy Search** function at the bottom of the Advance Filter Options. This will copy the filters applied and generate a URL that can then be sent over email. Use your usual email service and press PASTE into the text area and the link to the search results will appear.
- To move within a search use the **close tabs** function rather than the back arrow.
- Familiar icons at the bottom left hand of each page allow:
  - Printing of the search result



- Communicating using email, Twitter, Facebook and Messenger