



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 Discovery* enables you to search for books, journal articles, 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. What is *Novanet Discovery*?

2.1. *Novanet Discovery* searches 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. Refine your results using **limits** located to the left of the search results (e.g., resource type, library, author, 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 Discovery* enables you to search for articles and be linked directly to the full-text when available. **Sign in** to access more full text articles (see Question 6). If there is no direct access to the full-text, a Document Delivery (Interlibrary Loan) link makes it easy for you to request delivery of an item. See Question 14. 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. Depending on your location on the library's webpage, look for the *Novanet Classic* link 1. below the *Novanet Discovery* search box or 2. within *Novanet Discovery*, on the bottom banner.

4. What is not in *Novanet Discovery*?

4.1. Not all journals or journal articles you 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.

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 our CBU Library. For more in-depth article research, search our specialized databases, such as Academic Search Complete. See **E-Resources** on the library's webpage for a complete list of databases. Signing into *Novanet Discovery* will locate more full text articles. See Question 6 regarding.

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. The CBU 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. To sign in, click the **Sign in** link (upper right corner of screen) and enter your student ID 14-digit barcode and password. Your default password is the last 4 digits of your phone

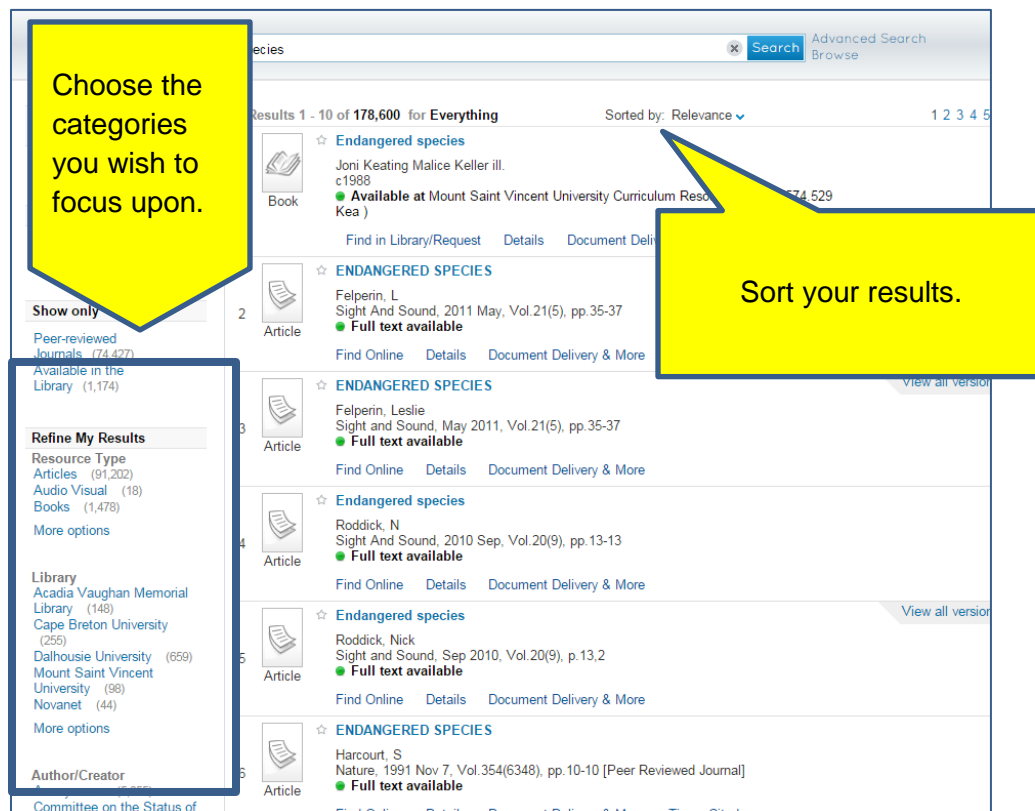
number (if you wish to change your password, contact the library's Circulation Desk). You will know you are signed in when your name appears in the upper right corner of the screen. Make sure you **Sign out** at the end of your session.

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 located in all Novanet libraries. 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 and by choosing one or multiple limits 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. Limiting Search Results (Choosing limiters - also known as filters):

To narrow or view subsets of your search results, use one or more of the limiters 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 selecting additional limits such as, **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.

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 limit. For example, you can choose to view only articles, but exclude the conference proceedings articles, 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.

The screenshot shows the Novanet search interface. The main search bar contains the text "endangered species". Below the search bar, there are several filters and options. A yellow callout box points to the "Refine Search" window, which is open. The "Refine Search" window has a table with columns "Include", "Exclude", and "Resource Type". The table lists various resource types with their counts. A yellow callout box points to the "More options" link in the left sidebar. Another yellow callout box points to the "Continue" button at the bottom of the "Refine Search" window.

Novanet endangered species

Advanced Search Browse

1 2 3 4 5

74 529

View all version

View all version

Continue

Select category items to include or exclude.

Select **More options** to include and/or exclude category items from your search results.

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

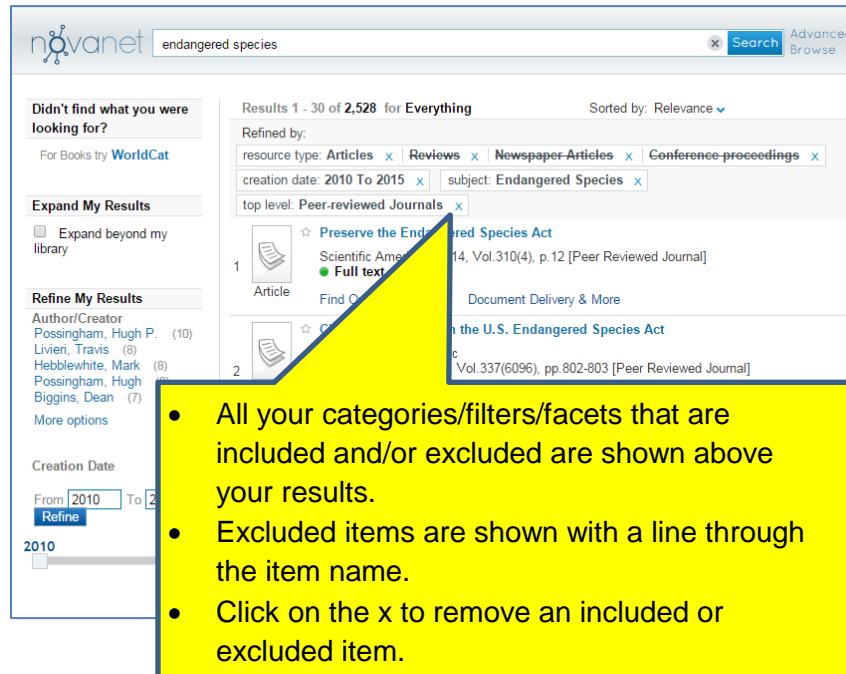
Include	Exclude	Resource Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Articles (91,202)
<input type="checkbox"/>	<input type="checkbox"/>	Audio Visual (18)
<input type="checkbox"/>	<input type="checkbox"/>	Books (1,478)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conference proceedings (1,091)
<input type="checkbox"/>	<input type="checkbox"/>	Databases (3)
<input type="checkbox"/>	<input type="checkbox"/>	Dissertations (24,315)
<input type="checkbox"/>	<input type="checkbox"/>	Images (5)
<input type="checkbox"/>	<input type="checkbox"/>	Journals (97)
<input type="checkbox"/>	<input type="checkbox"/>	Newspaper Articles (44,060)
<input type="checkbox"/>	<input type="checkbox"/>	Other (112)
<input type="checkbox"/>	<input type="checkbox"/>	research datasets (409)
<input type="checkbox"/>	<input type="checkbox"/>	Reviews (10,172)
<input type="checkbox"/>	<input type="checkbox"/>	Technical Report (377)
<input type="checkbox"/>	<input type="checkbox"/>	Text Resources (11,914)
<input type="checkbox"/>	<input type="checkbox"/>	Web Sites (2)

8.3. How do I reset or remove limits I've used in my search?

8.3.1. All your chosen limits (both 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.



The screenshot shows the Novanet search interface. The search term 'endangered species' is entered in the top search bar. The results page shows 'Results 1 - 30 of 2,528 for Everything'. The 'Refined by' section shows filters for 'resource type: Articles', 'Reviews', 'Newspaper Articles', 'Conference proceedings', 'creation date: 2010 To 2015', 'subject: Endangered Species', and 'top level: Peer-reviewed Journals'. The 'Expand My Results' section has a checkbox for 'Expand beyond my library'. The 'Refine My Results' section shows a list of authors/creators with counts in parentheses: 'Possingham, Hugh P. (10)', 'Livieri, Travis (8)', 'Hebblewhite, Mark (8)', 'Possingham, Hugh (7)', and 'Biggins, Dean (7)'. There is also a 'Creation Date' section with a range from 2010 to 2010. A yellow callout box points to the 'Full text' link in the search results, which is crossed out with a line through it.

- All your categories/filters/facets that are included and/or excluded are shown above your results.
- Excluded items are shown with a line through the item name.
- Click on the x to remove an included or excluded item.

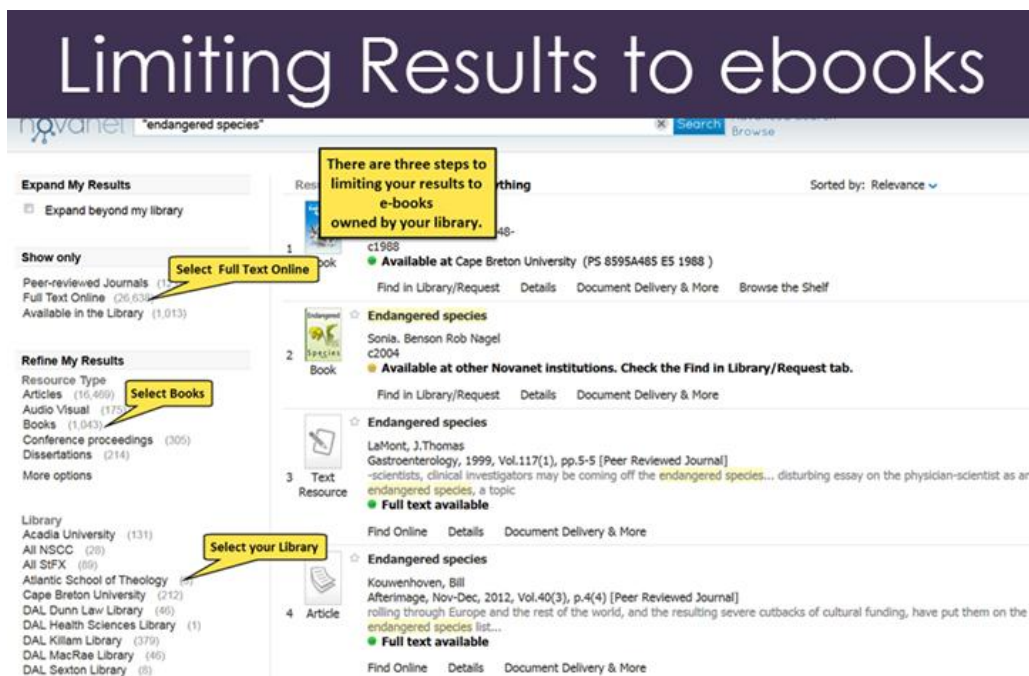
9. Can I limit results to display e-books owned by CBU?

9.1. Yes, you can. The limits found on the left of the screen enable you to limit results to e-books.

9.1.1. Under **Show only**, select **Full Text Online**.

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

9.1.3. Under **Library**, select Cape Breton University and *Novanet*.



10. How do I open an e-book 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 e-book collections. Please select e-books owned by CBU or with *Novanet*.

10.1.2. If CBU has its own copy of the book, select the CBU link first rather than the *Novanet* version.

10.1.3. You may be requested to login with your CBU webmail username and password.

Results 1 - 10 of 57 for **Everything** Sorted by: Relevance ▾

Refined by: Library: Novanet x Mount Saint Vincent University x resource type: Books x top level: Full Text Online x

1 ☆ **Sold into extinction the global trade in endangered species**
 Jacqueline L. Schneider Ebooks Corporation
 2012
 ● Online access. The library also has physical copies.
[Find Online](#) [Find in Library/Request](#) [Details](#) [Document Delivery & More](#)

2 ☆ **After the grizzly : endangered species and the politics of place in California**
 Peter S.
 2013
 ● Online
[Find Online](#) [Find in Library/Request](#) [Details](#) [Document Delivery & More](#)

Available Resources
 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 [↗](#)
 Check for Full Text Access available to Novanet members (Novanet only) [↗](#)

Click Find Online.

Click the CBU link or the link for Novanet if your library is not listed.

Welcome to EBL
 Login through your Library
 Select your institution ▾ Go

If you select a Novanet ebook, you will be prompted to choose your library. You may need to login.

11. I have more questions about e-books; what should I do?

Contact the library. See Question 23.

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 14-digit barcode and password (upper right corner). If unable to login, contact the library. See Question 23.

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

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

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

12.5. Please note that you cannot renew the e-books you have downloaded. Simply download the e-book 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 14-digit barcode and password (usually the last four digits of your phone number).

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 the Library's Interlibrary Loan service. See Question 14.

13.2.2. You may also wish to check with the Library's Circulation Desk as sometimes the item may be recalled from its current loan.

14. How do I request an item found in *Novanet* but not available at CBU (e.g., no local 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 the CBU Library's Interlibrary Loans request form (new tab).

14.1.4. Enter your student ID 14-digit barcode 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 **Submit**.

14.1.8. Make sure you **logout** of the 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 *Novanet Discovery*, 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, click the **Interlibrary Loans** link located at the top of the search results page (upper banner).

14.2.3. You will be directed to CBU Library's Interlibrary Loans form.

14.2.4. Enter your student ID 14-digit barcode and password (usually the last four digits of your phone number) in order to log in to the form.

14.2.5. Click **Submit**.

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

14.2.7. Click the checkbox next to the copyright statement.

14.2.8. Click **Submit**.

14.2.9. Make sure you **logout** of the 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** to your account (upper right corner) using your student ID 14-digit barcode and password (usually the last 4 digits of your phone number) 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:

Viewing items in your e-Shelf

Basket

Type	Author	Title
Book	Karen Newcomb	The postage stamp vegetable garden

By clicking on the title of an item in your e-Shelf, its record will appear below. Here you can view details and availability information for the item.

The postage stamp vegetable garden : grow tons of organic vegetables in tiny spaces and containers
Karen Newcomb
2015
● Checked out at Saint Mary's University (SB321.N45 2015)

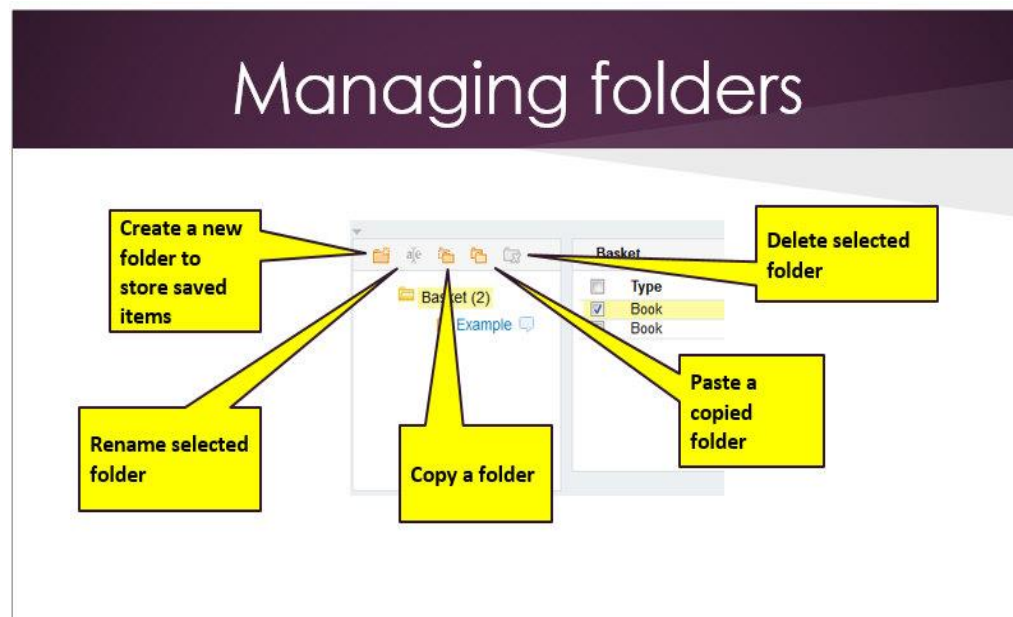
Find in Library/Request **Details** Document Delivery & More Browse the Shelf

Title: The postage stamp vegetable garden : grow tons of organic vegetables in tiny spaces and containers
Author: Karen Newcomb
Edition: First Ten Speed Press edition..
Subjects: Vegetable gardening; Organic gardening; Small gardens
Description: Planning your postage stamp vegetable garden -- The postage stamp soil mix -- Getting your ground ready -- When and how to plant -- Watering your postage stamp vegetable garden -- Heirloom vegetables and herbs you'll love to grow -- Plants that like each other -- Controlling pests, diseases, and critters.

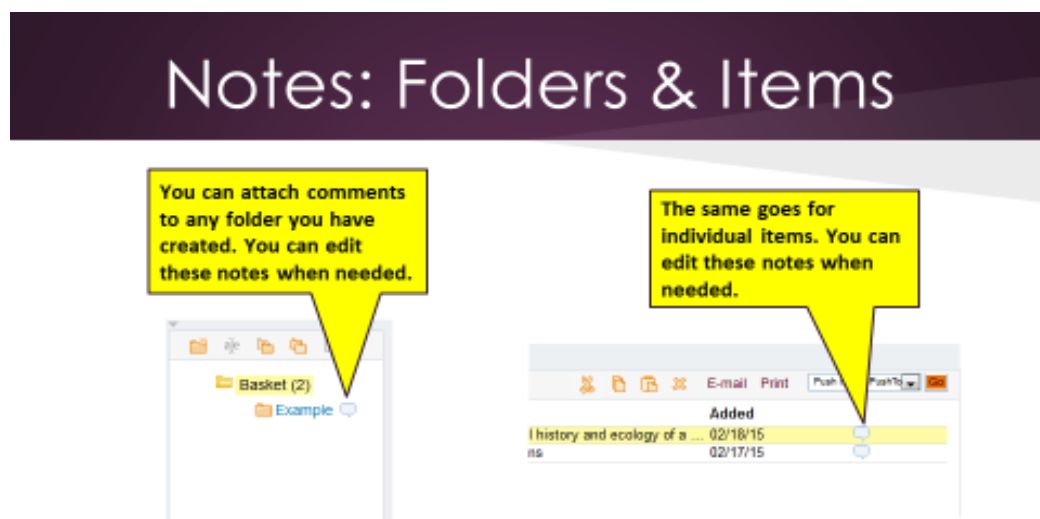
15.2.3. Use the icons in the top left corner of your e-Shelf screen to create and manage folders:

The manage icons are:

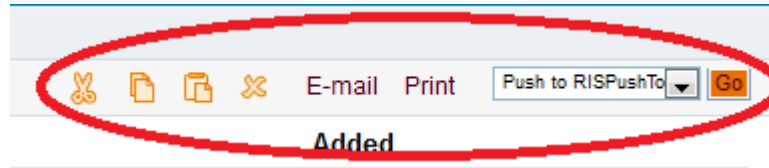
- New Folder
- Rename (selected folder)
- Copy Folder
- Paste Folder
- Delete (selected folder)



15.2.4. Click the Note icon next to a folder or item to attach notes. 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 Zotero, use the commands available in the upper right corner of the e-Shelf screen:



See Question 16.1 for information regarding Zotero.

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>

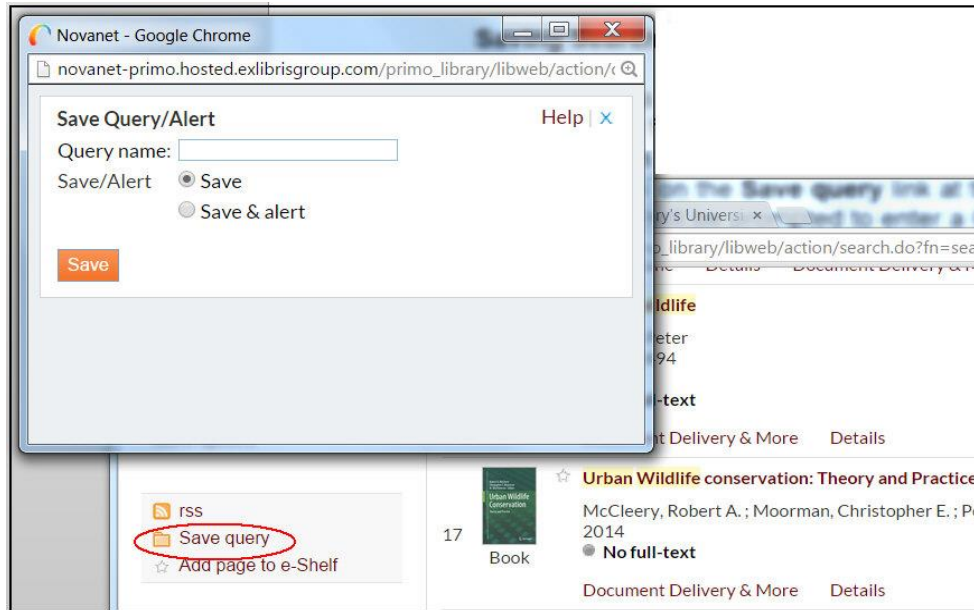
15.3.2. If an item is on your e-Shelf, click on its title to view it. Click on the Cite/Email drop-down menu (blue arrow) that appears to the right of the item. Click “Remove from e-Shelf”. This option is only available from the results page.

15.4. How do I Save Search Queries to the e-Shelf

15.4.1. To save a search query (i.e., the word or phrase you typed into the search box, plus any limits you selected):

Sign in to your account using your student ID 14-digit barcode and password (usually the last 4 digits of your phone number).

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 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 (2)

Saved queries & alerts

#	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 Zotero?

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

16.1.2. Do a search and view your results.

16.1.3. 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.

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

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

16.1.6. Click on **OK**.

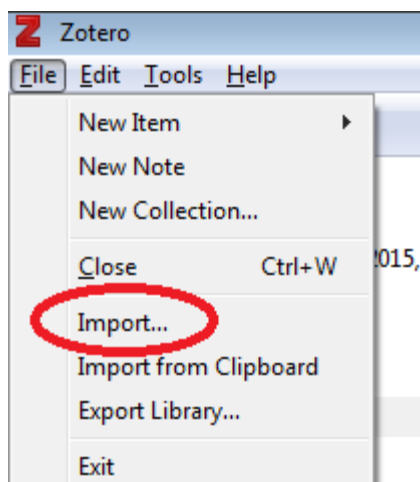
Note: Be sure to carefully compare the Zotero record and the *Novanet Discovery* item details for each item individually; you may need to do some editing of the Zotero record.

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 Question 23.

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 *Novanet Discovery*; next enter student ID 14-digit 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 the 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 limits.

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 (check the relevant subject guide) or the Research Assistance Desk. See Question 23.


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 e-book 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 owned by CBU but is on loan or is available at another *Novanet* library. Click **Find in Library/Request** to determine which Novanet libraries own the item. If available at NSCC, Marconi Campus 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 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 an Interlibrary Loan request. See Question 14.2.

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. Locate **Advanced Search** by 1. clicking **Search** located next to the *Novanet Discovery* search box and then 2. clicking **Advanced Search** to the right of the search box.

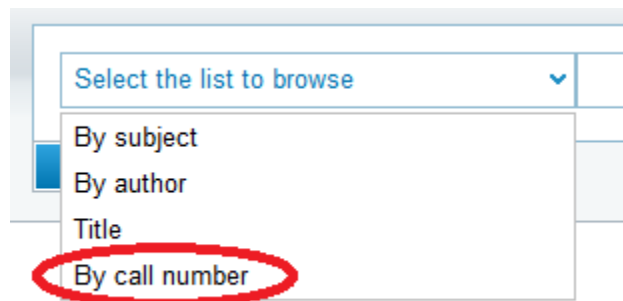
21.2. Select **Call Number** from the second or third drop down menu on the left.

21.3. Select **contains** if you have only the first portion of the call number or want to search within a wide range (Z 675, for example). Select **is (exact)** if you wish to search for a whole call number. Enter an exact call number in the following format:

Z 675 U5 M326 2002

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

21.5. If you're 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.

22.5. See Question 8 for more information regarding refining results.

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.

- Phone - call the Research Assistance Desk (902-563-1387)
- Live Help widget (See: HELP on Library's webpage)
- Library's *Text a Librarian* service (See: HELP on Library's webpage)
- Email (library_infoservices @cbu.ca)
- Contact your liaison/subject librarian (Information available on subject guides)
- Book an appointment for research assistance (See: HELP on Library's webpage)
- Consult the [Primo End Users Guide](#) Note: This document refers to *Novanet Discovery* as Primo. It provides detailed information regarding searching, functionality, etc