

# CVCC LIBRARY QUICKSTART GUIDE

## Online/Distance Education Students – Requesting Library Materials

Students enrolled in online/distance education courses have borrowing privileges. Use the **Online Library Catalog** to search for items owned by the Library:

- Go to the **CVCC Home page** at [www.cvcc.vccs.edu](http://www.cvcc.vccs.edu) . Under **RESOURCES**, click **Library**.
- You are now at the **CVCC Library home page**. Click **Information Reference Page** (right side).
- You are now at the **Library Information Reference Page**. You can also go directly to this page at [www.cvcc.vccs.edu/Library/InformationReference.asp](http://www.cvcc.vccs.edu/Library/InformationReference.asp) .
- Under **BOOKS, JOURNALS, MAGAZINES, AND VIDEOS**, click **Online Library Catalog**. You will see this screen:

The screenshot shows the 'LIBRARY CATALOGS' page for Virginia's Community Colleges. The main heading is 'Basic Search of Central Virginia Catalog'. The search interface includes a 'Choose Search Type' dropdown menu set to 'Keywords Anywhere', an 'Enter Search Term(s)' text box, and a 'Select College' dropdown menu set to 'Central Virginia CC'. There are 'Go' and 'Clear' buttons. Below the search box, there is an example search term: '(wom?n or female) and gender programing web graphics'. A 'Words adjacent?' section has radio buttons for 'No' (selected) and 'Yes'. At the bottom, there is a 'Limit a keyword search to:' section with dropdown menus for 'Language: all', 'Year from:', 'Year to:', 'Format: all', and 'E-resources: all'. A note says 'yyyy (Use ? for truncation when not using from/to)'.

- Under **Select College**, select **Central Virginia CC**.
- Under **Choose Search Type**, select the type of search you would like to perform (keyword, title, author, subject, etc.)
- Under **Enter Search Term(s)**, search your title, author, or subject. Click **Go**.
- For more information, see **QuickStart Guide -- Using the Online Library Catalog**.

If you locate library materials in the **Online Library Catalog** that you would like to borrow, use the **Distant Student Material Request Form** to request them.

- Return to the **Library Information Reference Page** (see steps above).
- Click **Forms & Surveys** (right side).
- Click on **Distance Student Material**. You will see this screen:

## DISTANCE STUDENT MATERIAL REQUEST FORM

### LOAN PERIODS / RULES

1. Books and CDs check out for four (4) weeks. DVDs for two (2) weeks. Books and CDs may be renewed once if there is no hold for the item(s).
2. Cost of return of materials will be borne by the student.
3. Library Staff will photocopy relevant sections of a reference work and send it to the requestor.

### BORROWER'S REQUEST INFORMATION (Items in **bold** are required.)

<b>Borrower's Name</b>	<input type="text"/>	<b>Borrower's Status</b>	<input type="text" value="--Select-"/>
<b>CVCC Email Address</b>	<input type="text"/>	<b>Student ID #</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>		
<b>City</b>	<input type="text"/>	<b>State</b>	<input type="text"/>
<b>Home Phone #</b>	<input type="text"/>	<b>Work Phone #</b>	<input type="text"/>

### BOOK / COMPACT DISK REQUEST INFORMATION

<b>Author</b>	<input type="text"/>	<b>Title</b>	<input type="text"/>
<b>Call / Classification Number</b> (Example: TH4815 .S677 2003)	<input type="text"/>		

- Fill out and submit this electronic form.
- Requested materials will be mailed, shipped, or faxed as appropriate.