

# CVCC LIBRARY QUICKSTART GUIDE

## Using the Online Library Catalog

Use the **Online Library Catalog** to search for materials in the Library collection.

- 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:

LIBRARY CATALOGS

Virginia's Community Colleges  
**Linc**  
Library Information Connection

- Sign-in
- My Account
- Preferences
- Sign-out
- Basic Search
- Advanced Search
- Browse Search
- Command Search
- Multi-catalog Search
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- Other Library Catalogs
- e-Shelf
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- Help Using Catalog
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Basic Search of Central Virginia Catalog

Choose Search Type: Keywords Anywhere

Enter Search Term(s): [Text Box] [Go] [Clear]

Select College: Central Virginia CC

Example(s): (wom?n or female) and gender progra?ing web graphics

Words adjacent?  No  Yes

Language: all Year from: Year to: yyyy (Use ? for truncation when not using from/to)

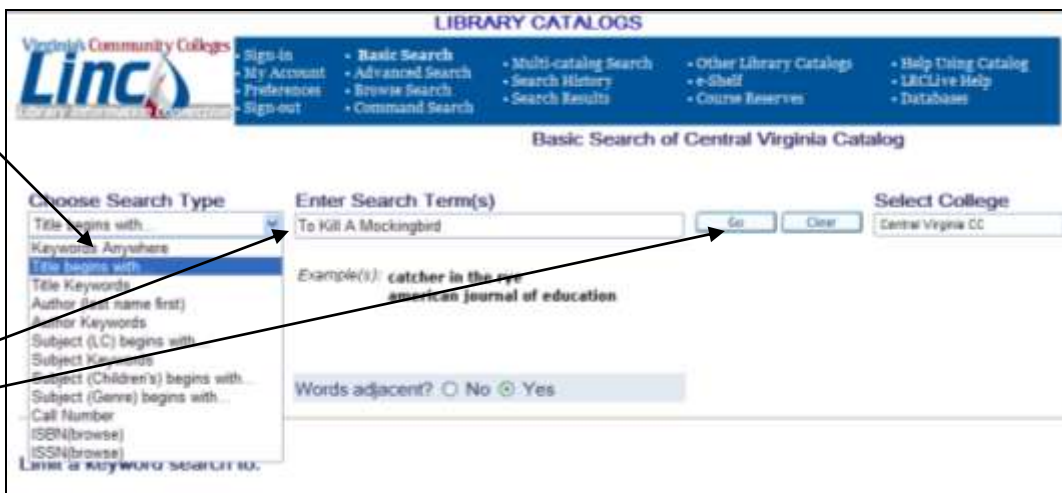
Format: all E-resources: all

- Under **Select College**, select **Central Virginia CC**.
- Under **Choose Search Type**, select the type of search you would like to perform. The most common searches are:
  - **Title begins with....** – Use if you know the exact title of the book you want. Type in the title without "a" "an" or "the" at the beginning.
  - **Author (last name first)** – Use if you know WHO wrote the book or if you want to see all the books by a certain author.
  - **Subject Keywords** – Use if you are looking for a broad, well-defined subject. If you don't have any luck, try **Keywords Anywhere**.
  - **Keywords Anywhere** - This is similar to a **Subject Keywords** search, but the computer searches the entire catalog (including title, author, AND subject fields) for your search term.
    - Note that other **Search Types** are also available.
- Under **Enter Search Term(s)**, search your title, author, or subject.
- For **Words adjacent?** select **Yes** if you enter a phrase in which the words should be next to each other.
- Click **Go**.

**Example:** Does the library own a copy of the novel "To Kill a Mockingbird" by Harper Lee?

Title begins with.... is highlighted.

Name of item "To Kill a Mockingbird" is entered in Search box. Next, click Go.



Here is an index or list of book titles held by the library, including the item we are interested in: "To Kill A Mockingbird." Click on the Title here for more information.



Here are results for a title search on "To Kill a Mockingbird." 4 items are located.

The Call Number of each item appears in this column. Call Number tells where to locate an item on the shelves.

The Title of each item appears in this column.

Click the small number on the left to see details about each item.



Two copies of this item; one copy is checked out.

Full View of Record

Choose format: Standard/Local Catalog/Local/Global/Non-catalog/MARCView

Record 3 out of 4

[Previous Record](#) [Next Record](#)

**Title Information**

**Geographic Area** n-us-

**Author** Lee, Harper

**Title** To kill a mockingbird / Harper Lee.

**Edition** 40th anniversary ed.

**Published** New York : HarperCollinsPublishers, 1995.

**Description** 323 p. ; 21 cm.

**Abstract** The expression of racial hate in an Alabama town is viewed by a little girl whose father defends a black man accused of rape.

**ISBN** 000114436

**Subject - Lib. Cong.**

- Fathers and daughters - Fiction.
- Southern States - Fiction.
- Race relations - Fiction.
- Toots (Babe) - Fiction.
- Girls - Fiction.

**Subject - Other**

- Domestic fiction.
- Humor.
- Legal stories.

**Format** Book

**Record number** 001366006

**Holdings of Items**

**Location** Central Virginia Circulating Collection - PS3562.E363 T6 1995

Here is a **Full View** of the record for the third item, a book entitled "**To Kill a Mockingbird.**"

**Author**

**Title**

**Subject Headings**

Click **All Items** for additional details.

**Call Number** for this book:  
PS3562.E363  
T6 1995

Virginia's Community Colleges  
**Linc**  
Library Information Connections

LIBRARY CATALOGS

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Active Catalog = Central Virginia [Back](#)

**Holdings**

Lee, Harper. To kill a mockingbird / Harper Lee.  
New York : HarperCollinsPublishers, 1995.  
323 p. ; 21 cm.

Location CVCC MAIN PS3562.E363 T6 1995

Item status	Due date	Due hour	Campus	Collection	Call number	Description	No. of requests	Request	OPAC note	Bar Code
Expanded	On Shelf		Central Virginia	Circulating Collection	PS3562.E363 T6 1995	z. 1	1	<a href="#">Request this item</a>		37214000602189
Expanded	Normal	08/26/07 09:00 PM	Central Virginia	Circulating Collection	PS3562.E363 T6 1995		1	<a href="#">Request this item</a>		37214000602122

Here are additional details, including **Call Number** and **Due Date**.

To place a hold, click **Request this item** and follow the prompts. For more information, see the QuickStart Guide "**Placing Holds.**"