

Script for Video Clip: Using the JSRCC Library Catalog

Use the Library Catalog for finding books to support research assignments or supplemental reading for any class - as well as for pleasure reading. The catalog includes records for print, online, and audio books - as well as DVDs owned by Reynolds Library.

You can search for items by keyword, subject, author or title. Before you begin any search, you may want to review some of the *Search hints* located on the right side of the search screen. For additional assistance, check out our *Online Search Strategies* guide located at <http://libguides.reynolds.edu/search> .

Let's say you are interested in finding out what books the library owns on **college study skills**. Type these three keywords in the search window. Press the <Enter> key or click on the **Go** button to execute the search.

When the results screen appears, you will see the following information for each item the library owns: *author, title, year of publication, call number* which indicates where the item is located, and which *campus library* or libraries own the item.

Depending on your search, you may also see online books in your results. Online books will be indicated by *[electronic resource]* in brackets next to the title, *Internet books – online access* under the *Call Number* column, and a link to the book in the last column. If the link indicates it is a *NetLibrary* book, you will need to create a NetLibrary account on a campus computer first before you can access these books from off-campus. For more information on how to access online books from off-campus, contact the Reference Desk at any campus library.

To view the full record for any item, click on the title. The full record provides additional information such as: publisher information, a summary on the right side of the record, and many records also include the chapters or contents of the item. Also included are subject terms used to further describe the item.

Further down the record, you will see *Location information* which includes the campus, collection, and call number of where the item is located. Most of the library's print books will be located in the Circulating collection. *Circulating* means books you can checkout. Reynolds uses the *Library of Congress Classification* call numbers to arrange books on the shelves in subject order.

To find out if the item is available for checkout, click on **All items** in the *Holdings* field above the *Location* field. When the next screen appears, scroll down to review the information under *Due Date*. If the status indicates *On Shelf*, the item is on the shelf and available for check out. If you see an actual date, this means the item is already checked out to someone.

If you decide to use any library book for a research assignment and need to cite the book in APA or MLA style, go back to the full record and click on **Cite this title** under *WorldCat* located in the lower right side of the record.

When the *Cite this Title* window appears, copy and paste the citation into your *References* or *Works Cited* list. Always check with your instructor on what format specifications to use for a particular class or assignment. You may need to tweak a citation depending on your instructor's preferences.

This concludes this tutorial.