J. Sargeant Reynolds Community College Libraries
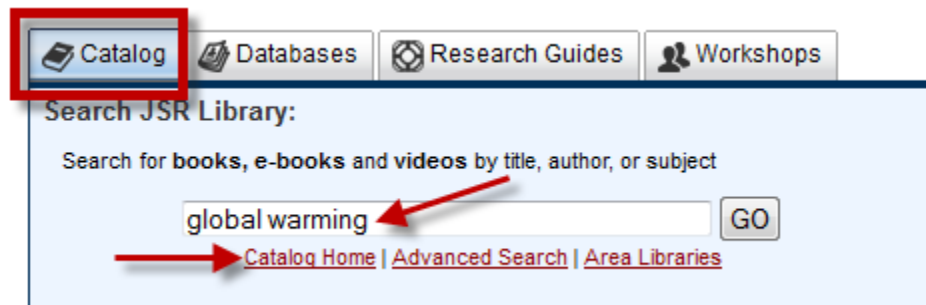
Your first stop for information and research needs!
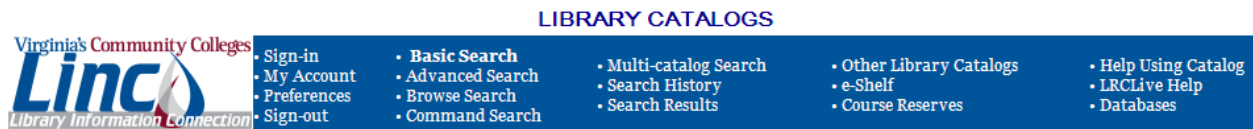
Use the Library Catalog

Accessing the VCCSLinc Library Catalog

To search for books and videos available at all three JSRCC campus libraries, use the **VCCSLinc online library catalog**. You can also search for and borrow books held at other Virginia community college libraries. To access the library's catalog, type your keywords in the search box on the library's home page - OR - click on **Catalog Home** under the search box.

Types of Searches

When you access the catalog, the initial or default screen is the **Basic Search** screen. There are also several other types of searches available, but in most cases you will want to use either the **Basic** or **Advanced Search**. To choose a particular type of search, click the appropriate link from the blue menu near the top of the screen.

Catalog Search Tips

You can search by **Keyword**, **Author**, **Title**, **Subject** or **Call number** by selecting from the drop-down menu to the left of the search box.

- **Not case sensitive**: You do not have to use upper case letters for names or places. Typing in all lower case letters will save typing time.
- **Keywords Anywhere**: Use quotation marks (**" "**) to perform an exact phrase search (e.g., *"computer programming"* will retrieve all records that have the word *computer* NEXT to the word *programming*).
- **Author (last name first)**: Enter the author's last name followed by the author's first name (e.g., hemingway ernest). With an author keyword search, word order is not important.
- **Title begins with**: Omit *a, an*, and *the*, when they appear at the beginning of a title. For example, to search for: *the catcher in the rye*, enter the search as: *catcher in the rye*. You do not need to enter the entire title. The first three or four words of the title will usually find the book or video.
- **Subject (LC) begins with**: The catalog searches for controlled subject heading vocabulary from the Library of Congress (LC) classification system. The catalog will lead you to the correct subject heading if the term you enter is not in the LC vocabulary (e.g., Entering the term *cookbooks* will lead you to the correct LC subject heading *cookery*).

Advanced Search Tips

Use the **Advanced Search** option when you want to use more than one search box to narrow and refine your search. Advanced Search also allows you to **limit by format** (e.g., books, audiovisual materials, etc.), by **date**, or by **language**.

Search Techniques

- Use the *Boolean operators* - **AND, OR**, **NOT** to refine your search. For example, if you type: *(heart OR cardiac) AND surgery* - you will retrieve all records that include at least one of the terms - *heart* or *cardiac*, as well as the term - *surgery*.
- To find an **exact phrase**, use quotation marks (**" "**). For example, if you type: *"computer programming"* - you will retrieve all records that contain the word *computer* next to the word *programming*.
- Use the **truncation** character - **asterisk** (*****) to retrieve all records that contain any form of a root word. For example, if you type: *gun** - you will retrieve *gun*, *guns*, *gunners*, *gunnery*, *gunning*, etc. The (*****) character may also be used to find variant spellings. For example, if you type: *alumi*m* - you will find all records that contain either the American spelling, *aluminum*, or the British spelling, *aluminium*.
- A (**?**) **question mark** will perform the same truncation function as the (*****) asterisk.

Other Types of Searches

- **Multi-catalog Search:** Allows you to search for items owned by other Virginia community college libraries.
- **Browse search:** Allows you to search by author's last name, subject, or title in alphabetical order - like browsing a dictionary or telephone directory.

Interpreting Catalog Records

After you execute a search in the library catalog, your results will be shown in a *Brief view-table* that includes **bibliographic** and **location** information for each item listed.

Brief view-table:

Records 1 – 17 of 17 (maximum display and sort is 5000 records)
- Brief view-list - Brief view-table

| Jump to Text | | Jump to # | |

View Record	Mark	Author	Title	Year	Call Number	Campus (owned/out)
1	☐	Scemons, Donna.	Wound care /	2009	Circulating Collection-- RD93.95 .S34 2009	J Sargeant Reynolds - Downtown(1/ 0)
2	☐	Hess, Cathy Thomas,	Skin & wound care /	2008	Circulating Collection-- RD95 .H472 2008	J Sargeant Reynolds - Downtown(1/ 0)

The **brief record** for the first title gives the following information:

- **Author:** Scemons, Donna

- **Title:** Wound care

- **Year:** 2009 - copyright date or year published.

- **Call number:** RD93.95 .S34 2009 - books are arranged on the shelf by Library of Congress (LC) call number; **Collection:** Circulating - you can check this book out.

- **Campus:** Downtown campus library owns the title; **(1/0):** This is the circulation status information - it means the library owns 1 copy of the book and 0 copies are checked out. This book is on the shelf and available for checkout.

Full Record:

If you **click on a title**, a full record will appear and include complete bibliographic information on the title.

Author	Scemons, Donna.
Title	**Wound care** / Donna Scemons, Denise Elston.
Published	New York : McGraw-Hill Medical, c2009.
Description	xii, 369 p. : col. ill. ; 19 cm.
Bibliogr.	Includes bibliographical references and index.
Contents	Ethical considerations in **wound** evaluation and management -- Principles of skin and **wound care** -- Pressure ulcer assessment and management principles -- Lower extremity wounds of venous insufficiency -- Arterial insufficiency, ulcer assessment, and management principles -- Neuropathic and diabetic ulcer assessment and management principles -- Lymphedema -- Assessment of other **wound** types -- **Wound** management, products, and support surface selection -- Skin assessment and documentation.
ISBN	9780071493970 (pbk. : alk. paper)
	0071493972 (pbk. : alk. paper)
Subject	Wounds and injuries -- Nursing.
Other Authors	Elston, Denise.
Series	Nurse to nurse (New York, N.Y.)
Format	Book
Record Number	001545559
OCLC Number	(OCoLC)221961067 (OCoLC)192056333
Holdings	Click here for All items ←
Location	J Sargeant Reynolds – Downtown Circulating Collection : RD93.95 .S34 2009 [i]

The **full record** for this book gives the following information:

- **Authors:** Donna Scemons and Denise Elston

- **Title:** Wound care

- **Published:** New York - location of publisher; McGraw-Hill Medical - name of publisher; 2009 - copyright date or year published.

- **Contents:** Chapter titles in the book.

- **Subject – Lib. Cong:** Subject headings used to index or describe this book.

- **Location:** Downtown campus library owns the title; **Circulating Collection** – the book can be checked out of the library; **Call Number:** RD93.95 .S34 2009 - books are arranged on the shelf by Library of Congress (LC) call number.

- **Holdings:** If you click on **All items** in the *Holdings* field, the following screen will appear:

Loan type/status	Due date	Due hour	Campus	Collection	Call number
Normal	On Shelf		J Sargeant Reynolds - Downtown Circulating Collection		RD93.95 .S34 2009

Review the information under *Due Date*:

- o **On Shelf** – the item is available
- o **Any date** – the item is checked out

If you click on **Cite this title** from the WorldCat menu on the right, a new window will appear that automatically generates a citation for the book in various styles including APA and MLA.

WorldCat
Find this title in other libraries

Cite this title ←

Collections available through JSRCC Libraries

- **Circulating Collection:** Print books available for checkout.
- **Career Collection:** Print books available for checkout.
- **ESL Collection:** Print books available for checkout.
- **Internet – Audio Books – Online access** (OverDrive collection includes books, videos, and music)**:** Online books available for checkout. You will need to login with your - *My JSRCC* (Blackboard) username and password to checkout this media and download the files from off campus.
- **Internet – Books – Online access** (includes EBSCOhost, Gale, Oxford and Safari book collections): Online books available for viewing. You will need to login with your – *My JSRCC* (Blackboard) username and password to view these books from off campus. EBSCOhost also allows you to checkout and download books from off campus.
- **Internet – Videos – Online access:** Online videos available for viewing. You will need to login with your – *My JSRCC* (Blackboard) username and password to view these videos from off campus.
- **Media (Educational):** DVDs and videos available for check out. Educational DVDs and videos are housed at the Downtown Campus Library. You can request a DVD or video to be sent to the Parham Road or Goochland Campus Library for pickup or you can pickup the DVD or video at the Downtown Campus Library.
- **Popular Video Collection:** DVDs available for checkout.
- **Reference Collection:** Library use only.

Help Using the Catalog

For additional information on using the catalog, click on the **Help Using Catalog** link available from the blue menu near the top of the screen.

Online Books

The library catalog also contains links to thousands of online full-text books from databases such as EBSCOhost's *eBook Collection* and ProQuest's *Safari Books Online*. These books can be accessed and read from on or off campus.

If it is an online book, you will see the following information from the *Brief view-table*:

- **Title: [electronic resource]** will be indicated after the title.
- **Call Number:** will indicate **Internet Books** - - **Online Access**.
- **Campus:** will indicate **VCCS**.
- **Ext Link:** The last column will have a link. The link will take you to the electronic book.

Brief view-table:

Author	Title	Year	Call Number	Campus (owned/out)	Ext Link
Miller, Michael,	Absolute beginner's guide to computer basics [electronic resource] /	2010	Internet -- Books-- Online access	VCCS	{Click here to view eBook (eBook VIVA, for VCCS users only). }