Guide to Searching the
Library Catalog

1. Go to the Library Catalog

You can access the Library Catalog at http://library.sjeccd.edu or by going to http://www.evc.edu/library/ and then by selecting **SEARCH the Library Catalog**

2. Search Options

On the main search screen of the Catalog you may select different search options by clicking on the drop-down menu or before entering search words in the Search Box.

A. KEYWORD

Select this search to type any words you want and then click "Submit." Use this as a quick search when you remember some words of the title, author, or subject. You can eliminate "stop words" such as the, a, an, of. Example: *introduction biology james plant*
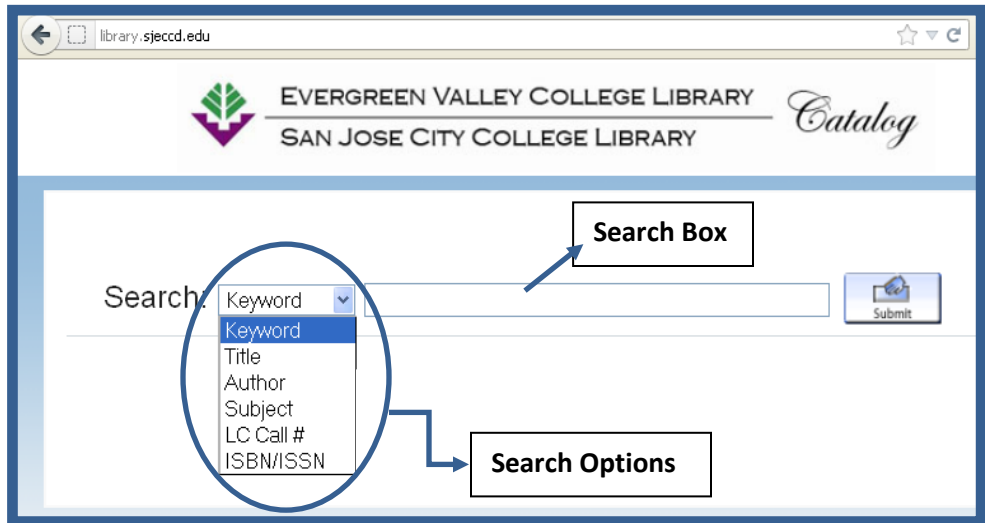
B. TITLE

Select this search when you know the title of a book, eBook, DVD, or periodical. You may get an alphabetical list of results for browsing. Enter words in their exact order in the title to have an accurate result. However, you do not need to enter all the words in the title. Example: *History of*

C. AUTHOR

Enter author's name in the following order: "Last Name, First Name"
*Example: **Grisham, John***

D. SUBJECT

Enter one or two words that best describe the topic you are searching. Enter subject words as general as possible.
*Example: **gun control***
 stem cells
 euthanasia

Similar to Title Search, you will also get an alphabetical list of subjects for browsing. Titles under each subject will be displayed.

E. LC CALL

Use this search if you already know the Library of Congress (LC) Call Number of a book or subject area that you are searching. You can enter a complete or partial LC Call Number.
Example: **QD33**
 QD33.M137 1998

F. ISBN / ISSN

Search the exact edition of a book or periodical by entering the ISBN or ISSN. A book ISBN is usually located on the back of the title page or back cover. Enter number without any space or dashes.
Example: **0070224056**

3. Catalog Record

Once you have some results on the screen, clicking one of the hyperlinked results (e.g., Title, Author, etc.) will bring you to the *Catalog Record*. A Catalog Record will provide information on:

This is an e-book. To read the full-text, click on the title. Once the catalog record is displayed, click on the link that connects to the e-book. If off-campus, log in with your name and student ID #.

Click on one of the search results (e.g. title) to access full catalog record

A. LOCATION:
EVC or SJCC, General Collection or Reference, etc.

B. CALL #:
The exact shelf location of the item

C. STATUS:
Current shelf status of the item. "CHECK SHELVES" means that the item may be located on the shelf. "DUE Date" means the item is checked out and is expected to be returned by the date shown.

Please see a staff member for further assistance in locating library materials.