



GETTING CONNECTED

SEARCHING THE ONLINE CATALOG

The online public access catalog (also called an OPAC) contains records for over 60,000 books, videotapes, films, compact discs, and reserve materials in the Contra Costa College Library. It can be set to also display the collections of Diablo Valley College and Los Medanos College. You may borrow books from these colleges via Interlibrary Loan (ILL) by giving the title and call number to the staff at the CCC Library's Circulation Desk.

GETTING STARTED

- The OPAC is set to search the CCC collection. You can change this setting by selecting "Change to Other District Libraries" on the main screen. You may search the collection at CCC only, the OPAC at DVC or LMC only, or all of them at the same time.
- From the Main Menu, select a search option (or category).

SEARCH OPTIONS

- **Subject search:** Enter an exact Library of Congress subject heading, or try appropriate words or phrases for your topic.
Example: women business executives
- **Author search:** An author can be a person, an institution, an organization, or a conference. Names of people must be typed last name first name.
Example: Carl Sagan = sagan carl
- **Title search:** Titles must be entered with exact spelling, wording & word order.
- **Keyword search:** The OPAC will search for one word, or a combination of words in the title or topic fields. Keyword searches are useful if you are unsure of:
 - the exact title
 - which of two different terms would be used
 - where to find a play or story (possibly in a collection)
 - the appropriate subject heading
- **Reserves search:** Allows a user to locate reserve materials by instructor's name and/or the course title. Reserve items have been set aside for in-library use for limited time periods. If you know the title of a reserve item, you can perform a Title search.

OPAC SEARCH HINTS

- Notice that the menu options change depending on where you are in the search process.
- Capitalization & punctuation are not necessary.
- Watch for spelling and typing errors.
- Numerals, one or two letter words, or stopwords (frequently-used words like the, and, with, for) won't work well as search words.

- If you want your search to retrieve related words that begin with the same letters, but have different endings, key only the truncated (shortened) form of the word.
Example: econ could produce economic, economics, economy, econometrics, economist, economize, etc.
- To broaden a search and look for records with either one or another term, type OR between words.
Example: work or labor
- To narrow a search and exclude records that contain a particular word, type NOT (or NO) between the words. *Example:* earthquakes not california

SEARCH RESULTS

- **Browse Screen:** Displays the search results when there are multiple entries retrieved, or shows nearby entries when there is no match.
 - Select the item you want to see, or select another option from the function list (at the top and bottom of the screen).
 - If there are more items than will fit on the screen, select FORWARD, to view the next set of items (or BACKWARD to view previous screen).
- **Full Record Display:** Shows author, title, publisher, place of publication and year of publication, number of pages, subject headings, etc., as well as the location, call number and checkout status (in box).
 - The initials that indicate the specific college campus are part of the location information: Diablo Valley College (DVC), Los Medanos (LMC), and the Center for Higher Education (CHE).
 - Remember: The OPAC terminals in the CCC Library are set to search only the CCC catalog; if you want to search the other libraries, too, select that option on the very first screen, or click on the change scope button from a search screen.

OTHER LIBRARIES

In addition to showing materials in the DVC and LMC libraries, the CCC OPAC can connect users to the OPAC's at selected other libraries.

- **From the OPAC's main menu,** select <Change to Out-of-District-Libraries>. This will take you to a list of library web sites, including many local public libraries and universities. Follow the links to their online catalogs and search as per the directions you are given.
- **From a search results screen,** click on the link to one of the other libraries (such as Alameda County Public Library) that use the same OPAC system as the CCC Library. This will perform exactly the same search automatically in the other library's OPAC. If you find materials that you want to use, you will have to go to that library to get them. To return to the CCC Library OPAC, click the <Return Home> button.