

How to Use: Library Catalog

- Alfred C. O'Connell Library -

Use the Library Catalog to find print and electronic books, CDs, DVDs, and other materials the GCC Library owns.

To begin:

1. Go to the library web page: <http://www.genesee.edu/library>
2. Click on the **Library Catalog** link.
3. You will arrive at the **Basic Search** screen.

Three ways to SEARCH the catalog:

1: “__ begins with” Use the “__ begins with” search type to find items by their *subject*, or to look for a known item (i.e. you already know the *author*, *title* or *call number*).

1. Select the type of search you would like to do from the drop down menu.
2. Type in the subject, title, author, or call number you would like to search.
3. Click on **Go**.

The screenshot shows the 'Basic Search' interface. At the top, it says 'Change Collection: Active: Genesee CC Library'. Below that, there are two main sections: 'Search type:' and 'Search term(s):'. The 'Search type:' dropdown menu is open, showing options: 'Subject begins with...', 'All Fields', 'Words in Title', 'Title begins with...', 'Words in Author', 'Author (lastname, firstname)', 'Words in Subject', and 'Call Number begins with'. The 'Subject begins with...' option is highlighted. The 'Search term(s):' text box contains the text 'multiple intelligences'. Below the text box, there is an 'Examples:' section with the text 'old sea Hemingway'. At the bottom, there are two radio buttons for 'Words adjacent?' with 'No' selected. At the very bottom, there are 'Go' and 'Clear' buttons.

OR

2: All Fields Use the All Fields or “Words in __” searches to do a **keyword** search for items by combining search terms or phrases with the use of **AND**, **OR** and **NOT**.

1. Select the search type you would like to use from the drop down menu. This step determines where your keywords will be found. For example, selecting *Words in Title* as a search type will return items with your keywords in the title of the item. Selecting *All Fields* will return items with your keywords in any field (author, title, publisher, table of contents, etc.).
2. Type in the keyword(s) or phrases you would like to search.
3. Click on **Go**.

The screenshot shows the 'Basic Search' interface. At the top, it says 'Change Collection: Active: Genesee CC Library'. Below that, there are two main sections: 'Search type:' and 'Search term(s):'. The 'Search type:' dropdown menu is open, showing options: 'Subject begins with...', 'All Fields', 'Words in Title', 'Title begins with...', 'Words in Author', 'Author (lastname, firstname)', 'Words in Subject', and 'Call Number begins with'. The 'All Fields' option is highlighted. The 'Search term(s):' text box contains the text 'multiple intelligences and education'. Below the text box, there is an 'Examples:' section with the text 'old sea Hemingway'. At the bottom, there are two radio buttons for 'Words adjacent?' with 'No' selected. At the very bottom, there are 'Go' and 'Clear' buttons.

OR

3: Advanced Search Use Advanced Search to limit by our **collections**, such as Circulating books, Reference books, Music CDs, Audiobooks, Ebooks and Videos/DVDs among other choices.

Viewing the results of a search:

If you did a “ begins with” search you should see a Browse list. Click on the underlined link to see a list of books and/or other items.

All Fields and “Words in” searches go straight to a list of books and/or other items as you see below.

Genesee CC Library - Browse an Alphabetical Index

Type word or phrase:

Select index to browse:

Browse List of Headings: Subject

No. of Recs	Alphabetical Match or Close Match
	Multiple employment - [About this heading] See: Supplementary employment
16	Multiple intelligences - [About this heading]
1	Multiple intelligences - United States - Case studies

Genesee Alfred C. O'Connell Library

You are Searching: **Genesee CC Library**

Login/View Your Account | Library Web Page | Ask a Librarian | Feedback | New Books | CCL

End Session | Basic Search | **Advanced Search** | Results List | Previous Searches | Basket

Results for Word= multiple intelligences and education; Sorted by: Year (descending)/Title

Sort options: [Title/Author](#) [Author/Year\(d\)](#) [Year\(d\)/Author](#) [Author/Title](#) [Title/Year\(d\)](#) [Year\(d\)/Title](#) [Call Number](#)

Records 1 - 8 of 8 (maximum display and sort is 20000 records)

Select All | Deselect | View Selected | Create Subset | Add to Basket | Refine | Filter | Save/Mail | Print

#	Cover	Author	Title	Year	Call #	Copies Owned/Out	Availability
1		Gardner, Howard.	Multiple intelligences : new horizons /	2006	BF432.3 .G379 2006 [Circulating Book Collection]	(2 owned / 0 out)	Is it here?

- **Call # (Number)** is what you will need to find an item on the shelf. This is the location of the item in the library. Circulating Book Collection are the books that can be borrowed.
- **Copies Owned/Out** shows whether an item is checked out. For example, “2 owned / 0 out” means that the library owns two copies of the item and they are not checked out.
- **Availability** gives more information on the status of an item, such as when it is due back at the library. *Please remember that not all items are returned on their due date!*

○ You can place a hold on a checked out book by clicking on the underlined **Request** link on the **Availability** screen.

(You will not be able to place a hold on a book that is not checked out.)

○ The screen will ask you to login to your account (see note) if you have not done so already (see Accessing Your Library Account section). After you have logged in, the **Hold Request** screen shows the due date of the checked out item; click the **GO** button to place the request. The screen will return to the record for the item you have requested, displaying the message **Item has been requested for pickup at Genesee Community College** across the top.

○ You will be contacted by phone when the item is returned to the library.

○ To request items to be sent to a **Campus Center** please see our **ILLiad** handout at http://www.genesee.edu/library/infolit/Guides/How_to_Use_Interlibrary_Loan_Services_for_Offcampus_Students.pdf

Men in nursing :
New York : Springer Pub., c2007.
xxii, 297 p. : ill. ; 23 cm.

Location: Genesee Community
Link: [Table of contents](#)

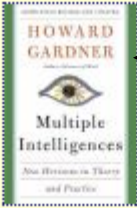
Hold Request Item status Due date
Request Regular Loan 12/15/08

Note: If you have never used your Genesee ID card at the library before, it will first need to be activated by library staff.
Batavia Campus Students must visit the Circulation/Reserve desk in the library.
Distance Learning and/or Campus Center Students must call Neil Liwanag at (585) 343-0055 X6150.

Clicking on the item title or on the cover image (if available) will bring up the full item record.

Choose format: [Standard format](#) [MARC tags](#)

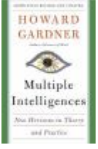
Record 1 out of 8

Click on Image 

When viewing the full record, clicking on the image (if available) may provide additional information.

Availability	All items
Author	Gardner, Howard.
Title	Multiple intelligences : new horizons / Howard Gardner.
Call Number	BF432.3 .G379 2006 Regular Loan
Edition	Rev. and updated.
Imprint	New York : BasicBooks, 2006.
Description	ix, 300 p. ; 24 cm.
General note	Previous ed.: 1993.
Bibliography	Includes bibliographical references (p. 263-292) and indexes.
Contents	The theory. In a nutshell ; The view after twenty-five years ; Beyond education ; Frequently asked questions about theory and practice in childhood ; Projects during the elementary years ; Multiple intelligences in school : an introduction to Arts PROPEL ; Assessment in context ; At the workplace ; The future.
Subject(s)	Learning. Intellect.

Multiple Intelligences : New Horizons
by Gardner, Howard



- ▶ [Table of Contents](#)
- ▶ [Summary](#)
- ▶ [Cover Image](#)

Clicking on the author's name will take you to a list of all items we own by this author.

The Contents section will give you a list of the chapters of the book. In some books, the list of chapters may be so long that it gets cut off. If it does, click on the image to check for a Table of Contents, or else click on the MARC tags link above the image.

The subjects assigned to this item are listed towards the bottom of the screen.

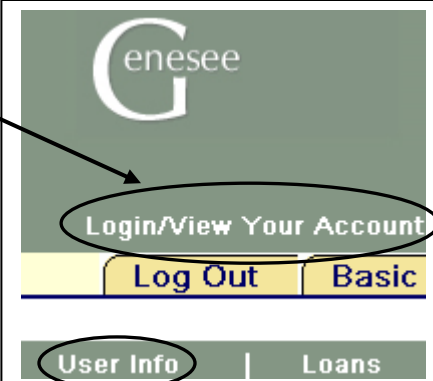
The subjects are clickable and will take you to items that are related and are a great way to browse through a particular subject.

Accessing Your Library Account:

1. Click on **Login/View Your Account**.
2. Enter your Genesee ID number (the 800 number on the back of your student ID) in the blank box following **Genesee ID/Library Barcode**:
3. Enter your Genesee ID number again in the blank box following **Re-enter your Genesee ID/Library Barcode**:
4. Click the Log On button.

Please enter your Genesee ID number / Library Barcode to log in to your account:

Genesee ID/Library Barcode:	<input type="text" value="987654321"/>	Enter your 9-digit ID in both boxes.
Re-enter your Genesee ID/Library Barcode:	<input type="text" value="....."/>	
<input type="button" value="Log On"/> <input type="button" value="Cancel"/>		



If you encounter **problems** logging in, please read the note at the bottom of page 2 of this handout.

User Info will return you to your account overview screen.

Genesee CC Admin - Borrowing Info. -
There are 0 Messages for you.

Borrowing Activities (click to view more info, renew, delete, etc.)

Loans [4](#)

Hold Requests [0](#)

Cash Transactions [0.00](#)

Blocks

Check here for due dates and renewals.

View or cancel your hold requests.

Check status of fines owed or paid.

Two ways to renew items you have checked out:

User Info | **Loans** | Hold Requests | Renew All | Renew Selected

Genesee CC Admin - Items on Loan for:

For details about a loan, click on the underlined number.

Way 1: Click on **Renew All** to renew all of your items at once.

No.	Author	Description	Year	Due date	Fine	Library
1		Survey of library services for distance learning programs.	2008	07/20/09		Genesee Community College
2		Practical pedagogy for library instructors : 17 innovative strategies to improve student learning /	2008	07/20/09		Genesee Community College
3	Ackerman, Diane, 1948-	The zookeeper's wife / Diane Ackerman.	2007	07/20/09		Genesee

Way 2: Put a checkmark in the box next to the item you wish to renew then click on **Renew Selected**.

When you are finished:

Remember to exit your Library Account by clicking the **Log Out** button at the top left of the screen.

Questions? Contact a Librarian:

In Person	Library Information Desk
Phone	585-343-0055 Ext. 6419
Email	Click Ask a Librarian! then Email from the library's web page
Chat	Click Ask a Librarian! then Chat online from the library's web page