How to Use the GCC Library Catalog

– Alfred C. O'Connell Library –

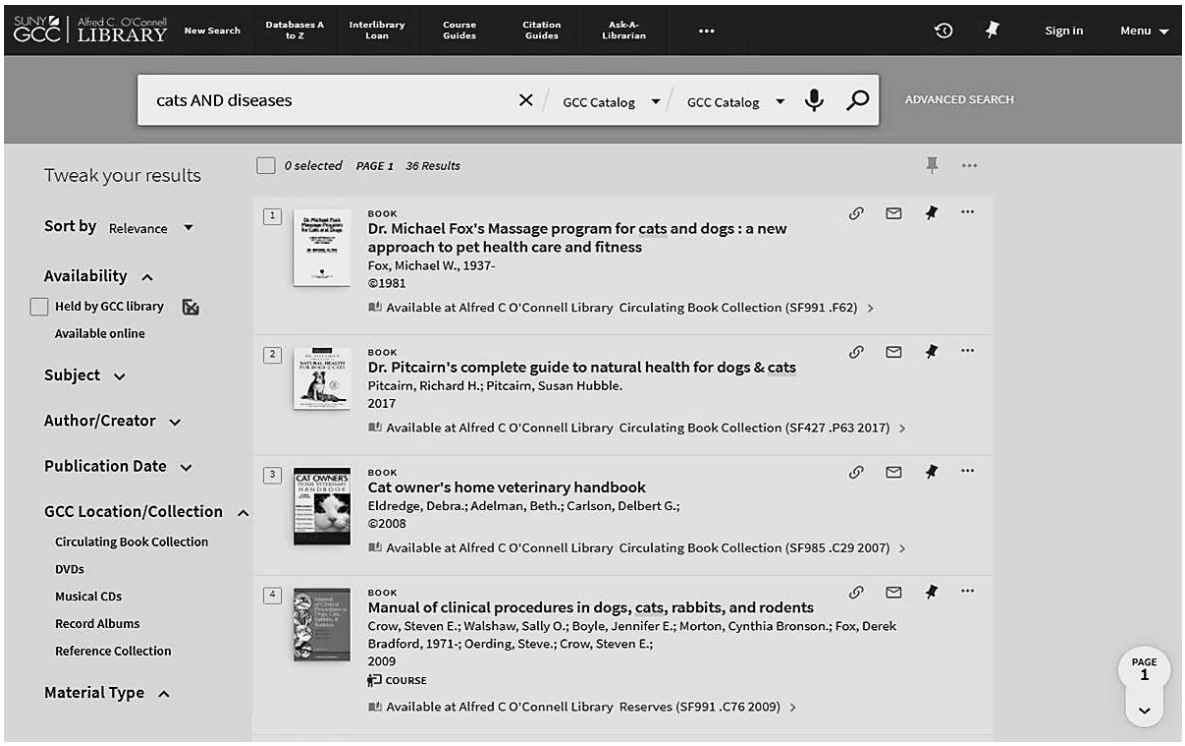
Use the GCC Library Catalog to find print and electronic books and other materials available in our collections.

Where to start:

1. Open the library homepage: https://www.genesee.edu/library
2. Hover over the **Find Books & Media** tab on the navigation bar.
3. Click on the **GCC Library Catalog** link, which appears first in the menu under that tab.
4. Type your search terms* into the search bar.
5. Click the image of the magnifying glass or hit the enter key to perform the search.

***You can combine or limit your keywords or phrases using the search connectors AND, OR, and NOT, which must be typed in all capital letters.**

How to interact with the search results page:



After searching, you will see a list of the results of your search. From here you can:

1. Narrow or widen your search using the drop down menu on the search bar or by using the **Tweak your results** options on the left-hand side of the page.
2. Click on titles to view item details.
3. Check the location of an item or see if full-text access is available online.
4. Click on the icons at the right of each item to cite, print, email, or save an item to your favorites list.
5. Sign in to your library account to order the item through interlibrary loan, place a hold on an item, renew an item, or access your favorites list.

Full Item Information:

Click on the title of the item to open the full item record and scroll down to check the availability, view other useful information, such as publication details, and virtually browse other items on the shelf.

If an item is available:

1. Use the collection and call number to locate your item within the library. In the above example, this book is located in the Circulating Book Collection and the call number is SF427 .P63 2017.
2. If the item is an electronic resource, clicking the **Available Online** link will take you directly to the resource after you have signed in with your GCC username and password.

If an item is not available:

1. Click on the **Get It** link.
2. If you are not already signed in, you will be prompted to do so.
3. After signing in, you can click on **Get It** again to request the item through interlibrary loan.

Sign in to your library account:

You can sign in to your account by clicking **Sign In** in the upper right-hand corner of the page and signing in with your **GCC username and password**. After you've signed in, you can access your account information by clicking on the drop down menu options.

From here you can:

1. Click on **Library Card** to access an overview of your account, including your loans (items you have checked out), outstanding fines, requests, and blocks.
2. Renew individual or multiple items and view due date information by clicking **My Loans**.
3. Click on the pin icon to access your saved search results and queries under **My Favorites**.