

# How to Use: Library Catalog

## - Alfred C. O'Connell Library -

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

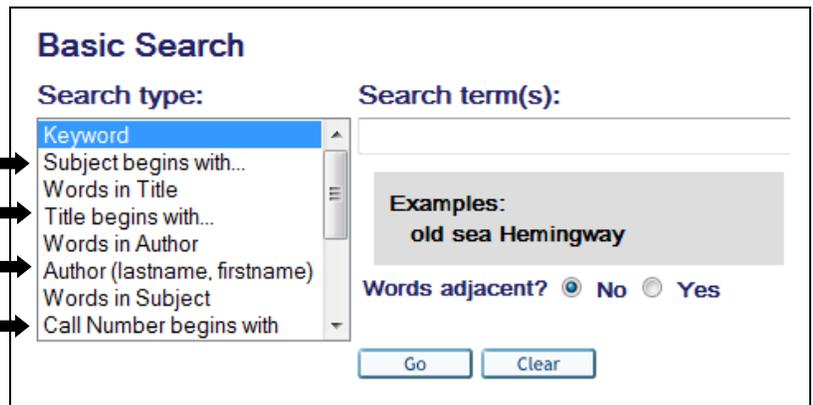
### To begin:

1. Go to the library's web page: <http://www.genesee.edu/library/>
2. Click **Classic Catalog**. Type a search (or leave the search box blank) and click **Search**.
3. Search results or a blank search form will appear. The blank search form may be used or you can click **Basic Search** to modify or restart a search.

### THREE ways to SEARCH the catalog:

**1: “ \_\_\_ begins with”** Use the “ \_\_\_ begins with” search type to find items by *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 **Go**.



The screenshot shows the 'Basic Search' interface. On the left, a dropdown menu for 'Search type:' is open, listing options: 'Keyword', 'Subject begins with...', 'Words in Title', 'Title begins with...', 'Words in Author', 'Author (lastname, firstname)', 'Words in Subject', and 'Call Number begins with'. The 'Keyword' option is highlighted. On the right, the 'Search term(s):' field is empty. Below it, there is an 'Examples:' section with the text 'old sea Hemingway'. Further down, there is a 'Words adjacent?' section with radio buttons for 'No' (selected) and 'Yes'. At the bottom, there are 'Go' and 'Clear' buttons.

OR

**2: Keyword** Use the **keyword** or “**Words in \_\_\_**” search types to do a **keyword** search by combining search terms or phrases through the use of search connectors - **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 *Keyword* will return items with your keywords in any field (author, title, publisher, table of contents, etc.).
2. Type in the keyword(s) or phrase/s you would like to search (plus connector/s if needed).
3. Click **Go**.



The screenshot shows the 'Basic Search' interface. The 'Search type:' dropdown menu is open, and 'Keyword' is selected. The 'Search term(s):' field contains the text 'multiple intelligences AND learning'. The 'Examples:' section shows 'old sea Hemingway'. The 'Words adjacent?' section has radio buttons for 'No' (selected) and 'Yes'. At the bottom, there are 'Go' and 'Clear' buttons.

OR

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

- Genesee Community College

## 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.

**Keyword** 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
1	<a href="#">Multiple-choice examinations</a>
19	<a href="#">Multiple intelligences - [About this heading]</a>
1	<a href="#">Multiple intelligences -- Cross-cultural studies</a>

**SUNY GCC | 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 | Help

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 - 10 of 12 (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 Link to Full Record	Year	Call #	Copies Owned/Out	Availability
1		Gardner, Howard,	<a href="#">Frames of mind : the theory of multiple intelligences /</a>	2011	BF432.3 .G37 2011 [Circulating Book Collection] <a href="#">Contributor biographical information</a> <a href="#">Publisher description</a>	( 1 owned / 0 out)	<a href="#">Is it here?</a>

- **Call # (Number)** is what you will need to find an item on the shelf. This is the location of the item in the library. The Circulating Book Collection has the books that may 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 **IS IT HERE** then the **Request** link on the **Availability** screen. *(NOTE: 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 library 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 through GCC e-mail when the item is returned to the library.

○ To request items to be sent to a **Campus Center** please see our **ILLiad Interlibrary Loan** webpage at <http://www.genesee.edu/library/library-services/interlibrary-loan/>

Multiple intelligences :  
 New York, NY : Basic Books, c1993.  
 xvi, 304 p. ; 25 cm.

Location Genesee Co

**Hold Request Item status Due date**

Regular Loan 05/04/15

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

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

Record 5 out of 19

Availability	<a href="#">All items</a>
Author	<a href="#">Gardner, Howard.</a>
Title	<a href="#">Multiple intelligences : new horizons / Howard Gardner.</a>
Call Number	<a href="#">BF432.3 .G379 2006 Regular Loan</a>
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 and practice -- Educational perspectives. Nurturing <b>intelligenc</b> Disciplined inquiry in high school : an introduction to Arts PROF workplace ; The future.
Subject(s)	<a href="#">Learning.</a> <a href="#">Intellect.</a>

Clicking on an author's name will take you to a list of all the items we own by the 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 MARC tags link at the top of the record.

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

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

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

Genesee ID/Library Barcode:

Re-enter your Genesee ID/Library Barcode:

Enter your GCC800 number in both boxes.

Find It! | [Classic Catalog](#) | [C...](#)

[Check your account](#)

[Reserve Items](#) | [Databases A-Z](#) | [ILLiad](#) | [Cc...](#)

**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:

**Genesee CC Admin - Items on Loan**

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

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

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

No.	Author	Description	Year	Due date	Fine	Library
1	<input checked="" type="checkbox"/> Martin, George R. R.	The World of Ice & Fire : the untold history of Westeros and the Game of Thrones / George R. R. Mart	2014	08/18/15		Genesee Community College
2	<input type="checkbox"/> Walker, T-Bone, 1910-1975.	T-Bone blues [sound recording] : the essential recordings of T-Bone Walker.	2000	08/18/15		Genesee Community College
3	<input type="checkbox"/> Winter, Johnny.	Roots [sound recording] / Johnny Winter.	2011	08/18/15		Genesee Community College

**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? Ask a Librarian:

In Person	Library Information Desk
Phone	585-343-0055 Ext. 6419
Email	Click on <b>Email</b> from the library's web page
Chat	Click on <b>Chat online</b> from the library's web page