



How to Search the Online Catalog (to find books, DVDs, etc.)

<http://www.qvcc.commnet.edu/library>
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Quinebaug Valley Community College · Library

Books · e-Books · DVDs · Videos · Reference · Items in other libraries · Interlibrary Loan

Step 1 – Use QVCC Library’s Online Catalog to find books

1. Open the library home page.
2. Locate **Research** from the main menu and select **Find Books**.
3. Click the **Online Catalog**.
4. The default search is **Keyword**. **Check your spelling**.

Tips for searching:

1 keyword

The screenshot shows the search interface with the 'Basic' tab selected. The search bar contains the text 'education' and the 'Within:' dropdown is set to 'Keyword'. Below the search bar, 'Limit To:' is set to 'All Material' and 'Records per page:' is set to '50 records per page'. A 'Search' button is located at the bottom right of the search area.

2 keywords

The screenshot shows the search interface with the 'Basic' tab selected. The search bar contains the text 'education and careers' and the 'Within:' dropdown is set to 'Keyword'. Below the search bar, 'Limit To:' is set to 'All Material' and 'Records per page:' is set to '50 records per page'. A 'Search' button is located at the bottom right of the search area.

1 phrase

The screenshot shows the search interface with the 'Basic' tab selected. The search bar contains the text '"financial aid"' and the 'Within:' dropdown is set to 'Keyword'. Below the search bar, 'Limit To:' is set to 'All Material' and 'Records per page:' is set to '50 records per page'. A 'Search' button is located at the bottom right of the search area.

1 phrase and
1 keyword

The screenshot shows the search interface with the 'Basic' tab selected. The search bar contains the text '"financial aid" and college' and the 'Within:' dropdown is set to 'Keyword'. Below the search bar, 'Limit To:' is set to 'All Material' and 'Records per page:' is set to '50 records per page'. A 'Search' button is located at the bottom right of the search area.

Searching for e-books @ NetLibrary:

1. Open the QVCC library home page.
2. Locate **Research** from the main menu and select **Find Books**.
3. Click **e-Books @ NetLibrary**.
4. If you are trying to find books in NetLibrary from off-campus, you will need to have already signed-up for an account while on-campus. Look for **Create a Free Account** at the top right corner of the website.

Step 2 – Understanding the results list

Here's a sample results list in the Online Catalog for the search **education**:

The screenshot shows a search results list with four items. Callouts provide additional information:

- Item 14:** [Teaching for intelligence /](#)
Book
2008
LB1590.3 .T42 2008
✓available, Circulating Books - Danielson
Callout: Circulating books can be checked out for 28 days.
- Item 15:** [Understanding primary education developing professional attributes, knowledge and skills /](#)
Book
2008
LB1555 .U46 2008eb
no item information, eBook - NetLibrary
Callout: eBooks are available online 24/7.
- Item 16:** [Unfinished agendas : new and continuing gender challenges in higher education /](#)
Book
2008
LC1568 .U54 2008
✓available, Circulating Books - Danielson
Callout: Titles are hyperlinked to book records.
- Item 17:** [Wire : the complete series. Season 4 \[DVD\] /](#)
VHS/DVD
2008
No call number
✓available, DVD Rack - Danielson
Callout: This DVD is currently available to borrow from the library.

Callout: Call numbers help you find a book on the shelf.

Step 3 - Finding Books and DVDs In Other Libraries

1. From the QVCC Website, click **Research**. Find and click **Find Books in Other Libraries**.
2. Click **ReQuest** to search all of CT's public and academic libraries simultaneously.
3. Obtain books from other libraries by using the **blue** Interlibrary Loan request form for books.

Step 4 – Citing Your Sources

The Library has guides that can help you to correctly format Works Cited, References, and Bibliographies.

1. Open the library home page.
2. Locate **Guides** from the main menu and select **Citing Sources**.
3. Select **APA, MLA, or Chicago/Turabian** formats.