



River Parishes Community College Library

RPCC Library Online Catalog:

Intro to Searching

What is the Catalog and what does it contain?

- The library catalog is a searchable database of all of the books, e-books, journals, videos, etc., available in the library or accessible online through a subscription.
- It also includes our largest collection of e-books, eBook Collection on EBSCOhost.
- It is also called an OPAC, for Online Public Access Catalog.

How do I get to it?

- To get to the Catalog, start at the [Library's Homepage](#).
- You do not need to login to use the Catalog, whether on or off campus.
- Under "Resources," click "Library Catalog" to access our search/home page.

Library Catalog

Find books, DVDs, CDs, etc. located in the RPCC Library, and find links to online eBooks owned by the Library.

Advanced Search

keywords anywhere And
author And
title And
subject And
series And
periodical title
Search
item type:
location:
sort by:

Learn How to Access Library Resources HERE

Resources	Services	How To...	More Information
Library Catalog	User Services	Access Library Resources	About Us
Databases	Faculty Services	Use Library Resources	Contact Us
E-Book Collections	Proctored Testing	Research Help	Hours & Location
Digital Library Collections	Workshops & Events	Subject Guides	Other Libraries
Free Resources & Tools	Academic Help & Tutoring	Avoid Plagiarism	Guest Users
Resources for College Students	Other Services	Frequently Asked Questions	

Online Catalog – Search/Home

RPCC River Parishes Community College Library: Online Catalog

eTextbooks Basic Search **Search/Home** Search Everything Reserve Desk Renew My Stuff

Go Back Help Logout

Advanced Search

keywords anywhere And

author And

title And

subject And

series And

periodical title

Search Reset

library:

item type:

location:

sort by:

Catalog Searches

[Call Number Search](#)

[Browse Search](#)

Library Info

[Library Home Page](#)

[E-Book Collections](#)

[Subject Guides](#)

[Databases](#)

[More information](#)

Sample Search Terms

Keywords anywhere: global warming

Author: Gore, Albert

Title: Inconvenient truth

Subject: Greenhouse effect

Series: Opposing viewpoints

Periodical Title: Environmental action

Email: library@rpcc.edu

Go Back Help Logout

Navigation:

Main Menu (top menu bar):



eTextbooks:

This item allows users to search for open source online textbooks that have been added to the RPCC Library catalog. Find out more in the guide, "Other Features of the Online Catalog."

Basic Search:

- Allows for one of the following search types:
 - Keywords anywhere,
 - Author,
 - Title,
 - Subject,

- Series,
- Periodical title.
- Basic Search also includes Library Info links to the Library home page and other pages on the Library Services website, along with sample search terms.

Search/Home

- This is our catalog home page and advanced search, which allows searching for one or more search types (keywords anywhere, author, etc., as listed above).
- Also available on this search page are options for Call Number and Browse searches, the Library Info links, and sample search terms.

Search Everything

- This directs users to our EBSCO Discovery Service (EDS), which searches our periodical databases and other electronic resources in addition to items included in our Catalog. This will open in a new window or tab and, if off-campus, will prompt users to login. See tutorials for help using EDS.

Reserve Desk

- This allows users to search for resources listed for specific courses as requested by the instructor; searching options include instructor name, course number (for example, PHSC 1010), or course name. See “Other Features of the Online Catalog.”

Renew My Stuff

- This allows users to check due dates for items and renew selected items that they have borrowed with certain exceptions. See the “Renew Online Guide” for more information.

Context-Sensitive Toolbar Menu:

Located just below main menu above the search interface and near the bottom, just below the search interface. Items in this menu vary depending on functions within the page:



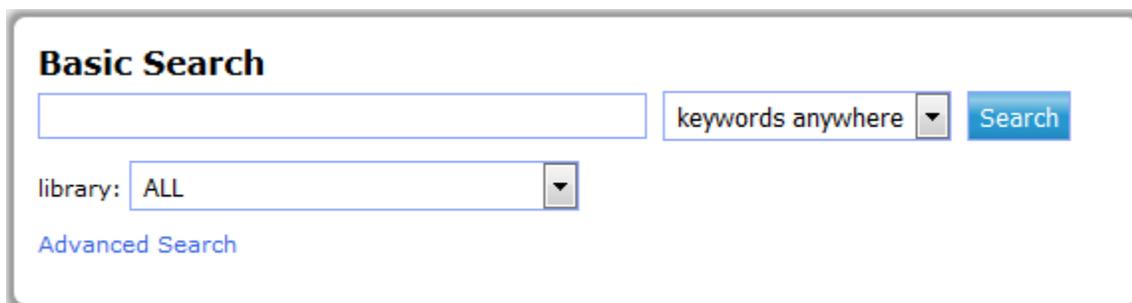
- On the search pages the links include Go Back, Help, and Logout.
 - Be sure to use the Go Back link in this menu to return to the previous page rather than the browser back buttons.
 - Help in this menu is also context-sensitive.
 - Logout returns users to the RPCC Library homepage.

[Go Back](#) [Help](#) [Limit Search](#) [New Search](#) [Previous](#) [Next](#) [X-Ref](#) [Kept](#) [Logout](#)

- Once a search has been executed, the links may also include:
 - “Limit search” allows additional changes to the original search.
 - “New Search” allows a new search to be conducted.
 - “Next” jumps to the next set of records in the search results.
 - “Previous” jumps back to the previous set of records in the search results.
 - “X-ref” will suggest other topics relevant to the original search.
 - “Kept” will show a list of items marked as Keep from a search result list.
 - From the list of kept items, users may choose to print or e-mail the results, in one of three levels of detail, brief, full, or all.

Searching the Catalog:

Basic Search:



Basic Search

keywords anywhere

library: ALL

[Advanced Search](#)

Allows for one of six search types at a time and the only limit is the Library, which includes:

- All – will search our physical and electronic collections.
- Electronic Resources – will search our e-book, online video collections and periodical titles available online.
- River Parishes Community College – searches our physical materials on our shelves.

Enter search terms, select search type, select Library as needed, and click “Search” button or press enter.

Search Types include:

Keywords anywhere:

- The most commonly used search type.
- Searches all parts of a record that can be searched.
- Best option to use in most cases.

- Using Keywords anywhere when searching for a person will retrieve results about and by that person.

Author:

- Searches only for authors in a record.
- Useful if you are looking for a book by a specific author.
- Do not use this option if you want to find information about a person; instead, use Subject.

Title:

- Searches only for titles in a record.
- Useful if you know the title of the book you need.
- However, a search using a part of a title may include irrelevant items that may not be what you need.

Subject:

- Only searches for the subject terms in a record.
- Uses a specific list of subject terms or headings established by the Library of Congress or other authority.
- If the search terms used are not in the list, you may not get results that you would expect.
- Tip – You should use this if you need a book about a person; “keywords anywhere” will find books by as well as about a person, and Author will look for results by that person.

Series:

- “Series” refers to several books published as part of a set having some common traits or themes.
- Taking Sides, for example, is a series that looks at opposing sides of controversial issues, such as gun control.
- Use this if you know the title of the series that you want to find.

Periodical Title:

- Looks for titles of magazines, journals or newspapers in the catalog.
- Useful if you need to find a particular magazine, journal or newspaper.
- This will not find the articles that are published in magazines, journals or newspapers – for this you will need to use the Databases; see the tutorial “Using the Databases” for more information.

Advanced Search:

The Advanced Search allows users to combine multiple search terms and search types, described above, using one or more Boolean Operators (AND, OR, NOT or XOR – see the Boolean Operators tutorials for more information).

Advanced Search

<input type="text" value="keywords anywhere"/>	<input style="background-color: #e0ffe0;" type="text"/>	And	<input type="text" value="v"/>
<input type="text" value="author"/>	<input type="text"/>	And	<input type="text" value="v"/>
<input type="text" value="title"/>	<input type="text"/>	And	<input type="text" value="v"/>
<input type="text" value="subject"/>	<input type="text"/>	And	<input type="text" value="v"/>
<input type="text" value="series"/>	<input type="text"/>	And	<input type="text" value="v"/>
<input type="text" value="periodical title"/>	<input type="text"/>		

library:

item type:

location:

sort by:

On the Advanced Search screen, the search types are interchangeable and may be used in any order or combination. Select search types, enter search terms, and change the operators as needed.

It also allows for the following limiters; choose as needed:

- Library:
 - All – will search our physical and electronic collections.
 - Electronic Resources – will search our e-book and online video collections, and other online resources.
 - River Parishes Community College – searches our physical materials on our shelves.
- Item type:
 - Refers to both physical and digital formats, such as book, ebook, DVD, electronic periodical, etc.
- Location:
 - Refers to specific collections in the Library, both physical and digital, such as Audio-Visual, Oversized, eBook Collection, etc.

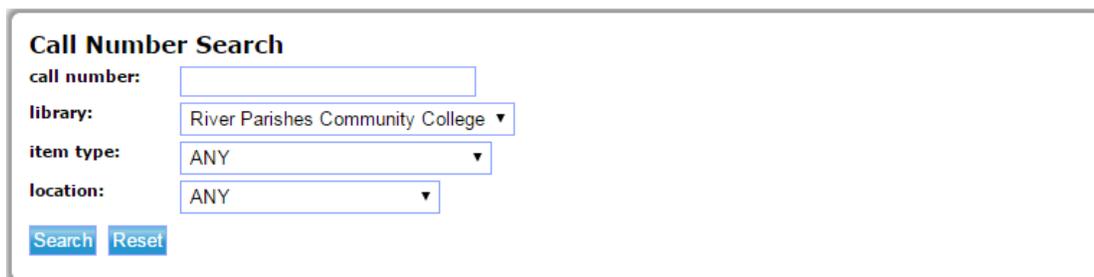
- Sort:
 - Allows users to sort results by author, title, subject, etc.

Click the “Search” button or press enter to execute your search. “Reset” will clear all fields and revert to default settings.

Catalog Searches: Other Options:

These options can be found on the right side of the Advanced Search interface.

Call Number Search:



The screenshot shows a search interface titled "Call Number Search". It contains four input fields: "call number:" (a text box), "library:" (a dropdown menu with "River Parishes Community College" selected), "item type:" (a dropdown menu with "ANY" selected), and "location:" (a dropdown menu with "ANY" selected). Below the fields are two buttons: "Search" and "Reset".

- Begin by entering the first one or two characters in a known call number.
- Works best when searching River Parishes Community College rather than Electronic Resources for Library, since electronic resources lack item-specific call numbers.
- A Call Number search will list items in call number order.
- Note: The first item in a list will actually be the last item with the call number that precedes the call number entered.
- Can be useful to locate other similar resources in the catalog.

Browse Search:



The screenshot shows a search interface titled "Browse Search". It contains two input fields: "Browse on:" (a text box) and "library:" (a dropdown menu with "ALL" selected). Below the fields are five buttons: "author", "title", "subject", "series", and "periodical title".

- Allows for searches from either the River Parishes Community College or Electronic resources.
- Users may choose to search for author, title, subject, series, or periodical title.

For more help using the Catalog:

Please feel free to call or stop by the Library for help or see our other related tutorials, including “Working with Search Results,” “Other Features of the Catalog,” and “Renew Your Library Materials Online,” listed under “How to Use RPCC Library Resources.”

Was this information helpful?

- Send an e-mail to Library@rpcc.edu.
- Your comments are appreciated.
- Phone: (225) 743-8550.
- Fax: (225) 644-8212.

This document has been reviewed for accessibility. If you find any issues with this document, please contact RPCC Library Services at Library@rpcc.edu; please specify the document title.

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