



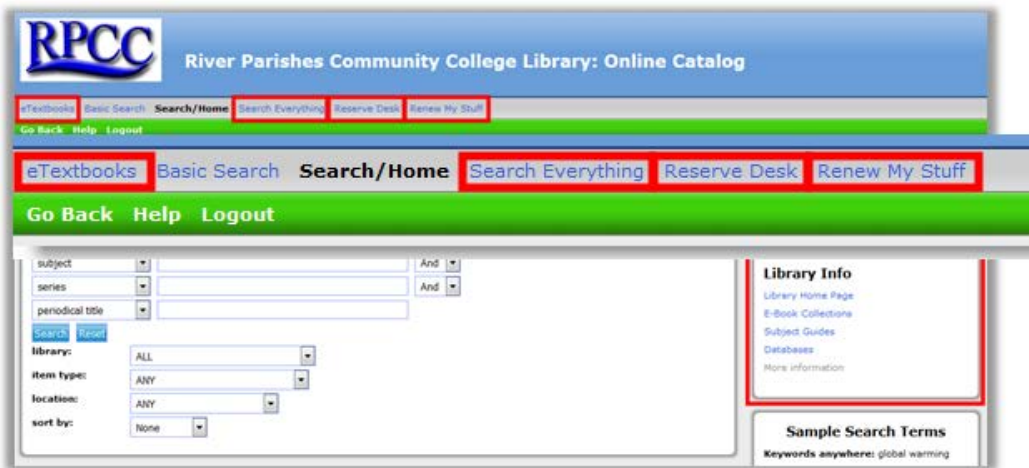
# River Parishes Community College Library

## RPCC Library Online Catalog:

### Other Features of the Online Catalog:

#### Useful Features:

These include eTextbooks, Search Everything, Reserve Desk, Renew My Stuff, and Library Info.



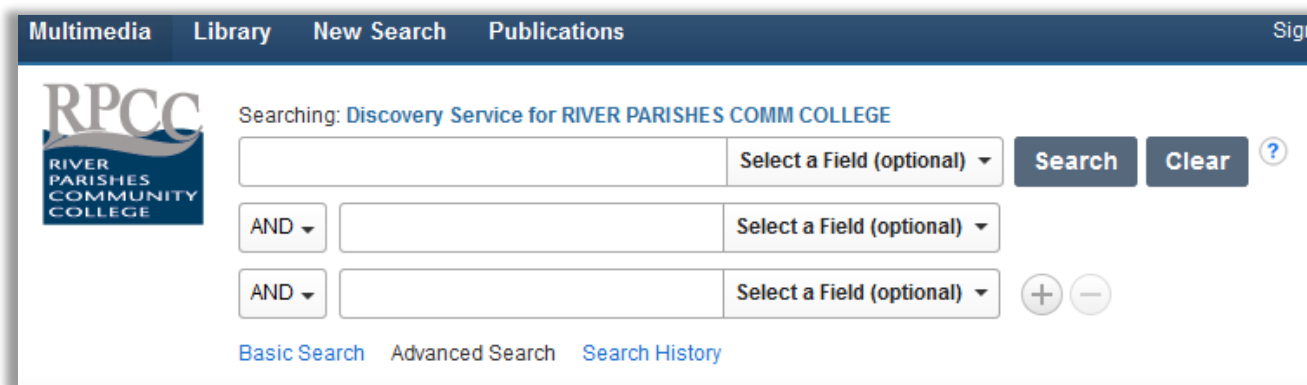
#### eTextbooks:

eTextbooks is the collection of online open access textbooks from the Open Textbook Network that have been included in the RPCC Library Catalog. If an instructor has adopted one of these open source textbooks and has informed Library Services of his or her choice, we can add information to enable users to locate the e-text in our catalog. If not, users can still browse the collection by leaving the search field empty and pressing the enter key. This will list all e-textbook titles. eTextbooks can also be browsed by ISBN, title (even partial titles) or author, if this information is known.



## Search Everything:

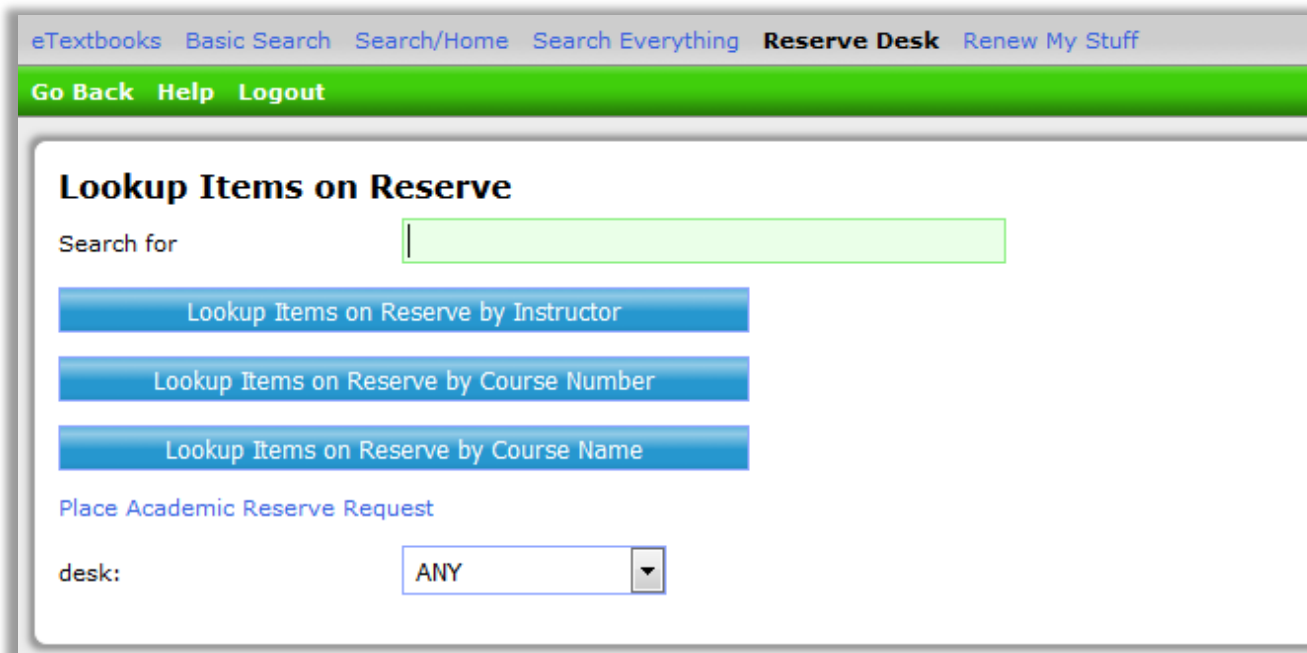
This link re-directs users to our Discovery Service website, an EBSCOhost product that searches our catalog as well as our other online resources for a single-search platform. See tutorials for EBSCO Discovery Service under “How to Use RPCC Library Resources.”



The screenshot shows the top navigation bar with links for Multimedia, Library, New Search, and Publications. The RPCC logo is on the left. The search area includes a search bar with the text "Searching: Discovery Service for RIVER PARISHES COMM COLLEGE", a dropdown menu for "Select a Field (optional)", and "Search" and "Clear" buttons. Below the search bar are three rows for advanced search, each with an "AND" dropdown, a search input field, and a "Select a Field (optional)" dropdown. There are also plus and minus buttons for adding or removing search criteria. At the bottom, there are links for "Basic Search", "Advanced Search", and "Search History".

## Reserve Desk:

Instructors may place materials aside for the exclusive use of their students. Students may search for these items by instructor name, or course number or name. These items are held at the Circulation Desk and must be checked out for use

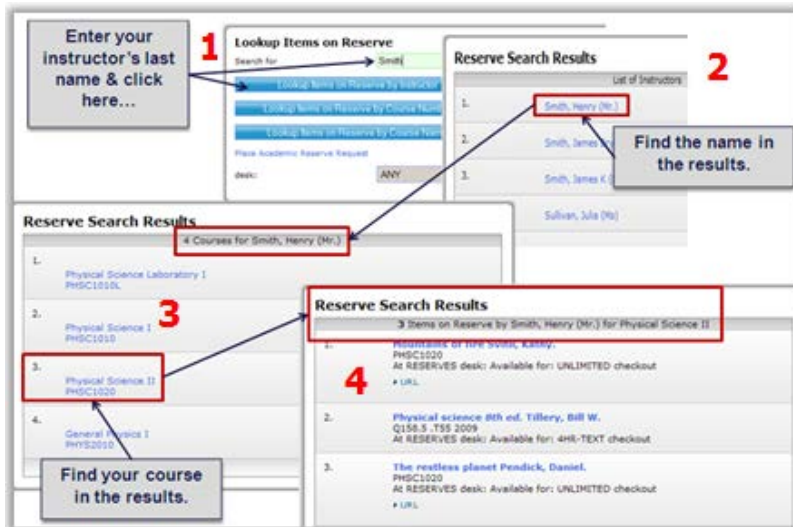


The screenshot shows the "Reserve Desk" section of the library website. The navigation bar includes links for eTextbooks, Basic Search, Search/Home, Search Everything, Reserve Desk, and Renew My Stuff. Below the navigation bar are links for "Go Back", "Help", and "Logout". The main content area is titled "Lookup Items on Reserve" and features a search input field labeled "Search for". Below the search field are three blue buttons: "Lookup Items on Reserve by Instructor", "Lookup Items on Reserve by Course Number", and "Lookup Items on Reserve by Course Name". There is also a link for "Place Academic Reserve Request". At the bottom, there is a "desk:" label and a dropdown menu currently set to "ANY".

## Steps to search by instructor:

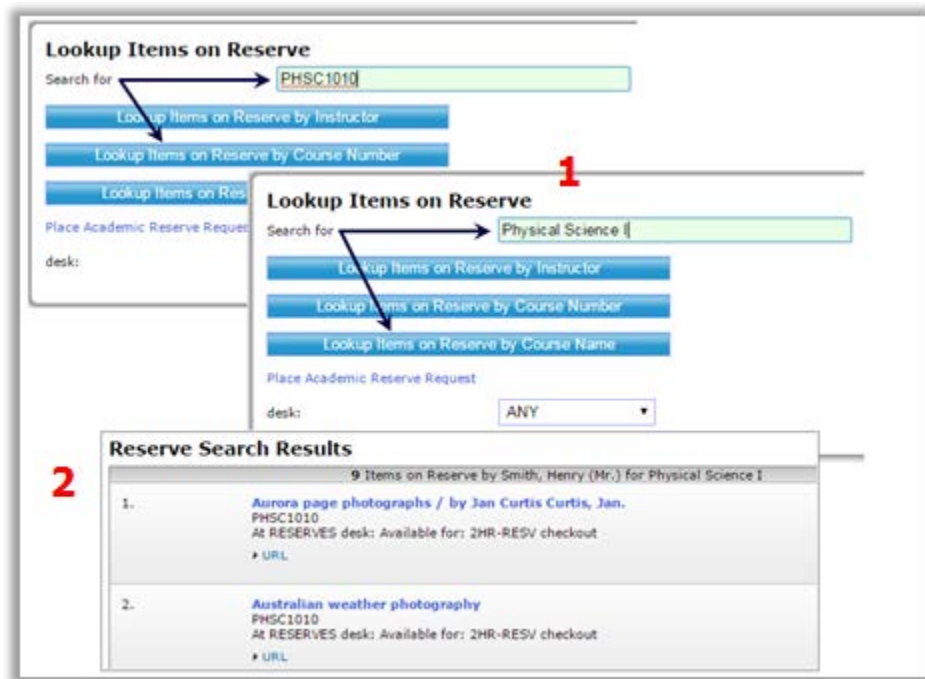
1. Enter the instructor's last name and click "Lookup Items on Reserve by Instructor."
2. Select the correct instructor name from Reserve Search Results.
3. Locate the desired course from the list of courses for the selected instructor.

4. Select the reserve item from the list for the selected course.



### Steps to search by course number or name:

1. Enter the course number (for example, PHSC1010) or name (Physical Science I) and click Lookup Items on reserve by Course Number or name as appropriate.
2. Select the desired item from the list.



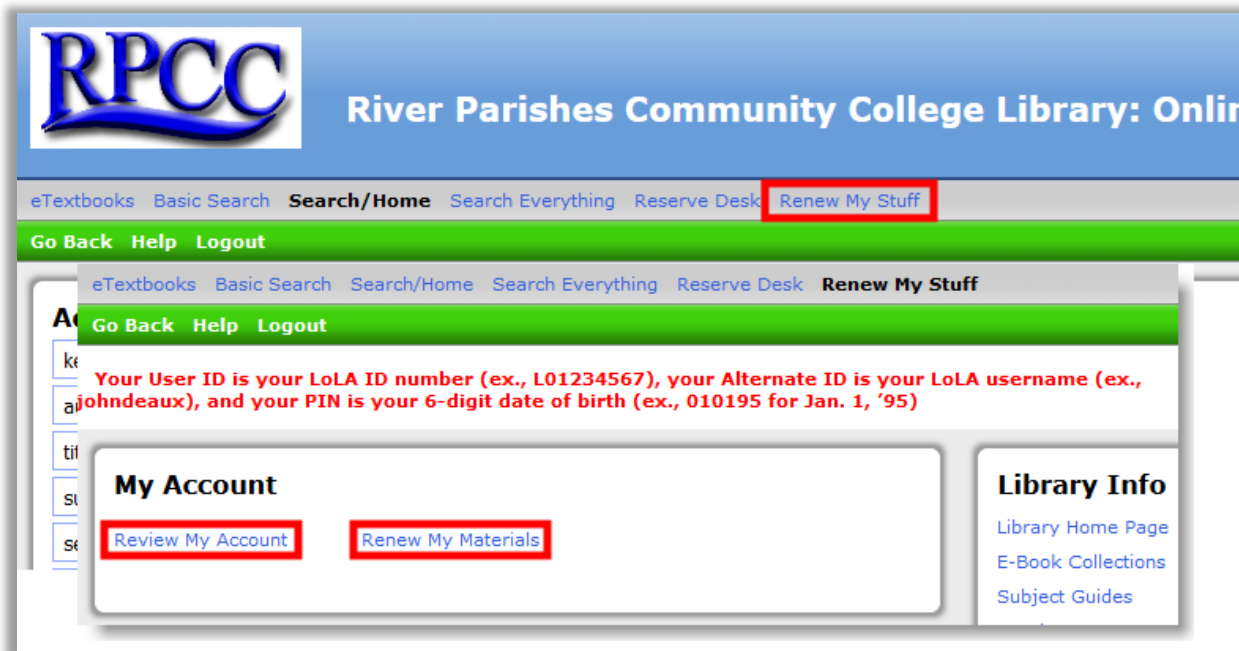
### Renew My Stuff:

Users may use "Renew My Stuff" to see what they may have checked out and verify due dates, and to renew those items online, if needed.

- Click "Renew My Stuff" in the main navigation menu.

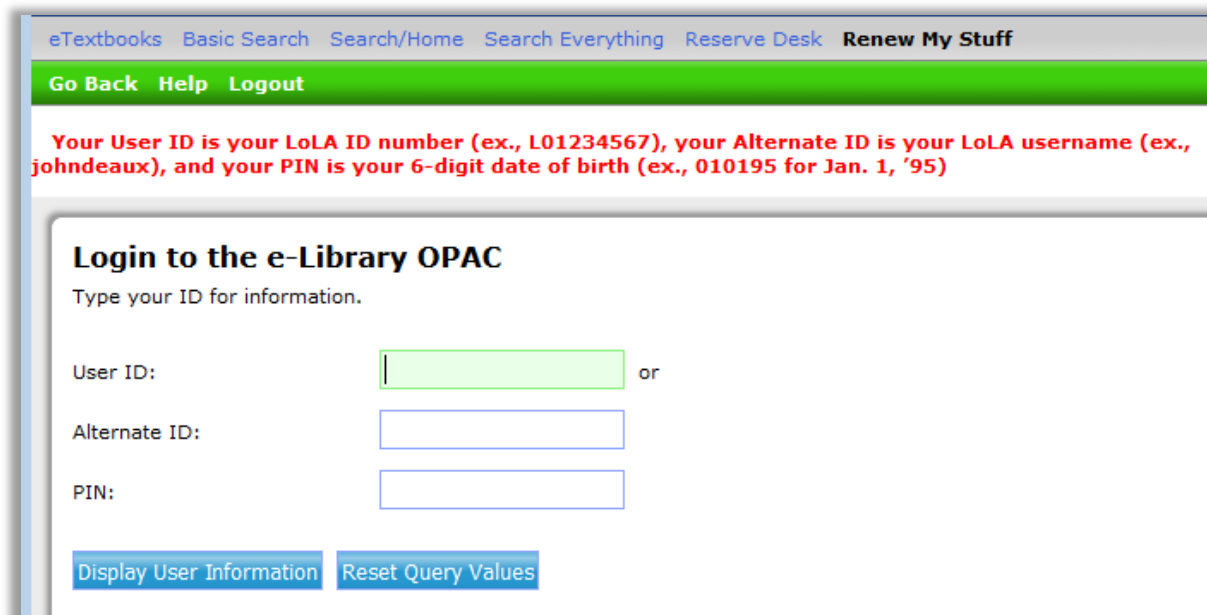
## RPCC Library Services

- Select “Review My Account” to log in to see what is checked out and to check due dates and fines, if applicable, or
- Select “Renew My Materials” to log in and actually renew all or selected items.



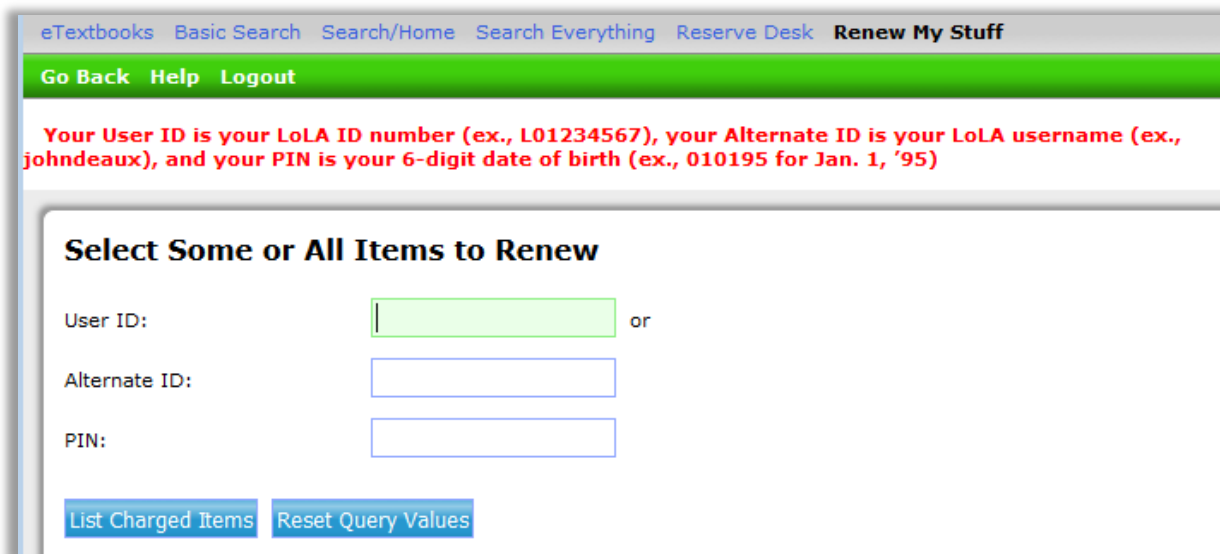
## To Review My Account:

- Click “Review My Account” access the Login to the e-Library OPAC.”
- Use either the User ID or Alternate ID.
  - User ID is the 9-character LoLA ID number; ex.: L01234567.
  - Alternate ID is the LoLA username; ex.: johnsmith1.
- PIN is the user’s six-digit date of birth, formatted mmddyy; ex.: 061089.



## To Renew My Materials:

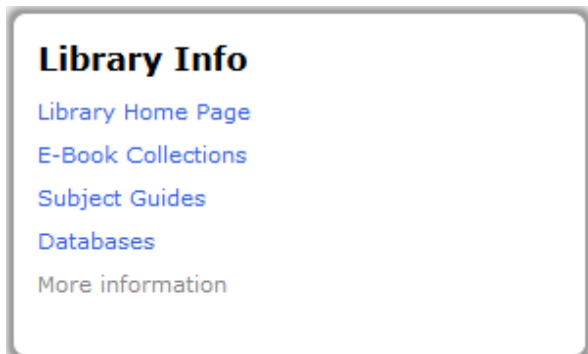
- Click “Renew My Materials” to access “Select Some or All Items to Renew.”
- Use either the User ID or Alternate ID.
  - User ID is the 9-character LoLA ID number; ex.: L01234567.
  - Alternate ID is the LoLA username; ex.: johnsmith1.
- PIN is the user’s six-digit date of birth, formatted mmddyy; ex.: 061089.
- Select “List Charged Items” to access the list of borrowed items.



The screenshot shows the 'Renew My Stuff' page with a navigation bar at the top containing links for eTextbooks, Basic Search, Search/Home, Search Everything, Reserve Desk, and Renew My Stuff. Below the navigation bar is a green bar with 'Go Back', 'Help', and 'Logout' links. A red text box provides instructions: 'Your User ID is your LoLA ID number (ex., L01234567), your Alternate ID is your LoLA username (ex., johndeaux), and your PIN is your 6-digit date of birth (ex., 010195 for Jan. 1, '95)'. The main content area is titled 'Select Some or All Items to Renew' and contains three input fields: 'User ID:' with a green box, 'Alternate ID:' with a white box, and 'PIN:' with a white box. Below the fields are two buttons: 'List Charged Items' and 'Reset Query Values'.

For more details on reviewing or renewing library materials, please see the guide, “Renew Your Library Materials Online.”

## *Library Info:*



The screenshot shows a 'Library Info' menu with the following links: 'Library Home Page', 'E-Book Collections', 'Subject Guides', 'Databases', and 'More information'.

The Library Info menu in the online catalog provides links to other RPCC Library resources and services including:

- RPCC Library homepage.
- E-Book Collections page.
- Subject Guides pages.
- Databases pages.

RPCC Library Services

- More information which includes a link to Library Hours.

## Was this information helpful?

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

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

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