



# Office of Online Learning

## Indian Hills Community College

### Computer Tutorial:

### How To: Search the Library Card Catalog

**Purpose:** This tutorial demonstrates how a student can use the IHCC Library Card Catalog.

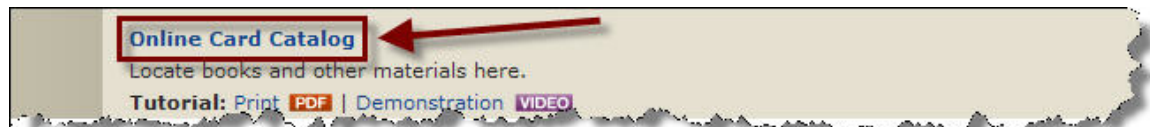
#### Use the Library Card Catalog:

You can access the IHCC Card Catalog from the Indian Hills Community College web page at [www.indianhills.edu](http://www.indianhills.edu)

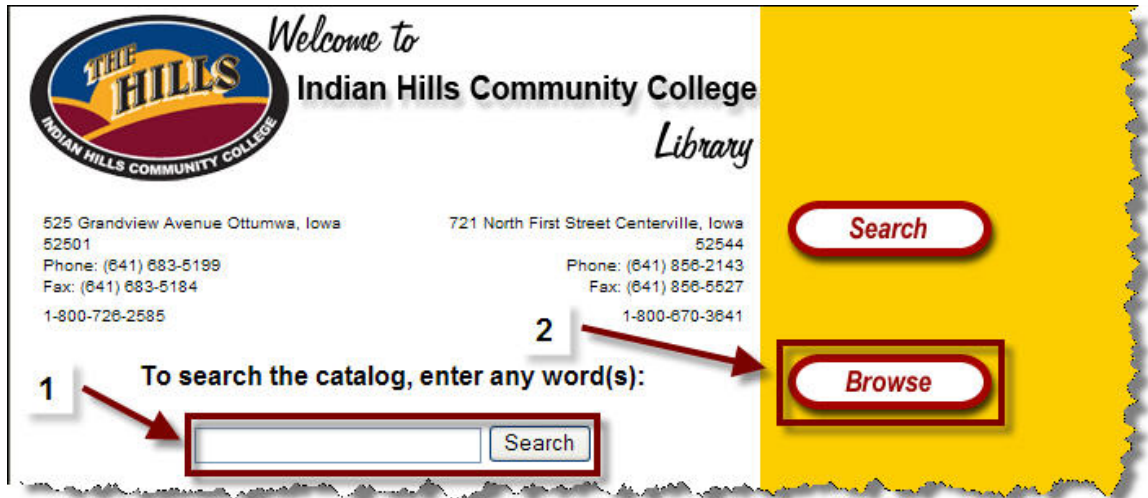
1. Click **Library**.



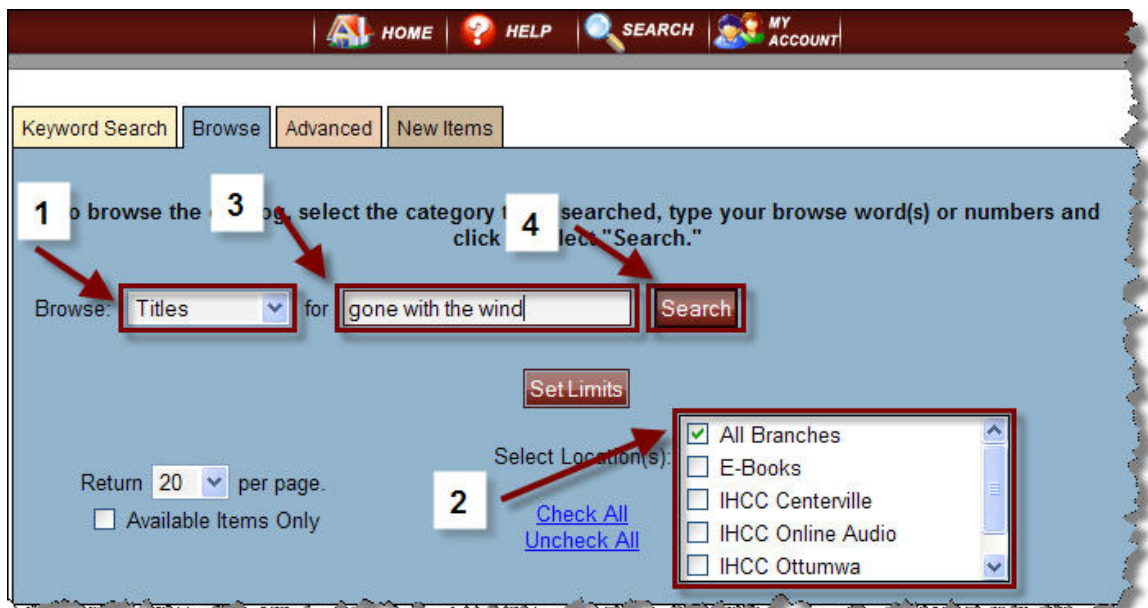
2. The IHCC Library Services page appears. Click **Online Card Catalog**.



- The IHCC Library search page appears. (1) You can enter any word(s) in the search box and click **Search**, or for a more detailed search, (2) or you can click **Browse**.



- There is a (1) drop-down box that allows you to search by title, subject, author, notes, ISBN, etc. You can also choose to (2) search the collection on any campus or the library's collection of e-books. Let's search All Branches for a Title. (3) Type at least part of the name of the book (in this case, Gone With the Wind) in the text box. (4) Click **Search**.



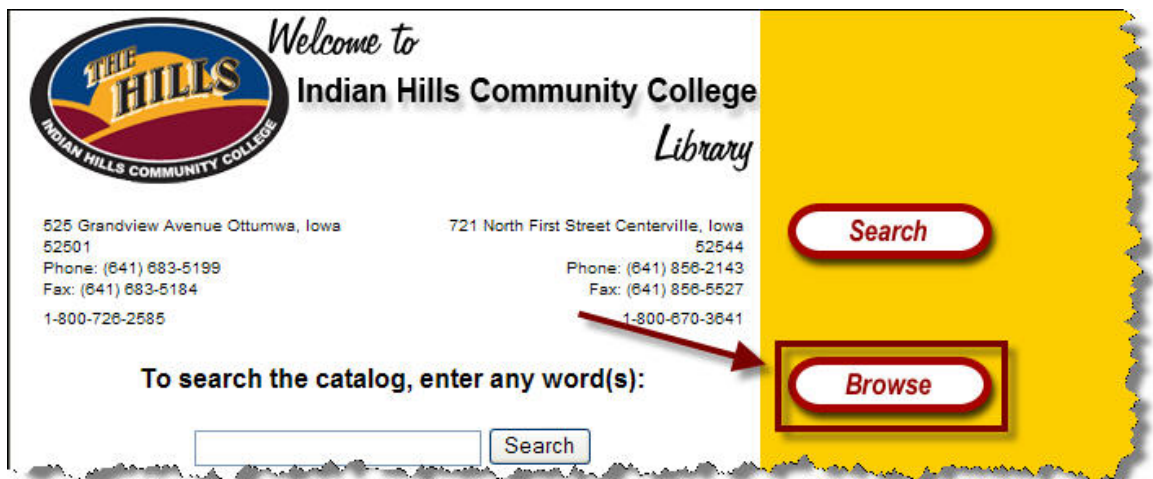
- Your search results appear. Click on a link to view a set of results.



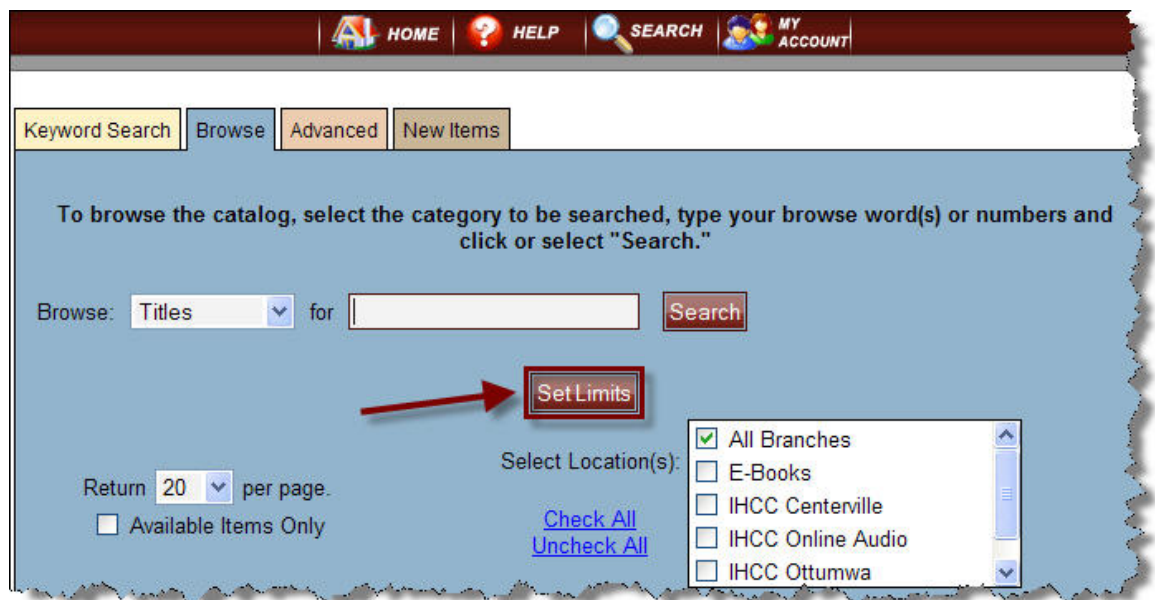
- This results page contains information including the Title, Author, Publisher and Copyright information for the book, as well as the campus location, whether it is available or checked out, and the call number (where to find it on the shelves).



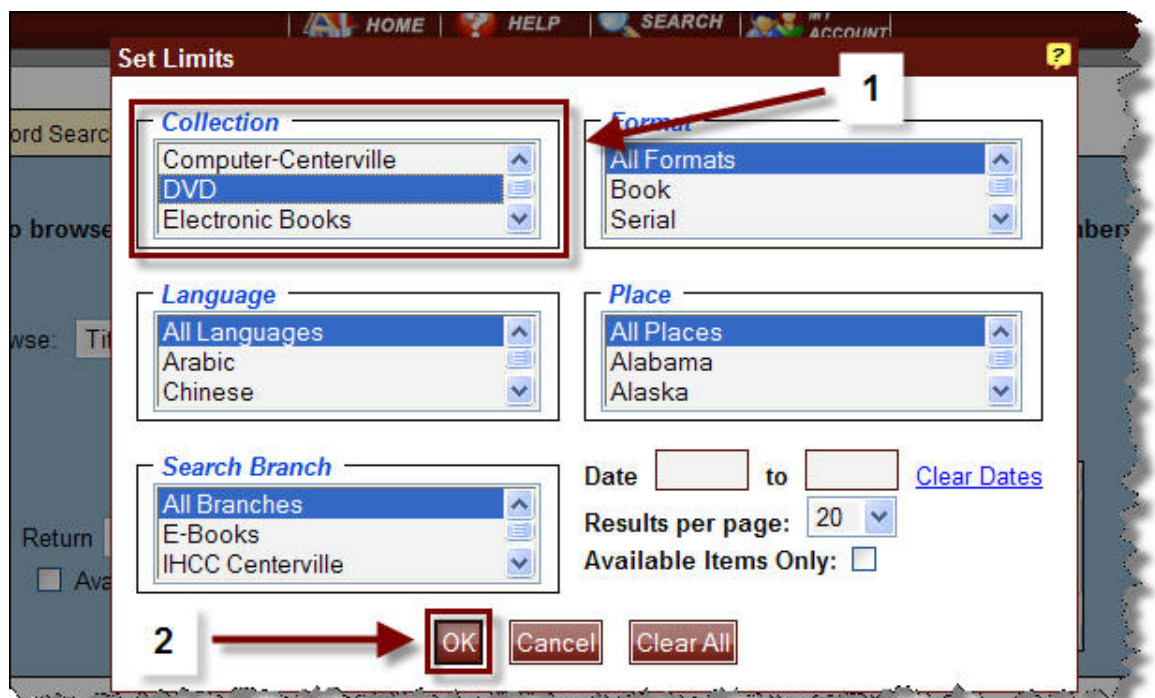
- Back on the Library Search page, let's do a search that sets limits. Limits can be used if you are searching for a specific subject. For example, what if you want to know if the library owns any video tapes or DVDs on that subject? Click **Browse**.



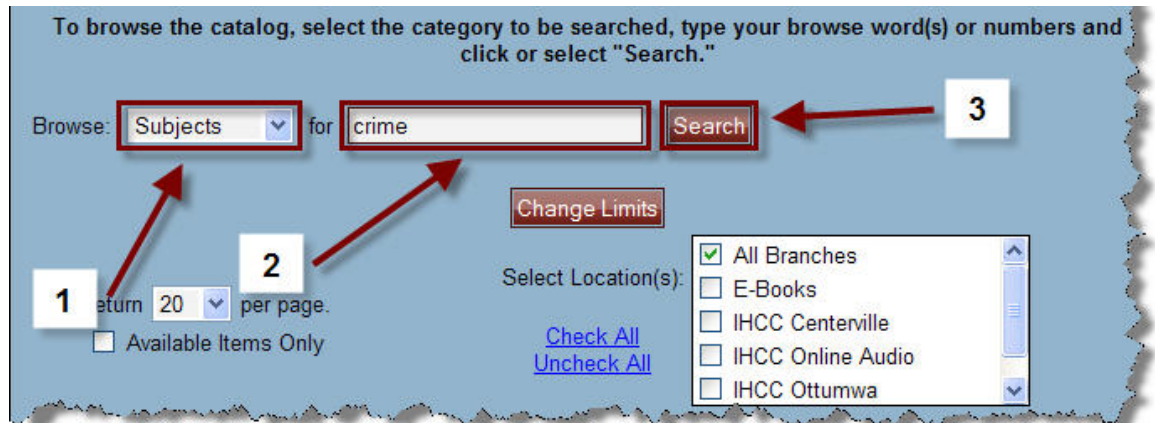
8. Click **Set Limits**.



9. **(1)** Check the box for **Collection** and choose **DVD** from the menu. If you want to use more than one option to set limits, hold down the Ctrl key while you highlight additional limits. Then **(2)** click **OK**.



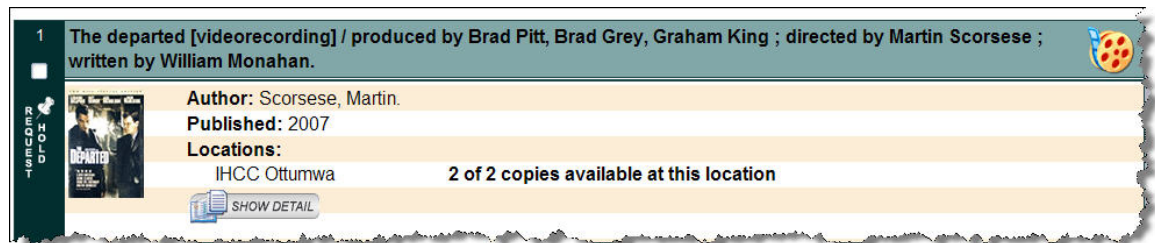
10. This time, we will do a Subject search for "crime." (1) Click **Subjects**. (2) Type crime in the text box. (3) Click **Search**.



11. Your search results appear. They will only include DVDs and video tapes in the IHCC libraries. "Crime" matched several entries, which are grouped to help you narrow your focus. Click Crime--Drama, which matches 4 items in the libraries.



12. A more detailed search results page appears. This screen lists items that fit the search criteria and includes the format, the location, the call number, and whether the items are available to be checked out.



Please work through the other tutorials available on the Indian Hills Community College web site to find out more about how to use MyHills.

For further assistance, please contact:

**Library Help Desk**

**Phone:** (641) 683-5199 - Ottumwa  
(641) 856-2143, ext. 2237 - Centerville

**E-Mail:** [ottlibrary@indianhills.edu](mailto:ottlibrary@indianhills.edu)