CCBC LIBRARY
Searching B-VR-PAC – the LIBRARY online catalog

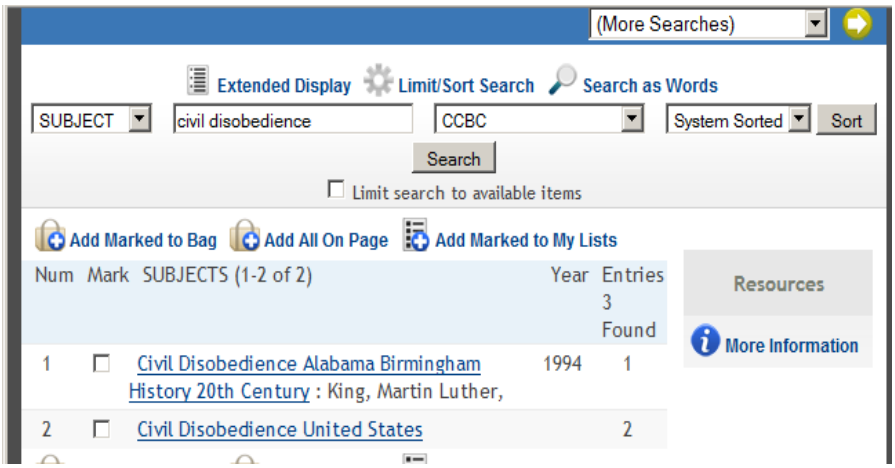
B-VR-PAC is the joint catalog for CCBC and for all Beaver County Library System libraries. Use it to search for **books, videos, DVDs, books on tape or on CD, and periodical titles**.

**e-book and audiobook titles accessible through the Overdrive database are not included in B-VR-PAC.*

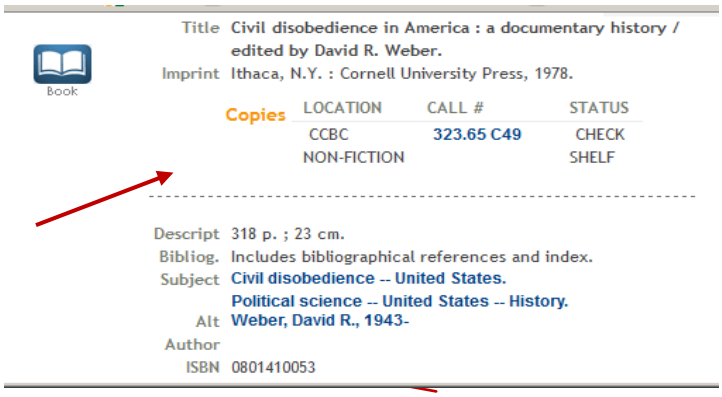
To find books on a topic:

1. Go to ***http://www.ccbc.edu/lib***, the CCBC Library web page.
2. Click on "**Library Catalog**", and at the next page, "**Enter B-VR-PAC**".
3. From the drop-down menu, select "**Subject**."
4. Enter your search terms and click "**Submit**." Use the "**View Entire Collection**" arrow to select "**CCBC**" if you want to limit your search to books from our collection. Keep in mind that you may request that books from another Beaver County library to be sent to you at CCBC. (see directions below.)

5. Click the "Submit" button.
6. Peruse the list of subjects and click the ones that are most relevant to your topic. There may be several items under each subject heading. (If you get no results, try a **keyword** search instead). Check the boxes before all subject headings that are relevant and then click the **Extended Display** link.



7. Click the **title** link to access the full record of the item and check availability.
8. Note the title, author or editor, place and date of publication and

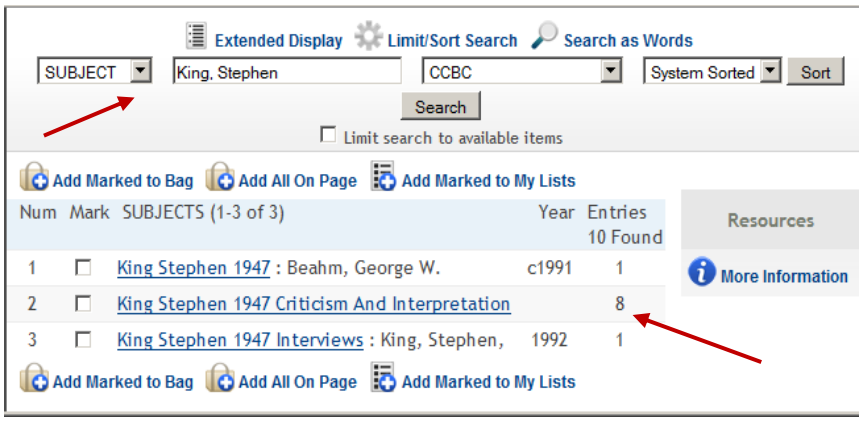


name of publisher for the "Works Cited" page.

9. Note the status of the item: "Check Shelf" means the item is available to be checked out. Then note item **location** and copy the entire **call number** to be able to locate the book on the shelf.
10. If you cannot find it, ask library staff for help.

To find books about a <u>person</u> (author, historical figure)

1. Click the **New Search** link.
2. From the drop-down menu, select "**Subject**."
3. Enter the person's **last name, comma, first name**. e.g., `King, Stephen`.
4. Click the most specific subject heading.
   ** If you are searching for critical analysis, select the "Criticism and Interpretation" subject heading link*.



5. Click on a relevant title and write down the call number of the book. If the status area indicates "Check Shelf", the item should be available for checkout.

To find books written by a certain <u>author:</u>

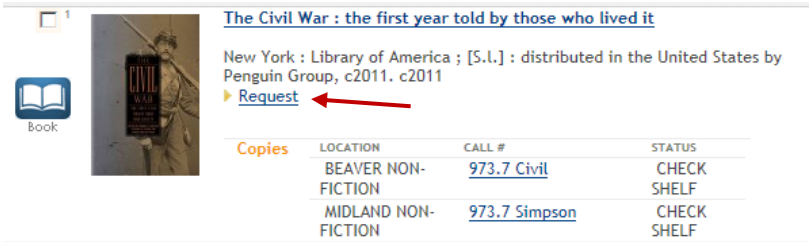
1. Click the **New Search** link.
2. From the drop-down menu, select "**Author**."
3. Enter the person's **last name, comma, first name**. e.g., `Morrison, Toni` and press **Enter**. On the next page, a list of titles will appear. If not, check if you have the correct spelling.

To find out if the Library subscribes to a certain <u>periodical</u>:

1. Click the **New Search** link to go back to the main screen.
2. Select "**Title**."
3. Enter the journal title in the search box and press Enter. Omit initial articles (The, A, An).
4. Click the title that is an exact match.
5. To find out which dates and volumes are available ("holdings" information), look at the "**Library has**" line on the record.

To <u>request an item</u> from another Beaver County library:

1. From the results list page, click the "**Request**" link located below the item title.
2. At the next screen, enter your name and the 14-digit library card barcode number. Click the **Submit** button.



3. At the next screen, use the drop-down menu to select a Pickup Location: the library where you want the item to be sent. You may also establish a deadline for delivery of the item, although that is optional. Then, click the Submit button.

4. A confirmation will appear on the next screen.

Items not available through the Beaver County Library System may be requested using our electronic interlibrary loan service. The request form can be found on the Library's home page.

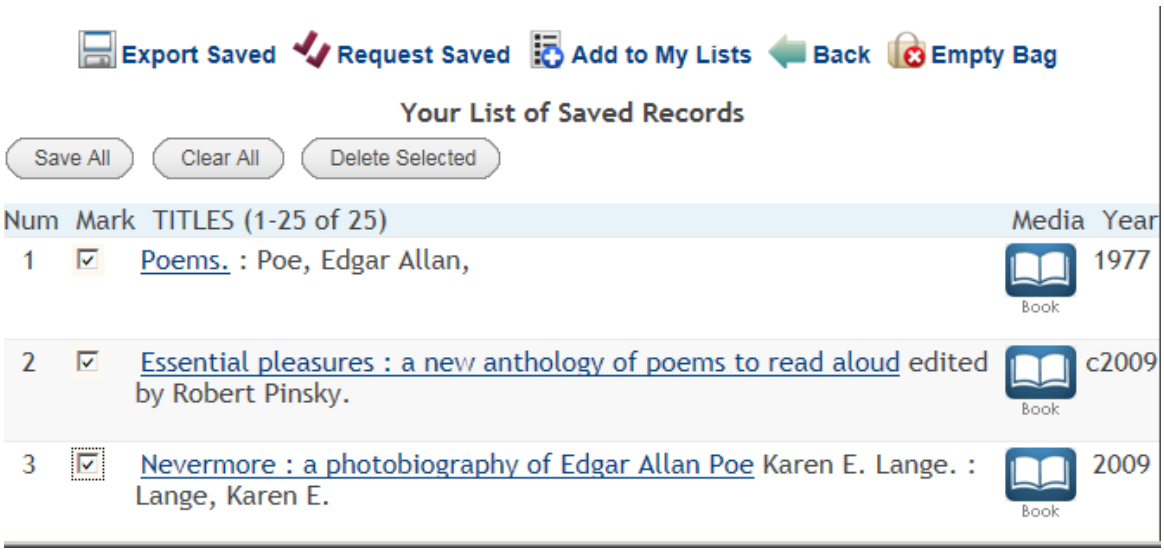
To save and print a <u>list of items</u>:

1. From the Results page, check the box next to each title of interest.

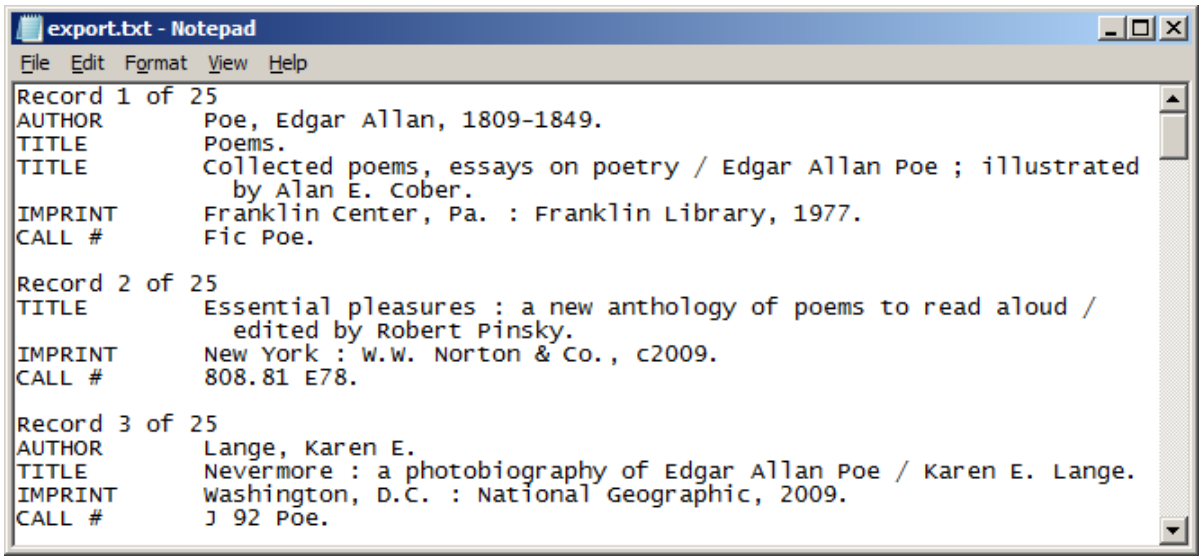
Click "**Add Marked to Bag**" link to see the list of saved records.

2. At the next page, click the "View Bag" link.

3. The "Saved Records" screen will open. Mark all the titles you wish to include on your list or click the "Save All" button.



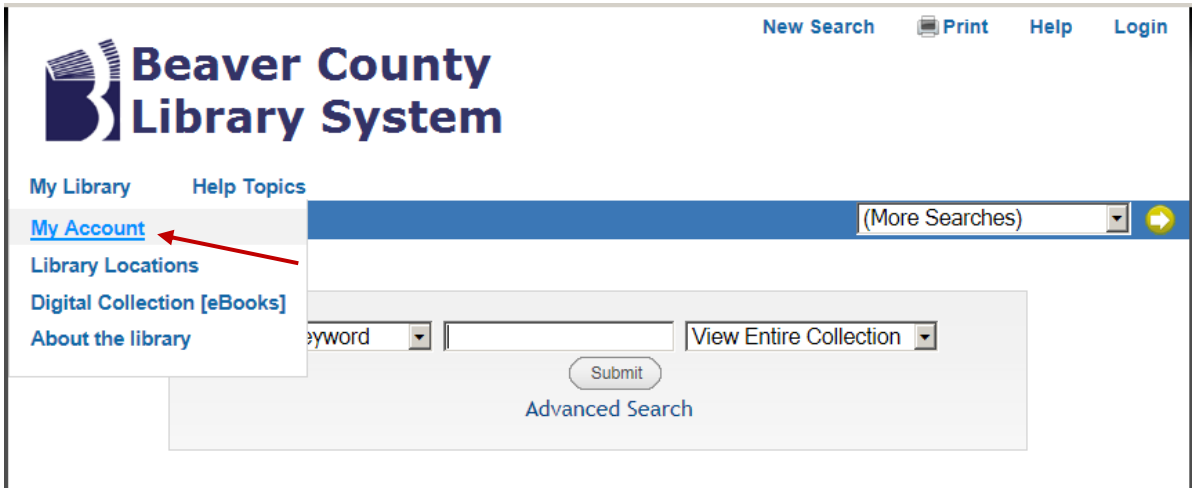
4. Click the "**Export Saved**" link.
5. Under "**Format of List**", select "**Brief Display**".
6. Select "**E-Mail"** and enter your e-mail address to send the list via electronic mail; or select "**Screen"** and click the "**Submit**" button to view the list in html format on the screen. Select **"Local Disk"** to open your list as a text file in Notebook.



7. You may print the text file as is or copy and paste it into Microsoft Word to reformat it.

To renew borrowed materials online

1. At the Basic Search screen, click “My Library”, then “My Account”.



2. Enter your name and your library card barcode number.
3. At the next screen, click the “items currently checked out” link.
4. Check the box next to each item you wish to renew and click the “Renew Marked” button; or, click the “Renew All” button.
5. At the next page, confirm your request. Click the “Yes” button. Please note that electronic renewals can only be done once.

If you still have questions, do not hesitate to see the librarian, call 724-480-3427 or e-mail ***refdesk@ccbc.edu***.