Searching on the Online Catalog  
(VCCSLINC)

The Online Catalog, also known as VCCSLinc, is used to search for books, government documents, atlases, and audio-visual materials, including compact discs, videos, and DVDs. You can also search for e-books on the Online Catalog. The Online Catalog is available on DCC’s e-Library page and can be accessed at:  

http://vccslinc.vccs.edu/F/?func=find-b-0&local_base=dcc

General hints for searching on the Online Catalog are available when you scroll down the Basic or Advanced Search page. By default, the Online Catalog is set to perform a Basic Search. Additional information on how to search on the Online Catalog is available by clicking on the “Help Using Catalog” link at the upper right corner of the search page.
Please note that the Online Catalog is not case sensitive. Lower-case letters will find matches of capitalized words also. For example, computer will find matches for computer, Computer and COMPUTER.

Click the down arrow inside the Choose Search Type box to see a list of ways in which you can search the Online Catalog. You can search by Author, Title, Keyword, or Subject.

Keywords Anywhere:
This is the broadest type of search that you can do. A keywords anywhere search will look for the term or terms you enter anywhere in the record. You can search for an exact phrase with this type of search by using quotation marks. For example, “global warming” will retrieve all records that have the word global NEXT to the word warming. VCCSLinc performs the keywords anywhere search by default.

Author Search:
If you know the author’s full name, you can conduct an Author (last name first) search. Always enter the author’s last name, followed by the first name. For example, if you want to search the Online Catalog for works by John Steinbeck, you would select Author(last name first) and type Steinbeck, John in the Enter Search Term(s) box. If you don’t know an author’s full name you can perform an author keyword search, and in this type of search word order is not important.

Title Search:
When searching for a title, select “Title Begins with...” from the Choose Search Type box. Omit the words a, an, or the from your search when they appear at the beginning of the title. For example, to search for The Sun Also Rises, select “Title Begins with...” and type sun also rises. If you only know some of the words in a title, or are not sure of the exact order of the words in the title, you can perform a “title keywords” search.

Subject Search:
Use this type of search when you are looking for information on a topic. When you click inside the Choose Search Type box you will notice two types of Subject searches: “Subject (LC) begins with...” and
Subject Keywords. “LC” refers to subject headings which have been assigned by the Library of Congress. Be aware of the fact that if you type a term that is not a subject heading which is used by the Library of Congress you will not retrieve any search results. Here is a listing of one page of results when you do a “Subject (LC) begins with” search and type abortion:

If the term you use in your search is an approved LC subject heading, you will bring up items which have been assigned that subject heading, and then you will see your topic displayed with subheadings. For example, if you are interested in the moral and ethical aspects of abortion, select the link for this subject and subheading, and you will bring up a list of works dealing with this specific topic. Note the column to the extreme left of the page labeled No. of Records. This column tells you how many items DCC has which deal with each subheading. To view additional subheadings select the previous page and next page tabs at the bottom of the screen.

If the term you enter in a Subject (LC) begins with search is not an approved LC subject heading, you will sometimes be directed to the correct subject heading. For example, if you do a search for death penalty, you will be directed to the correct LC subject heading, which is capital punishment. If you don’t retrieve any results when you perform an LC Subject search and are not directed to the correct subject heading, try performing either a Subject Keyword or Keywords Anywhere search.
**Advanced Searching**

**Advanced Search** provides some additional search options to help you narrow your search. Note the small box which is to the right of each search term box. By default it is set to **AND**. If you click inside this box you will see two other options which are available: **OR** and **NOT**. **AND**, **OR**, and **NOT** are **Boolean Operators**, and these operators enable you to further refine your search.

Using **AND** narrows a search and **decreases** the number of search results. The search *apples AND oranges* will retrieve results in which **both** search terms are found in each record.

Using **OR** broadens a search and **increases** the number of search results. The search *cigarettes OR tobacco* retrieves results in which **at least one** of the terms is found in each record. Use **OR** to search for synonyms, words which have similar meanings.

Using **NOT** excludes information and **decreases** the number of search results. The search *Yankees NOT baseball* will exclude any records which contain the word baseball.

**TRUNCATION:**

Truncation can be used when you want to search for any form of a root word. In VCCSLinc, a ? is used for truncation. A search for *psych?* will bring up records which contain **psychology, psychologist, psychiatry, psychiatrist**, etc. Truncation can be useful when you are searching for the singular and plural forms of words. It can also be used to find variant spellings. For example, *alumi?m* will find both the American spelling, *aluminum*, and the British spelling, *aluminium*. Note: (You can also use an asterisk * for truncation on VCCSLinc). As symbols can vary from one database to another, check the **Help** link on the database for the appropriate truncation symbol to use.
Additional ways in which you can limit a search are shown below: by language, by date, by format (books, sound recordings, visual materials), and by E-resources.

**Brief View of a Record**

When you perform a search and retrieve more than one result, by default a page which shows the Brief View for each record will appear.

Shown below is a list of some of the records which are retrieved when an **Author (last name first)** search for **Hemingway, Ernest** is done:

<table>
<thead>
<tr>
<th>View</th>
<th>Record Mark</th>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Call Number</th>
<th>Campus (accessed)</th>
<th>Ext Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Hemingway, Ernest,</td>
<td>Across the river and into the trees /</td>
<td>1988</td>
<td>Circulating Collection--PS3516.E37 A7 1988</td>
<td>Cerivative (1/0)</td>
<td>[Sample text ]</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Hemingway, Ernest,</td>
<td>Across the river and into the trees</td>
<td>1950</td>
<td>Circulating Collection--PS3516.E37 A7 1950</td>
<td>Cerivative (1/0)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Hemingway, Ernest,</td>
<td>Death in the afternoon</td>
<td>1960</td>
<td>Circulating Collection--GV110.7.H4 1960</td>
<td>Cerivative (1/0)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Hemingway, Ernest,</td>
<td>Ernest Hemingway's Soldier's Home [videorecording]</td>
<td>2005</td>
<td>Video Collection--Cir.-PN1992.03 .E76</td>
<td>Cerivative (1/0)</td>
<td></td>
</tr>
</tbody>
</table>

In addition to the author and the title, a year is given for each item. This represents the year when each title was published.
The column labeled Call Number provides the information that you will need to find the item in the library. In order to find an item, first look at the collection the item belongs to. Most of the items on this page are part of the Circulating Collection. Notice that item # 6 is a video and is part of the Video Circulating Collection. Other collections include Reference, New Books, Compact Disc, Archives, Shaver Film Collection, and Child Care Collection. After identifying the collection, look at the Call Number to find the item in the library.

Materials in the library are arranged by the Library of Congress Classification System. Each item in the library is assigned a Library of Congress Call Number, a unique alpha-numeric code, which arranges items by subject matter and serves as an “address” to locate materials in the library. To find the first title in the list, Across the River and into the Trees, write down the call number, PS 3515.E37 A7 1998, and go to the shelves in the Circulating Collection which contain that call number.

The column labeled Campus provides information on whether an item is available or is currently checked out. After Danville there are two numbers separated by a slash mark. The number in front of the slash mark indicates how many copies the library has of that item; the number after the slash mark indicates whether or not the item is checked out. 1/0 indicates that the library has one copy of the item and it is not checked out; 1/1 indicates that the library owns one copy of the item and it is checked out. To see the due date for an item which is checked out, click on the number for that item under the View Record column, and then select the link for either All Items or Location at the bottom of the Full View page.

Full View of a Record
The **Full View** of a record provides additional information for that title. Notice that in this Full View for **The Last Song**, by **Nicholas Sparks**, information on the edition, place of publication, publisher, date, and number of pages is given. An abstract, or summary, is also provided, along with links to subject headings which have been assigned to this novel, including Teenage girls – Fiction and Love stories, American. Clicking on the link for any of the subject headings will take you to the other items in DCC’s collection which have been assigned that subject heading. Click on the author link to see if DCC has any other titles by Nicholas Sparks.

On the right side of the page, under **Additional Information**, there are Author Notes, a link under World Cat to find this title in other libraries, and also a link to more information on this title from Google Books. Also note the link to **Cite this title**. When you click on this link you are given the citation for the title in MLA and APA style, along with a number of other style formats, such as Chicago and Turabian.

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**E-Books on VCCSLinc**

As mentioned earlier, in addition to books and audio-visual materials, e-books can also be accessed on VCCSLinc. NetLibrary is a collection of thousands of e-books dealing with a wide variety of topics. Safari Books Online is a collection of over 5,500 e-books dealing with technology, digital media, and business.
Notice that if an item is an e-book, under Call Number you see Internet Books—Online access. To view an e-book, click on the link under the heading Ext Link. You can view NetLibrary e-books and Safari Books from any computer station on campus. However, you must create an individual account on campus if you would like to access NetLibrary e-books off-campus. You must provide your my DCC login to access Safari Books off-campus.

You can search the online catalog for other college libraries within the Virginia Community College System by selecting Multi-catalog search from the blue menu at the top of the Basic or Advanced Search screen, or by clicking inside the down arrow in the Select College box.
Filtering Search Results

When you perform a search on the online catalog, you can filter your search results by selecting the Filter records link located in the light blue banner at the top of the page. Filtering enables you to view a subset of your current search results by limiting results retrieved by a variety of different options. Some of the ways in which you can filter search results include by date of publication, by available records, by new records, by print only, and by E-books only.

For example, if you perform a title keywords search for PowerPoint, you will retrieve more than 50 records in DCC’s online catalog. Many of these records are e-books. Let’s say that you want to limit your search results to print books. Click on the link to Filter records and then click on the filter option Print Only. Your new search results include 17 print books; the e-books have been removed from your search results.

Search results for PowerPoint titles before filtering search results:

Search results for PowerPoint titles after filtering records to Print Only:
If you need assistance using the online catalog, VCCSLinc, please ask a librarian for assistance. We are here to help!