

FIND BOOKS ONLINE AT THE GAVILAN LIBRARY

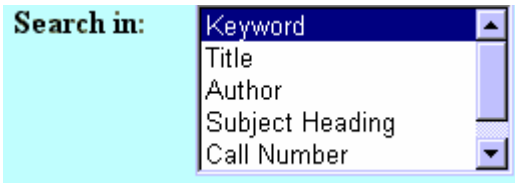
1. To use Gavilan's Online Public Access Catalog, click on the Online Catalog icon on the library's homepage.
<http://www.gavilan.edu/library/>



2. Your next screen will provide a search box for a simple search. Enter your term(s) as shown below:

Search for:

3. Next you have the option to search in the author, title, subject or keyword fields. In this example, we are using the pull-down menu to select **keyword**. This means our terms can appear in any of the fields (author, title or subject heading).



4. Click on the button to perform your search. Your result list for the search term, **health careers** is partially shown below:

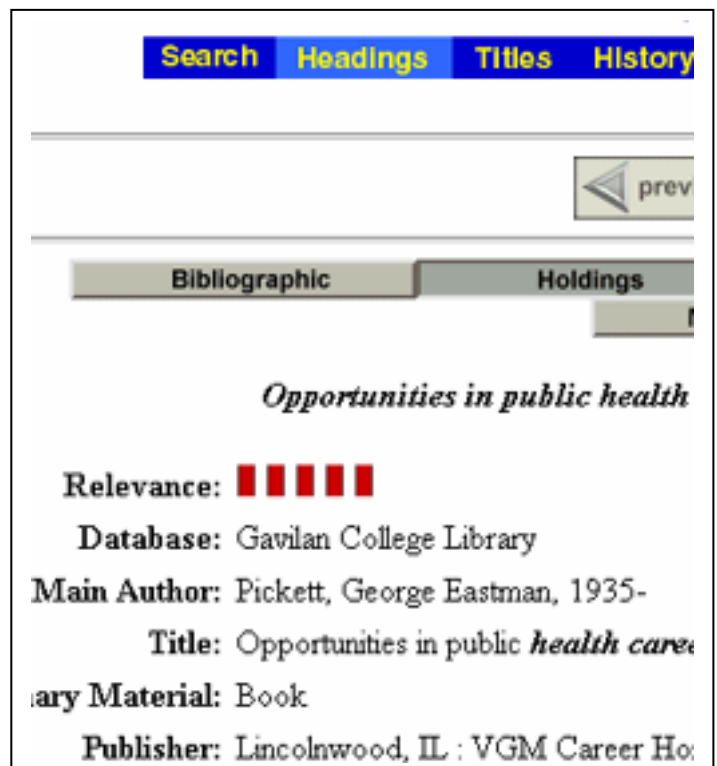
WOW resumes for health careers. Hamilton, Leslie	Hamilton, Leslie	1998
<i>Library Location: Mezzanine Call Number: R690 H35 1998 Status: Not checked out</i>		
Exploring health careers. McCutcheon, Maureen	McCutcheon, Maureen	1998
<i>Library Location: Mezzanine Call Number: R690 M354 1999 Status: Not checked out</i>		

5. From this list we can find several pieces of information about each book.

- The **title** is a blue link. Click on it to see a more complete, individual record of the book.
- The **Location** and **Call Number** tells you where in the library you can find the book. The location directs you to a specific area, and the call number is similar to an address for a specific spot on the shelves.
- The **Status** tells you whether the book is checked out or available for you.

6. If you click on the blue title link, you'll get the complete record for the individual book, including subject headings, series notes, additional authors, call number and availability.

- To get back to your result list, click on the **Titles** button at the top of the screen.
- To conduct a new search, click on the blue **Search** button at the top of the screen.



How to access eBooks using the Gavilan online catalog

When you are searching the Gavilan online catalog, you may come across eBooks in your search results list. If you are in the eBook's full record **Holdings** screen, click on the blue link,

Click to access this electronic book via the World Wide Web

If you are in the screen that shows the titles resulting from your search:

1. Click on the underlined eBook title link.

HTML by example [electronic resource] / Ann Navarro, Todd Stauffer.	Navarro, Ann.	2000
<i>Library Location: Electronic Book</i>	<i>Call Number:</i>	<i>Status: Not checked out</i>

2. Next, click on the link, **Click to access this electronic book via the World Wide Web** link near the bottom of the screen.
3. This will take you to your electronic book.