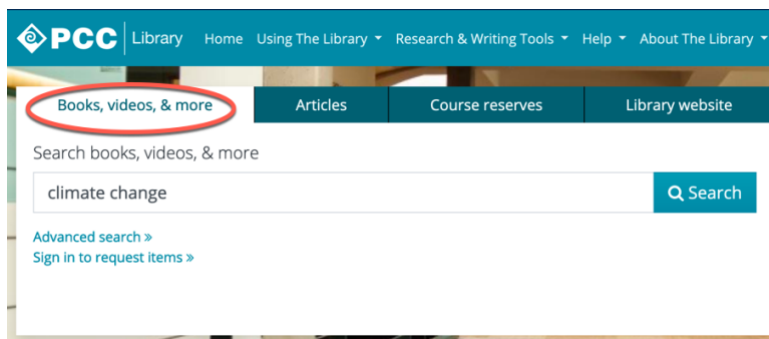


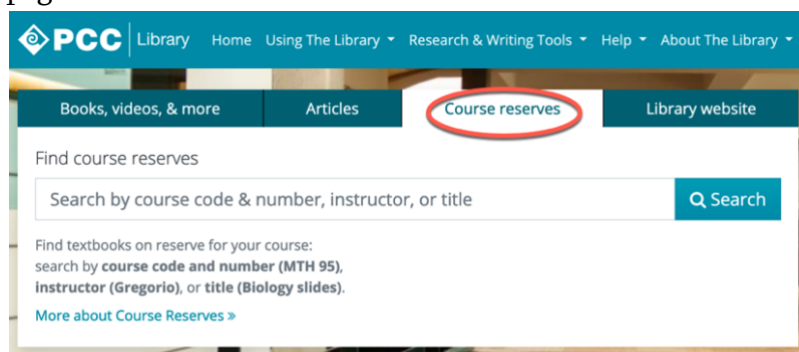
# How to Use PCC Library Search

## Search for Books and Videos

- Use the “Books, videos, & more” search box on the [PCC Library homepage](#).
- Enter a title, author, or keyword into the search box and select the magnifying-glass “Search” button on the right.



- If you want to **refine your results by format** (like physical books, eBooks, or DVDs): on the left side of the screen, locate the “Format” section and select the format you’re interested in, such as “Print Books” or “DVD Videos”.
- **Search course reserves** by selecting the “Course reserves” tab in the search box on the library homepage.



## Get Physical Items (Print Books/DVDS)

### Available at PCC

- Items in your search results that say “Available at...” and the name of a PCC campus should be located at that campus library.



- **NOTE:** an item may be available at several PCC campuses. Click the “Available at” link to see where else the item may be located.



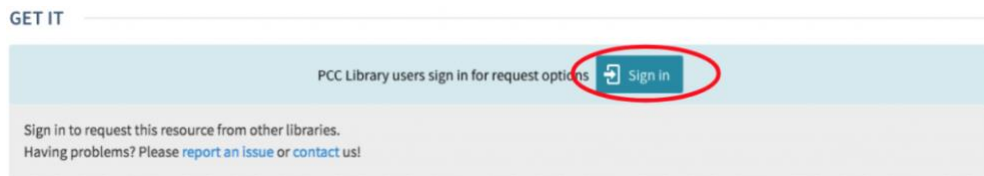
## Available at other libraries

If one of your search results **says “Check holdings and other locations”** you may request it from another library.

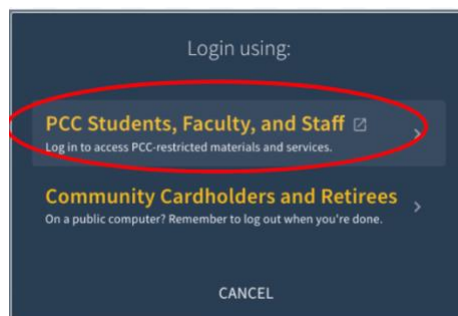
- Click the “Check holdings and other locations” link.



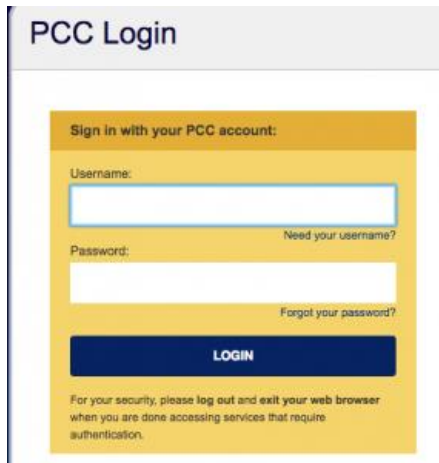
- On the next screen, click the blue “Sign in” button.



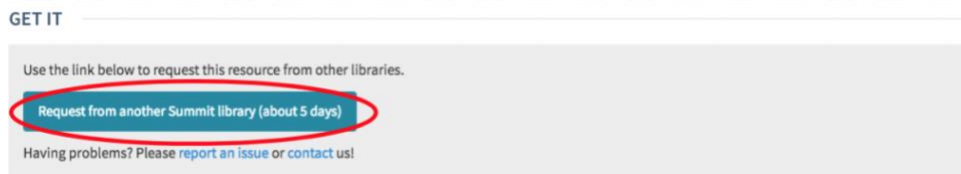
- On the next screen, choose to sign in as “PCC Students, Faculty, and Staff”.



- Use the login screen to sign in with your MyPCC username and password.

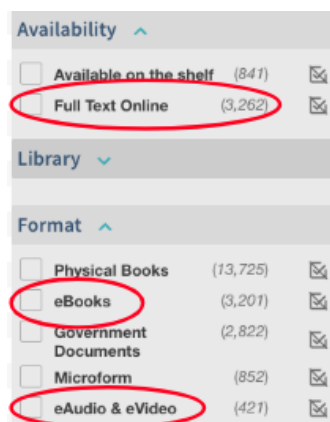


- Then use the “Request from another Summit library (about 5 days)” button to request the item.

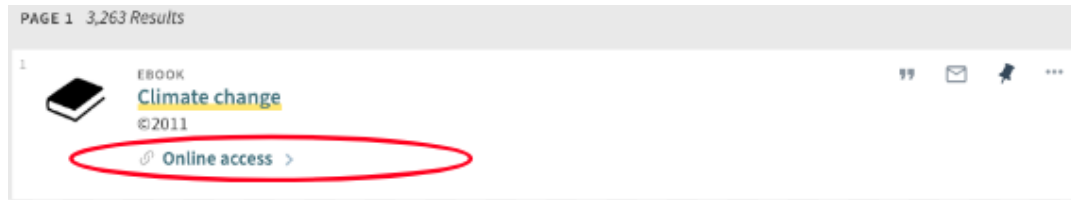


## Get Electronic Items (E-books or Online Videos)

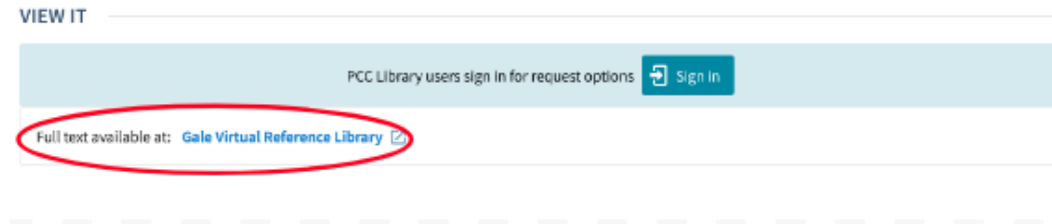
- Refine your search results to **show only items available online** by using the “Availability” section on the left side of the screen and choosing “Full Text Online”; or select “eBooks” or “eAudio & eVideo” in the “Format” section on the left side of the screen.



- Click “Online Access” for any item you want to view.



- For streaming videos or e-books there will be a message reading “**Full text available at:**” followed by a link. Click on the link to read your e-book and/or view your video.




- If you're located off campus, you may be asked to sign in with your PCC username and password to view e-books, e-videos, or other online content through the library.

## Get Help from PCC Librarians

### Call a Librarian

- Cascade: 971-722-5269
- Rock Creek: 971-722-7239
- Southeast: 971-722-6289
- Sylvania: 971-722-4500

### Email or Chat a Librarian

- Email: [refer@pcc.edu](mailto:refer@pcc.edu)
- Chat: Click the yellow “Chat” button  on the top right of every page on [pcc.edu/library](http://pcc.edu/library)