# How to Use PCC Library Search

#### Search for Books and Videos

- Use the "PCC Library & Summit" search box on the PCC Library homepage.
- Make sure the "PCC Library & Summit" tab is selected.
- Enter a title, author, or keyword into the search box and select the magnifyingglass 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 checking the "course reserves" option under the library 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.

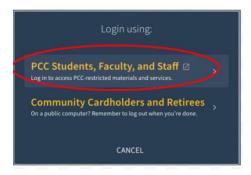
• Click the "Check holdings and other locations" link.



• 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.



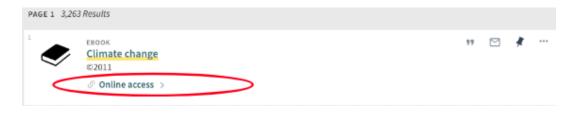
## Get Electronic Items (E-books or Online Videos)

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.

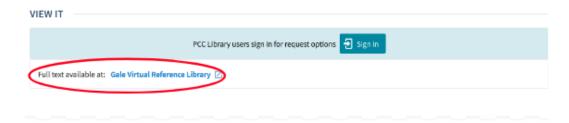


• Click "Online Access" for any item you want to view.





• 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

#### Chat or Text a Librarian

• Y!, AIM, Gtalk: pcclib

Text Message: 971-259-TEXT (8398)

• Email: refer@pcc.edu

