Books In/Through The RCC Library

HARDCOPY — Books NOT Online, NOT “E-Books” – But That You Can Hold In Your Hands:

- Search for these using RCC’s Library Catalog – one of the databases from RCC Library’s website LAMP
- Books you can check out of the library are shelved on the 3rd Floor of the RCC Library, both “west” & “east” wings.
- Books on the 3rd Floor “Main Stacks” (book shelves – rows and rows of them) and are shelved by CALL NUMBER using the Library of Congress subject classification system.
- Call numbers are shown on the spine label of a book and indicate respective subject areas – so that books with the same or similar call numbers are about the same or similar subjects and so are shelved next to or near each other.
- RCC Library 3rd Floor books can be checked out for up to three weeks at a time – in fact you can have 20 books checked out at one time for up to 21 days.

ONLINE BOOKS — That Is, Electronic Books / E-Books:

- Search for these - then immediately, conveniently access them fully online – by using from RCC Library’s website LAMP:
  - LIBRARY CATALOG
    - NOTE: When searching the RCC Library Catalog and looking at a results list, any title with the bracketed designation [electronic resource] immediately following this title is an e-book.
  - DATABASES A-Z – and especially the “e-book” database: EBSCO E-BOOKS

Finding Books In The RCC Library BY An Author
Author, Title, and Keyword Searching The RCC Library Catalog

AUTHOR SEARCHING RCC’s LIBRARY CATALOG

- How To AUTHOR Search
  - From the RCC Library website LAMP, click on LIBRARY CATALOG
  - Click on the AUTHOR tab and in the first text box type the author’s name – last name first, then first name.
    - NOTE: If you’re don’t know the first name, then type just the last name – but typing the first and last name of an author (but again – do so last name first, then first name) is a more precise search.
  - Note the two text boxes below this first text box – SYSTEM SORTED should be displayed in the first one and RIVERSIDE LIBRARY in the second one.

- Search Results
  - If you search on the first and last name of an author (but again – typed last name first, then first name), what results is
    - An alphabetical list of the titles of the works – novels, plays, or anthologies of works – by the author
• Or if there are variations in the way the author’s name is entered in the Library Catalog, a short list of those variations, with a SEE reference to the official or authorized one used in the Catalog. Click on this authorized version to see an alphabetical list of the works by that author.

Click on the title a given work to see its full description/bibliographic record – from you can then determine the LOCATION, CALL #, and STATUS of that item – and so where to find it in the library and/or how to access it if it’s an electronic book.

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**TITLE SEARCHING RCC’s LIBRARY CATALOG**

- **How To TITLE Search**
  - From the RCC Library website LAMP, click on LIBRARY CATALOG
  - Click on the TITLE tab and in the first text box type the **entire exact title** of an author’s work – or at least the first three or four words of the title.
    
    **NOTE:** The more words of the exact title you type, the more precise your search will be.
  - Note the two text boxes below this first text box – SYSTEM SORTED should be displayed in the first one and RIVERSIDE LIBRARY in the second one.

- **Search Results**
  - If you type the entire exact title of an author’s work and if the RCC Library has just one edition of that work, what results is the full description (bibliographic record) of that work.
  - If the library has more than one edition, then short descriptions of each of these editions are listed – that when clicking on them their respective full descriptions appear.
  - Looking at a full description of a given title you can then determine the LOCATION, CALL #, and STATUS of that item – and so where to find it in the library and/or how to access it if it’s an electronic book.
  - If you type only the first few words of the title of an author’s work, you may see it in an alphabetical list of other titles that begin with those same few words.
    
    From this list find the title by the author that you’re looking for, then click on this title to see its full description (bibliographic record).
    
    Looking at a full description of a given title you can then determine the LOCATION, CALL #, and STATUS of that item – and so where to find it in the library and/or how to access it if it’s an electronic book.

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**KEYWORD SEARCHING RCC’s LIBRARY CATALOG**

- **How To KEYWORD Search**
  - From the RCC Library website LAMP, note that you’re set to KEYWORD search.
  - To search for:
    - A specific title of a work by a given author ...
      
      OR titles of items about a specific work by a given author – that is, “literary criticism” about that specific work
      
      — simply type in the first text box at least **one significant word of the title and then at least the author’s last name.**
• OR any item in the RCC Library that could either be BY or ABOUT a given author – that is, that is either the work (short story, novel, poem, play, etc.) of a given author OR that is about a given author (and so “literary criticism”)

— simply type in the first text box the name of the author (typed first name first, then last name) OR at least the last name of the author.

• Search Results

  o When KEYWORD searching for a specific title by a given author (see example just above), what results is a list of items in which the words you searched appear someplace in the full description/bibliographic record of that item.

    These items may be:

    o The actual text of a specific work by the author; OR
    o The text of a specific work (especially in the case of short stories, poems, and even plays) in an anthology; OR
    o Commentary, discussion, etc. about that specific work by that author – and so in that case, “literary criticism” about the author and/or the work or some specific literary work of an author.

    Clicking on respective titles of these items results in the full description of that title – from which you can then determine the LOCATION, CALL #, and STATUS of the item and so where to find it in the library and/or how to access it if it’s in electronic format.

  o When KEYWORD searching just on name of an author – either on the name of the author typed first name first, then last name OR on just the last name of the author – what results is a list of titles items in which that author’s name (either both names or just the last name depending on how you searched) appears someplace in the full description/bibliographic record of those items.

    Again, these items may be:

    o The actual text of a specific work by the author; OR
    o The text of a specific work (especially in the case of short stories, poems, and even plays) in an anthology; OR
    o Commentary, discussion, etc. about that specific work by that author – and so in that case, “literary criticism” about the author and/or the work or some specific literary work of an author.

    Clicking on respective titles of these items results in the full description of that title – from which you can then determine the LOCATION, CALL #, and STATUS of the item and so where to find it in the library and/or how to access it if it’s in electronic format.