



Rock Valley College

Estelle M. Black Library

3301 N. Mulford Rd., Rockford, Illinois 61114

<http://library.rvc.cc.il.us>

Guide to Using the Estelle M. Black Library Online Catalog

About the Catalog:

Use the Rock Valley College Library Online Catalog to identify books, periodicals, government documents, E-Books and other material available in the Libraries. Users can access the by going to the Library home page at <http://library.rvc.cc.il.us> and selecting the “**Library Catalog**” link located at the top of the left hand column.

There are three options generally used for searching the catalog:

- 1) **Simple Search**—includes common search types such as keyword, title, author, subject, and journal title.
- 2) **Advanced Search**—a more structured search that allows for more pre-defined search terms.
- 3) **Course Reserves**—a search of materials placed on reserve by Rock Valley College faculty for special use by certain classes.

Simple Search Instructions (Default Setting):

Keyword Searching: The “**Keyword Search**” allows the user to enter terms that may appear anywhere in the search record. i.e. the Title, Author names, Publication information, etc.

1. Type your search terms in the “**Find This**” box. (See “Further hints” on the next page for more assistance with creating a search.)
2. Click the search button.

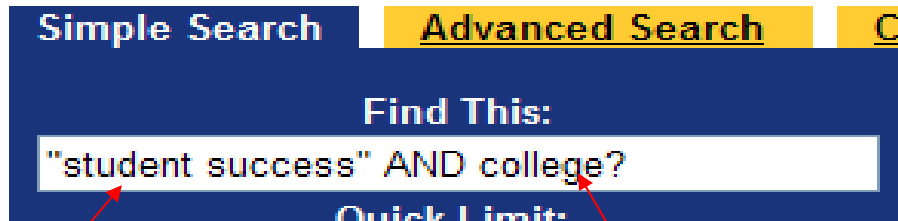
[SEARCH](#) | [HEADINGS](#) | [TITLES](#) | [DATABASE](#) | [PATRON](#) | [LOGIN](#) | [REQUEST](#) | [HISTORY](#) | [HELP](#) | [EXIT](#)

Database: Estelle M. Black Library

The screenshot shows the library catalog search interface. At the top, there is a navigation bar with links: SEARCH | HEADINGS | TITLES | DATABASE | PATRON | LOGIN | REQUEST | HISTORY | HELP | EXIT. Below this, the database name is displayed: Database: Estelle M. Black Library. The main search area has a dark blue background. On the left, there are four tabs: Simple Search (selected), Advanced Search, Course Reserves, and New Books. Below the tabs, there is a search form. The 'Find This:' field contains the text "student success" AND college?. Below this is a 'Quick Limit:' dropdown menu set to 'None'. On the right, there is a 'Find Results in:' dropdown menu with 'Keyword Search' selected. Below the search form, there is a '50 records per page' dropdown menu and a 'Search button' with 'Search' and 'Reset' buttons. A 'Limits' icon is in the bottom right corner. Red arrows and white boxes with text are used as annotations: 'Search options' points to the tabs; 'Type Keyword Terms.' points to the 'Find This:' field; 'Select Search Type' points to the 'Find Results in:' dropdown; and 'Search button' points to the 'Search' button.

Further hints for searching:

1. In order to create a phrase the words must be in parenthesis. For example to find student success as a phrase it must be entered as "student success"
2. Use **Boolean Operators (And, Or, Not)** as needed link or combine keywords. "**And**" finds records that have both your first and second keywords (student success **and** college), and will narrow your search results. "**Or**" finds records that contain either your first keyword or your second keyword, or both (student success **or** college), and will broaden your search. "**Not**" excludes the second keyword from your search (student success **not** college).
3. **Truncation:** Use the Question Mark (?) as the truncation symbol to search for all words starting with the same root. For example, college* will find college and colleges.



Phrase in parenthesis

Truncation symbol

Search Results: Each search, (with one exception – See Below) will look like this. Each search will return the number of results found for that search. Within the list each record will have a title, an author if applicable, and a publication date. Also included is a location for each item (General Stacks and Archives are on the second floor of the library, all other locations are located on the first floor. The exception is Electronic Books which are online resources.) Each record has also been assigned a "Call Number." The Estelle M. Black Library utilizes the Library of Congress Call Number System. The system is alphanumeric. Therefore the collection begins with "A" and runs through "Z." Finally, every item has been assigned a checkout status which designated the availability of the item in question.

Database: Estelle M. Black Library

Search Request: Simple Search = "student success" AND college

Search Results: Displaying 1 through 8 of 8 entries.

Number of items in the search

< Previous Next >

Sort by:

Post Limit

#	Title Long	Author	Date	Forma
<input type="checkbox"/> [1]	Academic advising : organizing and delivering services for student success / Margaret C. King, editor.		1993	
	Location: General Stacks	Call Number: LB2328 .N473 no. 82	Status: Available	
<input type="checkbox"/> [2]	Between a rock and a hard place : the at-risk student in the open-door college / by John E. Roueche and Suanne D. Roueche.	Roueche, John E.	1993	
	Location: General Stacks	Call Number: LC213.2 .R68 1993	Availability	Status: Available

Searches with “No Hits”

If the search results in a message that there are no hits, there are no matches within the catalog that meet your search criteria.

Database: Estelle M. Black Library

Your search resulted in no hits!

The screenshot shows a search interface with a dark blue background. At the top, there are four tabs: "Simple Search", "Advanced Search", "Course Reserves", and "New Books". Below the tabs, there is a "Find This:" section with a text input field containing "licorice and candy". To the right of the input field is a "Quick Limit:" dropdown menu set to "None". On the right side of the interface, there is a "Find Results in:" dropdown menu with the following options: "Keyword Search", "Title Search", "Author Search", "Subject Browse", "Call Number Browse", "Journal Title Search", "Subject Keyword Search", and "Title Keyword Search".

More information about a “Search Result”

Each title in the search result is linked to a specific record that contains further information about the particular item. Click on the title.

#	Title Long
<input type="checkbox"/> [1]	Academic advising : organizing and delivering services for student success / Margaret C. King, editor.
	Location: General Stacks Call Number: LB2328 .N473 no.82

The results within the record are similar to those in the original search set with the exception that the “**Publisher**” information is provided as are “**Subject**” terms. “**Subject**” terms are the unique words that identify what topics are covered within the work. In the record below, the “**Subject**” terms indicate that the book is about “**Faculty Advisors**” and “**Community Colleges.**”

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Academic advising : organizing and delivering services for student success...

Database: Estelle M. Black Library

Title: Academic advising : organizing and delivering services for student success /

Primary Material: Book

Publisher: San Francisco : Jossey-Bass, 1993.

Subject(s): [Faculty advisors.](#)
[Community colleges.](#)

Database: Estelle M. Black Library

Location: General Stacks

Call Number: [LB2328 .N473 no.82](#)

Number of Items: 1

Status: Available