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.
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.

**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.
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.

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.

<table>
<thead>
<tr>
<th>#</th>
<th>Title Long</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1]</td>
<td>Academic advising : organizing and delivering services for student success / Margaret C. King, editor</td>
</tr>
</tbody>
</table>

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.”