



Library and Learning Resources

SEARCHING CITYCAT, THE ONLINE LIBRARY CATALOG

CityCat is the name of the search tool that allows you to search for books, e-books, videos, DVDs, CDs, sound recordings and other materials located in any of the CCSF campus libraries and media/resource centers.

To access CityCat,

- Click on the **Find BOOKS/Library Catalog** icon on the Library website's home page, <http://www.ccsf.edu/Library>.

To begin searching,

- Select the kind of information to search by (such as title, author, subject, keyword, etc.);
- Type the information you know on the next screen;
- Press the *Enter* key or click the *Submit* button.

<i>Examples</i>	<i>What to do</i>
I know the title of a book, <u>A Brief History of Time</u> .	Select Title begins with Type the beginning words of the title.
I know part of the title , it has the words <i>Mango</i> and <i>Street</i> .	Select Title Keyword(s) Type the main words you do know, e.g. mango street
I know the author's name, Toni Morrison.	Select Author Type the last name, then the first name, e.g. Morrison, Toni
My subject is Albert Einstein's life and work.	Select Subject Type last name, first name, e.g. Einstein, Albert.
I want everything I can find on women in the Middle East.	Select Keyword(s) Type the main words, e.g. women middle east
Does the library have a copy of the textbook for my math class?	Select Reserves by Course: Type in the course name abbreviation and number, e.g. math 840
My teacher put last semester's tests in the library.	Select Reserves by Instructor: Type in the teacher's last name, e.g. Saginor

When you submit your search, you will get a *Result Page* with a list of entries (titles, authors, subjects) or brief (partial) *records*. If your search matches only one item, you will get a full record. **Records** are descriptions of books, videos, recordings and other items, with information about where they are located.

- Click on the link (highlighted information) to the item you want to see the full or complete record.

See the other side of this handout for an example of a library catalog record and how to read it. If you need help using the Library Catalog, **please ask a reference librarian for assistance.**

Example of a MLA Citation for a Book with one author:

West, Cornel. Race Matters. Boston: Beacon, 1993.

Go to <http://www.ccsf.edu/Library/eval.html> for more MLA citation examples of print and e-books.

HOW TO READ A LIBRARY CATALOG RECORD

CityCat City College of San Francisco Library & Learning Resources

Library Home CityCat Articles Web CCSF Home

Start Over Request Add this title to a List MARC Display Return to List Another Search (Search History)

TITLE jazz View Entire Collection System Sorted Search

Limit search to available items

Information describing the item: Record 6 of 8 Result page: Previous Next

Author Morrison, Toni.
 Title Jazz / Toni Morrison.
 Edition 1st trade ed.
 Publication info. New York : Knopf : Distributed by Random House, 1992.

① Location	② Call No.	③ Status
Rosenberg / Circulating	PS3563.O8749 J38 1992	ON THE SHELF
Rosenberg / Circulating	PS3563.O8749 J38 1992 c.2	DUE 12-20-05
Southeast / Circulating	PS3563.O8749 J38 1992	ON THE SHELF

Description 229 p.; 22 cm.
 Subject Afro-Americans -- Social life and customs -- Fiction.
 African American authors -- 20th century.

- ① **Location:** Which campus library and collection (area of the library) the item is in.
- ② **Call No.:** The call number is the “address” of the book on the shelf. Sometimes you will see a volume (vol.) or copy (c.) number. In the example above, c.2 means copy 2.
- ③ **Status:** Shows whether the book is in the library (on the shelf), checked out (shows a due date), being held for someone (on holdshelf), etc.

In the example above, the CCSF Libraries own:

- Three copies of the 1992 edition of the book *Jazz*, by Toni Morrison.
- Two copies are located at the Rosenberg Library and one copy is at the Southeast campus library.
- All copies are in *circulating* collections and may be borrowed. One copy is checked out.

The **Request** button appears in a row of buttons near the top (and the bottom) of the screen. When you click this button, it will ask for your library barcode, and allow you to ask that:

- a currently checked out book be held at the circulation desk for you when it is returned.
- a circulating book at one campus library be brought to another campus library for you.

Some Common Locations & Collections

Libraries/Resource Ctrs.

Downtown
 John Adams
 Rosenberg
 Southeast
 Statler
 Media Center
 Audio Visual
 Language Center

Collections

Circulating – Location varies by library. Please ask or look for signs.
Reference – Usually near the Reference Desks: items stay in the library.
Reserves – Usually located behind the Circulation desk at each library.
ESL – Downtown, John Adams, & Southeast campus libraries have separate areas for ESL books.
Sound Recording – In Rosenberg, video & sound recordings are in the Media Center on the 4th floor. Audio Visual items may be requested through the Media Center. Other campus libraries have video & sound recordings in each library.
VHS –
Video –