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.

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| I know the **title** of a book, *A Brief History of Time*. | Select **Title begins with**
  Type the beginning words of the title. |
| I know part of the **title**, it has the words **Mango** and **Street**. | 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:**

Go to [http://www.ccsf.edu/Library/eval.html](http://www.ccsf.edu/Library/eval.html) for more MLA citation examples of print and e-books.
HOW TO READ A LIBRARY CATALOG RECORD

Information describing the item:

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:
- 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

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<th>Libraries/Resource Ctrs.</th>
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Location varies by library. Please ask or look for signs.

Usually near the Reference Desks; items stay in the library.

Usually located behind the Circulation desk at each library.

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.