



The HACC Library & Media Catalog provides records for books, periodical titles, and audio-visual material available at the Gettysburg Campus, Harrisburg Campus, Lancaster Campus, Lebanon Campus, York Campus and Instructional Technology Center at Harrisburg Area Community College.

To access the catalog from the HACC Libraries' website, click on the **HACC** link under Books & Media.

Searching from the Keyword Search Screen

The Keyword Search makes it easy to perform specific searches by providing a choice of search limiters (see below) from drop-down menus.

1. From the drop-down menu on the right, pick the field in which to search (Keywords, Author, Title, Subject, Journal Name, etc.)
2. Type search terms.
3. If searching in more than one field, pick the appropriate connectors (AND, OR, NOT) needed between search boxes from the drop-down menus on the left.
4. Enter further terms and search limiters as needed.
5. Click on the Search button.

Find: in

AND in

AND in

Limit Your Results: (Optional)

Library: Format:

Publication Year: Sort By:

Search Limiters

Use the limiters listed at the bottom of the **Keyword Search** form to narrow searches.

- ❖ Library – Allows a specific campus library's collection to be searched.
- ❖ Format – Allows limiting to a specific media type.
- ❖ Publication Year – Allows limiting to a specific year or date range.
- ❖ Sort By – Arranges the record list in the order specified.

Keyword Searching Tips

➤ **Truncation Symbol**

The truncation symbol is the \$ symbol. Place it at the end of a root word to look for variant endings. For example, "psycholog\$" will retrieve all of the following terms:
psychology, psychological, psychologist, and psychologists

➤ **Phrase Searching**

A phrase is considered to be two or more words which appear side-by-side. Single quotes may be used to search for a phrase. For example, 'pennsylvania historical society'

➤ **Refining Searches**

Use AND, OR, and NOT between search terms to refine the search.

AND: Reduces results by only retrieving records with *both* terms present.

OR: Increases results by including records with *either* term present.

NOT: Reduces results by *excluding* records with the specified term.

Searching from the Browse Search Screen

The Browse Indexes search will retrieve an alphabetical list of records beginning with the words entered, with the closest match to your search appearing on line 1. The Browse Search searches a set of formal subject headings known as the Library of Congress Subject Headings. It is best to use this search when an item and word order are known.

1. From the drop-down menu on the right, pick the index in which to search (Author, Title, Subject, or Series Index).
2. Type in search terms. *Note: For author searches, type the last name first.*
3. Limit your results by choosing a specific campus library's collection to be searched (optional).
4. Click on the Browse button to send the search.

Browse for: in the

Limit Your Results: (Optional)

Library:

Printing and E-mailing Records

1. From the Results List, mark records for later printing or e-mailing by selecting the check box to the left of one or more records.
2. Click on the "Saved Records List" link under the List Options on the left to view those records.
3. On the Print/E-mail screen, options for printing and e-mailing are available in the box to the left.

Inter-Campus Loan

Items available at another HACC campus can be borrowed from that campus and delivered to the campus that is most convenient for you. Please allow approximately 2-3 days to be notified of the delivery of an item. To place a request for an item, follow the directions below.

1. Locate the item in the catalog.
2. Click on the campus location link in the record for that item. For example, [LANCASTER](#).
3. Click on the [Request this Title](#) link in the upper right-hand corner of the record.
4. Enter your HACC ID and PIN for the library. (*Your ID is the H + 8 digits located on your HACC ID. Your initial PIN will be set at your 8 digit birthdate.* For example: 04091977 for April 9, 1977.)
5. Choose a pick up location for your item and click on the Submit Hold button.

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