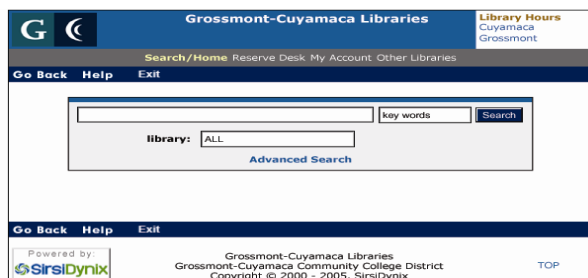


Accessing the Grossmont Library Catalog

Books often have the most comprehensive and in-depth information on a topic. To find them, search the Grossmont College Library Online Catalog:

First, go to Grossmont Library's web page, at: <http://www.grossmont.edu/library>.

Next, click on the [Our Library Catalog](#) link. You are now at the main search page:



The Basics

At the main search page, you are in the “Basic Search” mode.

From the pick list, select a field to search. If you are not sure whether to pick *author*, *title*, *subject*, or another option, it is best to leave it at “key words.”

Next, enter the words or phrase describing your information need in the search box.

Advanced Searching

You may choose to perform a more detailed search by clicking *Advanced Search*.



An Advanced Search provides space for additional search terms and search fields, and offers additional limitations. After entering keywords in one, some, or all of the search fields, click *Search* for a list of items which match your search specifications.

Handy Hints

When searching for books on a particular topic, it is usually not a good idea to start by using the subject search from the pick list. Unless you enter terms exactly as they appear in the subject field of a catalog record, you will not find anything.

Twenty records are presented per screen. We share our catalog with Cuyamaca, so check to see if the material is at Grossmont.

Navigate through additional results by clicking the *Next* and then *Previous* buttons at the top of the screen. Results are generally with the most current first.

Click the *Details* button to the left of the title to display the full record for the item and to accurately identify its current location.

To capture more than one record, click on *keep* for each record you want to capture. When you are ready to process your kept items for printing or emailing, click on *kept* and follow the screen directions

Records can also be saved to a disk.

PLACING AN INTERLIBRARY LOAN REQUEST

Interlibrary Loan (ILL) allows Grossmont College students, faculty, and staff to obtain library materials from other libraries. Materials requested from Cuyamaca or SDSU will arrive in 2-3 days. Items requested from other libraries will take longer. ILL forms are available at the Reference Desk or you can submit online requests at www.grossmont.edu/library/libraryinformation/interlibrary.asp. A staff member will call to let you know when your item is available for pick up at the Circulation Desk. There is no cost for most books.

**For questions, call 619-644-7361
or e-mail:**

<http://www.grossmont.edu/library/asklibrarianintropg.asp>