Accessing the Library Catalog through

Los Rios Online Information System at American River College

Presented by Deborah Ondricka With a thank you to friend and fellow librarian Kathleen Earl







Internet Explorer

Mozilla Firefox



Open your Internet browser: If you are using an ARC Library computer, the browser will open to the ARC Library Homepage.





Library Catalog

Research **Databases**

Course Reserves

How To Do Research

Ask a Librarian Chat, Email, Phone

Suggestion Box

About the Library

- Library Cards & Loan Policies
- Research Appointments
- For Faculty

Services for Distance Students

Library Relocation FAQ

Expansion Project

ARC Home

eLearning

eServices

Assessment Hours •

Find us on Facebook Bookmark us on Delicious

American River College Library 4700 College Oak Drive, Sacramento CA 95841



Welcome to ARC Library's website: http://www.arc.losrios.edu/library/







American River College Library 4700 College Oak Drive, Sacramento CA 95841



This tutorial will concentrate on searching for print materials through the LOIS catalog. To start, click on "Library Catalog"



ACCESS POINTS:

Search by Keyword, Title, Author, or Subject. You may also search for Periodicals, Media, Reserves or by Call Number. Other options allow you to view your library record and get help with searching the catalog.







Let's begin with a Simple Keyword Search using the keyword "diabetes."







You may search all Los Rios Libraries at once or limit your search to a specific library. Ordering items from another Los Rios Library takes about 2-3 business days to arrive at American River College.







Using the Advanced Keyword Search, you can search by location, material type, language, year published, and publisher. You can also sort your results by relevance, date, or title.



		Library Home Pages: <u>A</u>	RC CRC EDC FLC SCC
	LOIS: Los Rios Or Your Gateway to Re	nline Information System search and Knowledge Discovery	
Start Over	Modify Search Another Search	Search History)	•
KEYWORD	diabetes	View Entire Collection	Search
	172 results found. sorte	ed by relevance <u>date</u> <u>title</u> .	
	Re	esult Page	
Save Marked Records	Save All On Page	<u>2 3 4 Next</u>	
	KEYWORD	S (1-50 of 172)	
Most relevan	t titles entries 1-50		
1 Save record:	Diabetes / Tom an Detoit, MI. : Thomson	d Gena Metcalf. / Gale, 2008.	Request BOOK
PERSPECTIVES On Diseases & Discontess			
de a c	LOCATION	CALL #	STATUS
	ARC-Circulating Books- Storage	<u>RC660.5 .D52 2008</u>	AVAILABLE
and a			



KEYWORD search on "diabetes" resulted in 172 items from all campuses (see "View Entire Collection").



Library Home Pages: <u>ARC</u> <u>CRC</u> <u>EDC</u> <u>FLC</u> <u>SCC</u>	
LOIS: Los Rios Online Information System Your Gateway to Research and Knowledge Discovery	
Start Over Modify Search Another Search (Search History)	Oliala
	CIICK
KEYWORD - diabetes View Entire Collection - Search	unde
Limit search to available items	
172 results found. sorted by relevance <u>date</u> <u>title</u> .	title fo
Result Page	more
1 <u>2 3 4 Next</u>	
Save Marked Records Save All On Page	Inforr
Most relevant utles entries 1-50	abou
1 Save record: Diabetes / Tom and Gena Metcalf Detoit, MI. : Thomson / Gale, 2008.	item.
diabetes ARC-Circulating Books- Storage RC660.5.D52 2008 AVAILABLE	
Notice Library LOCATION, CALL #, and	STATUS.

Click on the underlined title for more information about the item.

					Library Home Pag	jes: <u>ARC CR</u>	C EDC FLC SCC
		LOIS: Lo	os Rios Online ur Gateway to Researc	e Inform h and Knowle	ation Systemeters	em	
X Start Over	Requ	Jest Save Re (Searc	MARC Display	Return to List	Modify Search	milar Records	Another Search
KEYWORD	▼ d	liabetes 172 re	Limit search to sults found, sorted by	View En o available it y relevance	tire Collection Tems	·	Search
			Result page:	Next 🔿			
Title Imprint	Diab Detoi	etes / To it, MI. : Th	o m and Gena № nomson / Gale,	letcalf. 2008.		diab	etes
ABC-Circulating	Books-	Storage	RC660 5 D52 2008	CALL #		Δ.ν.ΔΤΙ ΔΕ	STATUS
Descrip	ot	136 p. : c	col. ill. ; 24 cm.	•			
Serie	s	Perspectiv	<u>ves on diseases</u>	& disord	<u>ers</u>		
Bibliograph	y	Includes	bibliographical	reference	s (p. 127-12	29) and	index.
Content	S	ch. 1. Und Altha Rob diabetes Discrimin Stem cell Kaplan treatment 2 diabetes	derstanding dia berts Edgren, Te / Terri D'Arrigo / Juvenile Dial ation in the wo treatment coul ch. 2. Controve ts of diabetes es / F. Xavier Pi development is	betes eresa G. C) 3. The betes Res rkplace / d reverse ersy surro 1. Obe: i-Sunyer	1. The scop Odle 2. Ne e search for search Found Richmond T e type 1 diat bunding rese sity is a maj 2. Obesity phasized / P	e of the w treatn a cure fo dation imes-Dis petes / I earch and or predic y's role i aul Cam	problem / nents for or type 1 • 4. spatch 5. Karen d ctor of type n type 2 pos 3.



This page shows more about your item. Notice the keyword search term appears in red type. Some records contain contents notes and other information.



Contents	ch. 1. Understanding diabetes 1. The scope of the problem / Altha Roberts Edgren, Teresa G. Odle 2. New treatments for diabetes / Terri D'Arrigo 3. The search for a cure for type 1 diabetes / Juvenile Diabetes Research Foundation 4. Discrimination in the workplace / Richmond Times-Dispatch 5. Stem cell treatment could reverse type 1 diabetes / Karen Kaplan ch. 2. Controversy surrounding research and treatments of diabetes 1. Obesity is a major predictor of type 2 diabetes / F. Xavier Pi-Sunyer 2. Obesity's role in type 2 diabetes development is overemphasized / Paul Campos 3. Chromium supplements treat diabetes / Densie Webb 4. Chromium supplements do not treat diabetes / Paula R. Trumbo, Kathleen C. Ellwood 5. Herbal remedies can help control blood sugar / Dave Tuttle 6. Herbal remedies are not necessarily safe / C. Day 7. Embryonic stem cells are needed for diabetes research / Juvenile Diabetes Research Foundation 8. Success with adult stem cells reduces the need for embryonic stem cells diabetes research / William J. Cromie ch. 3. Personal perspectives on diabetes 1. Della Reese tells her diabetes story / Marcia Levine Mazur 2. A cruise director shares her experience with diabetes / Cathie Goodman 3. Mr. Universe shares his experience with diabetes / Linda Von Wartburg
	Glossary Chronology Organizations to contact.
Subject	Diabetes Popular works.
Alt Author	Metcair, rom.
	Metcalf, Gena.
ISBN	0737738715 (hbk.)
	9780737738711



After you read the Contents area, click on the Subject link(s) to find related items on your topic.



	Libra ry Home Pages: <u>ARC CRC EDC FLC SCC</u>
	LOIS: Los Rios Online Information System Your Gateway to Research and Knowledge Discovery
Library Catalog	Research Databases
	Library Catalog
	Locate books, audio-visual, and other items available in the Los Rios Libraries
SEARCH	Subject Search
Simple Keyword	
Advanced Keyword	Type the SUBJECT words, then press Submit
Title	
Author	obesity in children Submit
Subject	View Entire Collection 🔹 🔲 Limit search to available items
Periodicals	
Media	Subject Search Help:
Reserves	
Call Number	Type as much or as little of the SOBJECT as you know.
Standard Number	The subject search uses a specific, controlled vocabulary for describing Library
OTHER	material. If you do not find what you are looking for in the subject index, try a keyword search or ask a Librarian for assistance.
My Record	
Catalog Help	Examples:
	 Childrens' Rights Film Theory Civil War
	© 2008 Los Rios Community College District



To perform a subject search, you need to enter the words or phrases that are included in the Library of Congress (LC) subject headings. If you are not sure what LC subject headings you should use for your search, enter your search terms in the subject search. If they do not match the subject headings, the library catalog will provide a crossreference that directs you to the proper subject terms to use or shows you subject headings that may be relevant to your search.



		· · · _	
	LOIS: Los Rios Online Information System Your Gateway to Research and Knowledge Discovery		
	Start Over Extended Display (Search History) (Search History) 		
SUBJECT	✓ obesity in children ✓ View Entire Collection ✓ Sort Search Limit search to available items	System Sor	ted 🔻
Save Marked Re	cords Save All On Page		
Num Mark	SUBJECTS (1-14 of 14)	Year	Entries 42 Found
1	Obesity In Children		14
2	Obesity In Children California	2004	1
3	Obesity In Children Congresses	c2002	1
4	<i>Obesity In Children Patients</i> See <u>Overweight</u> <u>children</u>		1
4	Obesity In Children Patients See <u>Overweight</u> <u>children</u> <u>Obesity In Children Popular Works</u>		1
4 5 🔲 6 🔲	Obesity In Children Patients See <u>Overweight</u> children Obesity In Children Popular Works Obesity In Children Prevention		1 6 4
4 5 🗌 6 🗐 7	Obesity In Children Patients See <u>Overweight</u> children <u>Obesity In Children Popular Works</u> <u>Obesity In Children Prevention</u> <u>Obesity In Children Prevention Social Aspects</u>	2008	1 6 4 1
4 5	Obesity In Children Patients See Overweight children Obesity In Children Popular Works Obesity In Children Prevention Obesity In Children Prevention Social Aspects Obesity In Children Prevention Social Aspects	2008	1 6 4 1 3
4 5 () 7 () 8 () 9 ()	Obesity In Children Patients See Overweight children Obesity In Children Popular Works Obesity In Children Prevention Obesity In Children Prevention Social Aspects Obesity In Children Psychological Aspects Obesity In Children Social Aspects	2008 c2004	1 6 4 1 3 1



Typing "Obesity in Children" in the Subject Search field shows the subject headings associated with the term. Notice that 14 entries were found under the "Obesity in Children" subject heading.



SURIECT - abo	asity in childron	View Entire Collection	- Svotom Sorted -
			System Solled
	Sor	Search	
	Limit sear	ch to available items	
Save Marked Records	Save All On Page		
	SUBJECT	S (1-14 of 14)	
Obesity In Children			
1 Save record:	Afraid To Eat : Chil	<u>dren And Teens In</u>	
	Weight Crisis Berg,	Francie M.	Request BOOK
	Hettinger, N.D. : Healt	hy Weight Pub. Network,	
CHILDREN S	c1997.		
AND TEENS			
AFRAID TO EAT			
	LOCATION	CALL #	STATUS
Weight Obsessed World	CRC-Circulating Books	RJ506.E18 B47 1998	AVAILABLE
	SCC-3rd Floor	RJ506.E18 B47 1997	AVAILABLE
2 Save record:	Childhood And Add	lescent	
	Overweight : The H	lealth Professional's	Request BOOK
	Guide To Identifica	<u>ation, Treatment,</u>	
	And Prevention Mu	llen, Mary Catherine.	
	Chicago, Ill. : Americar	Dietetic Association,	
Childhood and Adolescent	c2004.		
Overweight:			
Identification, Evolution and Provention	LOCATION	CALL #	STATUS
hy they, Laboras-Aulor, MR, KL, and Labor, MA, KD	SCC-3rd Floor	RJ399.C6 M84 2004	AVAILABLE
<u> </u>			
3 Save record:	Childhood Obesity	: Prevention And	
	Treatment Parízkov	á, Jana.	Request BOOK
	Boca Raton : CRC Pres	s, c2001.	
CUII DUOOD			
OBESITY			



Clicking on the "Obesity in Children" subject heading link shows the 14 results. These results may include books, DVDs, and ebooks.



		cibrary nome rages. <u>A</u>		
LOIS: Los Rios Online Information System Your Gateway to Research and Knowledge Discovery				
X Start Over Mod	Iffy Search Another Search	History)	•	
KEYWORD -	understanding colon cancer	View Entire Collection	• Search	
3 results found. sorted by relevance <u>date</u> <u>title</u> .				
KEYWORDS (1-3 of 3)				
🗕 🔲 📕 Most relevar	nt titles entries 1-1			
1 Save record:	Understanding cold Richard Adrouny. A 1952- Jackson : University Pre	on cancer / A. Adrouny, A. Richard, ess of Mississippi, c2002.	Request BOOK	
	LOCATION	CALL #	STATUS	
for the powerl peaks a reactive second of lars, weaking, powerlaw, instrumet, and i second	ARC-Circulating Books- Storage FLC-Circulating Books	<u>RC280.C6 A35 2002</u> RC280.C6 A35 2002	AVAILABLE AVAILABLE	
A. Richard Adrosmy, M.D., EA.C.P.				

You may REQUEST items located at ARC or at any other Los Rios Library. During the ARC Library remodel, ARC books are in storage. Place a request for the book. Library staff retrieve books from storage throughout the day.









Fill out this Form to Request an Item from a Los Rios Library



Step 3: Enter Pickup Location. Select the location where you plan to pickup the requested item.

Step 4: Optional – You only need to use the "Cancel Date" option if you are not interested in the requested material after a specific date.

Step 5: Click "Submit" to finish your request.



We will notify when your item is ready to check out. This form is for Los Rios library materials only. To order an item from a library outside of Los Rios, go here: <u>http://web.arc.losrios.edu/~library/forms/ill.htm</u>







Use "Start Over" to perform another search or save time and change your search from this page.







When performing a TITLE search, you can type the full title or just part of it.







Typing "encyclopedia of diets" produces *The Gale Encyclopedia of Diets: A Guide to Health and Nutrition.*







When performing an AUTHOR search type LAST name [comma] FIRST name



Other Search Options: Periodicals Search



Los Rios College Libraries.

Other Search Options: Periodicals Search

	Library Home Pages: <u>ARC CRC EDC FLC SCC</u>
	LOIS: Los Rios Online Information System Your Gateway to Research and Knowledge Discovery
	King King
JOURNA	L TITLE Psychology Today View Entire Collection System Sorted Limit search to available items
Title Imprint	Result page: Previous Next Co., etc.]
Location LO Has <u>Latest Received</u>	ARC-Periodicals-Stacks Issues shelved behind Periodicals desk., v.34:no.1 (Jan. 2001)- July-August 2008 v.41 no.4
Location Lib Has <u>Latest Received</u> :	CRC-Periodicals-Reserve Library keeps indefinitely in bound periodicals area, Most recent issue in the browsing periodicals area, v.38:no.1 (Jan. 2005)- May 2008 - June 2008 v.41 no.3



For example, the periodical *Psychology Today* is available at ARC from Jan. 2001 to the present.



Other Search Options: Media Search





Use the MEDIA search option to limit your search to only media items such as DVDs, videos, and CDs.



Other Search Options: Media Search



Type in the full or partial title. This is what the item's record looks like (shows location, call #, and status).



LOIS: Los Rios Online Information System Your Gateway to Research and Knowledge Discovery

	······
Library Catalog	Research Databases Central Search
	Library Catalog
	Locate books, audio-visual, and other items available in the Los Rios Libraries
SEARCH	Course Reserves Search
Simple Keyword	
Advanced Keyword	Type the COURSE TITLE, then press Submit
litle 🛛	
Author	Submit
Subject	
Periodicals	or, type the PROFESSOR'S LAST NAME, then press Submit
Media	
Reserves	Submit
Call Number	
Standard Number	or, type the KEYWORDS, then press Submit
OTHER	
My Record	Submit
Catalog Help	
	Deserving Oceands Hales
	Reserves Search Help:
	Use the RESERVES search to locate items that are being held for a particular course or instructor
	Examples:
	 Course title ENGWR 300 HIST 312 Professor name (Last, First) Newman, Jason Raposa, Tim Keyword algebra accounting

Other Search Options: Reserves

Use the RESERVES option to search for items being held for a particular course or instructor.

Searching by Course Title or Professor's Last Name will give you better results.

See the circled examples for more information.





Other Search Options: Reserves Collection



Type in the Course Title, then press Submit.



Other Search Options: Reserves Collection



Or type in the instructor's name, then press Submit.



Other Search Options: Reserves Collection

	Library Home Pages: <u>ARC</u> <u>CRC</u> <u>EDC</u> <u>FLC</u> <u>SCC</u>	
	LOIS: Los Rios Online Information System Your Gateway to Research and Knowledge Discovery	
Library Catalog	Research Databases Central Search	
	Library Catalog	
	Locate books, audio-visual, and other items available in the Los Rios Libraries	
SEARCH	Course Reserves Search	
Simple Keyword		
Advanced Keyword	Type the COURSE TITLE, then press Submit	
Title		
Author	Submit	
Subject		
Periodicals	or, type the PROFESSOR'S LAST NAME, then press Submit	
Media		
Reserves	Submit	
Call Number		
Standard Number	or, type the KEYWORDS, then press Submit	
OTHER		
My Record	Submit	L
Catalog Help		



A keyword search in the Reserves option will produce all materials on Reserve that contains the keyword. However, you will get better results searching by Course Title or Instructor's Name.



Other Search Options: Call Number and Standard Number

Library Home Pages: <u>ARC</u> | <u>CRC</u> | <u>EDC</u> | <u>FLC</u> | <u>SCC</u> |

	LOIS: Los Rios Online Information System Your Gateway to Research and Knowledge Discovery				
	Library Catalog	Research Databases Central Search			
	Library Catalog				
Locate books, audio-visual, and other items available in the Los Rios Libraries					
	SEARCH	Call Number Search			
Sin	ple Keyword				
Adv	anced Keyword	Type the LC Call Number, then press Submit			
Titl	e				
Aut	hor	Submit			
Sut	ject				
Per	iodicals	Type the Local Call Number, then press Submit			
Me	dia				
Res	erves	Submit			
Cal	l Number				
Sta	ndard Number	Call Number Search Heln:			
	OTHER				
My	Record	Type as much or as little of the call number as you know.			
Cat	alog Help	Examples:			
 QA 402.6 R65 1986 QA 402 					
		© 2008 Los Rios Community College District			



Other Search Options: Standard Number

		Library Home Pages: <u>ARC</u> <u>CRC</u> <u>EDC</u> <u>FLC</u> <u>SCC</u>			
LOIS: Los Rios Online Information System Your Gateway to Research and Knowledge Discovery					
Library C	Catalog	Research Databases Central Search			
Library Catalog					
Locate books, audio-visual, and other items available in the Los Rios Libraries					
SEARCH		Standard Number Search			
Simple Keyword					
Advanced Keyword		Type the STANDARD NUMBER (ISBN or ISSN), then press the Enter key or click Submit.			
Title					
Author					
Subject		Submit			
Periodicals					
Media		Standard Number Help:			
Reserves		Type the ISBN or ISSN as it appears. Punctuation and spaces can be omitted if desired.			
Call Number					
Standard Number		Examples:			
OTHER					
My Record		 0737734256 0801878624 			
Catalog Help					
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Use the STANDARD NUMBER option to search by ISBN or ISSN. This is not a common search option.



Other Options: My Record and Catalog Help

	Library Home Pages: <u>ARC</u> <u>CRC</u> <u>EDC</u> <u>FLC</u> <u>SCC</u>				
LOIS: Los Rios Online Information System Your Gateway to Research and Knowledge Discovery					
Library Catalog	Research Databases Central Search				
Library Catalog					
Locate books, audio-visual, and other items available in the Los Rios Libraries					
SEARCH	Simple Keyword Search				
Simple Keyword	syword				
Advanced Keyword	Type the KEYWORD(S), then press Submit				
Title					
Author	Submit				
Subject	View Entire Collection 🔹 🔲 Limit search to available items				
Periodicals					
Media					
Reserves	Keyword Search Help: A KEYWORD search will seek words in titles, authors, subjects, notes, etc. Use				
Call Number					
Standard Number	quotations to search exact phrases. Boolean OR and NOT can be used to expand and narrow search results. Use an asterisk (*) to search word variations.				
OTHER					
My Record	Examples:				
Catalog Help					
	"National Forests" Mexico and not new				
	• comput*				
	 (gold or silver) peru* projection or forecast 				
© 2008 Los Rios Community College District					



Use these options to view your library record and to get additional help with searching LOIS.









You can also review your searches on the item's information page.

Library Home Pages: <u>ARC CRC EDC FLC SCC</u>	
LOIS: Los Rios Online Information System Your Gateway to Research and Knowledge Discovery	Compile a bibliography
KEYWORD diabetes View Entire Collection Search Imit search to available items 161 results found. sorted by relevance date title . 161 results found.	
Result Page	Library Home Pages: ARC CRC EDC ELC SCC LOIS: Los Rios Online Information System
1 2 3 4 Next	Your Gateway to Research and Knowledge Discovery
KEYWORDS (1-50 of 161)	** ** ** ** Start Over Request MARC Display Return to List Modify Search Similar Records Another Search (Search History) -
diabetes RC-3rd Floor RC-3rd Fl	KEYWORD diabetes View Entire Collection Search Init search to available items 161 results found sorted by relevance date title . 161 results found sorted by relevance date title .
	Result page Next I PERSPECTIVES
On "Results" nage:	Title Diabetes / Tom and Gena Mercalf. Cliabetes Imprint Detoit MI · Thomson / Gale 2003 Cliabetes
1. Click on "Save record" box in the	
results list, then	ARC-3rd Floor RC660.5 .D52 2008 AVAILABLE
2. Click on "Save Marked Records."	OR Click on "Save Records" on the item's info. page.

Directions on compiling a bibliography



DC | FLC | SCC

Library Home Pages: <u>ARC | CRC | EDC | FLC | SCC</u>



Compile a bibliography

Library Home Pages: <u>ARC</u> | <u>CRC</u> | <u>EDC</u> | <u>FLC</u> | <u>SCC</u>



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To finish and view your Bibliography, click on "Export Saved."







You can PRINT your bibliography by selecting "Screen" or you can email it to yourself. You can export a brief bibliography display or export the item's full record.



Interlibrary Loan Information





If you find an item from a non-LRCCD library, click on the link "Library Cards & Loan Policies" to request an Interlibrary Loan. Items are available in 10-15 days, so allow yourself plenty of time for these requests.





We hope this tutorial has been helpful. Please don't hesitate to contact a Librarian for additional help.



http://www.arc.losrios.edu/library/ Reference Desk: 484-8458

