

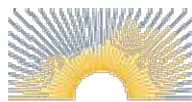
Finding a Book at Home



**Step 1: Type in the following
Web address.**

<http://opac.kctcs.edu>

The website should look similar to this.



KCTCS Library Catalog

Kentucky Community & Technical College System

[KCTCS Libraries](#) [Other Libraries](#) [Search Regional Catalogs](#) [Your Library Account](#) [Help](#)

New Search

[Previous Searches](#)

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Basic Search

[Advanced Search](#)

[Course Reserves](#)

[New Books](#)

Search for:

Search by:

Keyword



Limit search to a single library:

Big Sandy CTC: All



20 records per page

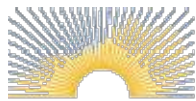


[Search](#)

[Reset](#)

[Set Other Limits](#) ▶

**Step 2: Choose
Big Sandy CTC: All
as the limit for a single library
from the dropdown menu.**



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Basic Search

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Search for:

Search by:

Limit search to a single library:

20 records per page

[Search](#)

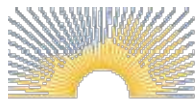
[Reset](#)

[Set Other Limits](#)

Step 3: Enter a search in the search box following this example.

- Sample search: +Colon +Cancer
- The + signs are used in the search to connect the keywords colon cancer together. This will narrow the search and only find books that have both keywords colon and cancer in the information.

The search should look similar to this.



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Search for:

Search by:

Limit search to a single library:

20 records per page

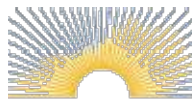
[Search](#)

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Step 4: Choose keyword as the type of search

- A keyword search allows researchers to use familiar terms to complete a search without finding subject headings.
The search will locate these terms anywhere within the information about the book.



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Search by:

Limit search to a single library:

20 records per page

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**Step 5: Click the search
button.**

The search results will look similar
to the following slide.

[New Search](#) [Previous Searches](#) [Titles List](#) [Headings List](#)

Search for: **Search by:** **Limit to a single library:**

[◀ Back](#) [Next ▶](#)

Sort by:

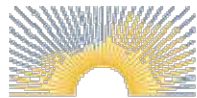
[Set Other Limits](#)

#	Relevance	Title Long	Author	Date
<input type="checkbox"/> 1		Colon cancer [electronic resource] : a medical dictionary, bibliography, and annotated research guide to Internet references / James N. Parker and Philip M. Parker, editors. View the record for locations and holdings.		2003
<input type="checkbox"/> 2		Atlas of selective sentinel lymphadenectomy for melanoma, breast cancer, and colon cancer [electronic resource] / edited by Stanley P.L. Leong. View the record for locations and holdings.		2002
<input type="checkbox"/> 3		Official patient's sourcebook on colon cancer [electronic resource] / James N. Parker and Philip M. Parker, editors. View the record for locations and holdings.		2002
<input type="checkbox"/> 4		Understanding colon cancer / A. Richard Adrouny.	Adrouny, A. Richard, 1952-	2002

Click the title of a book and the catalog will display the following information.

- Title
- Author
- Call Number
- Location
- Status of Item (Is it checked out?)

The information will look like this.



KCTCS Library Catalog
Kentucky Community & Technical College System

VIEW:

Location

Description

Staff

Understanding colon cancer / A. Richard Adrouny.

LOCATION: Prestonsburg CC Book Stacks

Call Number: [RC280.C6 A35 2002](#)

Number of Items: 1

Status: c.1 Checked out - Due on 11-09-05

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Next ▶

When a book is located, please come to a campus library to check it out.

- If the book is an electronic resource, an account can be created on campus and then the book may be read at home on the NetLibrary website.
- If Big Sandy CTC does not own the book, the library can interlibrary loan the book for you. There is a form on the library website to request an ILL.

- If you are an on-line student who does not use the Big Sandy CTC Library as a home library, then you may go to your local library and request an interlibrary loan. We deliver books to KYVU students via ground courier throughout the state upon request of a library. The library has pick-up and delivery three times per week.

Questions and additional information

If you have additional questions or
need further information, please
send your question to

Judy.Bowen@kctcs.edu or call
(606) 886-3863 or 1-888-641-4132
Ext. 67210.