

**University/College Library  
Broward Community College  
Central Campus  
CATALOG  
QUICK GUIDE**

The catalog provides access to the collection of material owned by the University/College Library. Materials in the catalog include books, journals, newspapers, and non-print materials.

### Searching

**Basic Search** includes:

**Browse** finds items when the **exact** author, title, or subject is known (do not use a, an, or the in the initial title search).

Examples:

- Author: clark margaret
- Title: vanishing manatee
- Subject: manatees

**Keyword** is the broadest search. This retrieves material by matching words or phrases located anywhere in the catalog. To narrow or broaden the search results, use **AND**, **OR**, or **NOT**.

Examples

- consumers and advertising
- children and television or mass media
- smoking and health
- encyclopedias and technology

**Advanced Search** allows you to limit a search by location (institution), language, format, or year.

It also permits you to search by Library of Congress call number, ISSN, and ISBN.

**Command Search** limits a keyword search using codes, Boolean operators, and other factors to provide flexibility. Codes are listed online.

### Viewing search results:

- Click on the underlined title for complete record and call number.
- Circulating materials will be identified as "regular loan", which means they may be checked out for three weeks and renewed once.
- "Non-circulating" is used to identify

reference material which is restricted to library use.

- Click on Broward Central (beneath "Location" on bottom left of page)
- Look under "Status" to see if the item is available (on shelf)
- If the material has been checked out, the date due will be displayed in this space.

The **Help** button is located on the tool bar at the top of the screen.

### My Account Information:

- Located in the navigation bar (upper screen). This feature allows you to:
- View material checked out
- Renew material once that is not overdue
- View and delete holds
- Change your PIN number

### My Account requires:

- 14-digit library barcode number on the front of your ID card
- Your PIN number (last four numbers of your social security number). You may change your PIN to any four numbers you choose.
- If you forget your PIN, call the Library circulation desk (954-201-6649) to have it reset.



**Reference Desk:** (954) 201-6653  
(954) 201-6223