

Using CNC Library Catalogue – Quick Guide

go to <http://www.cnc.bc.ca/> - Library - click on **Classic Catalogue**

1. Enter word(s) in boxes

e.g.

nursing – a word

residential schools – words

prince george – exact phrase, does not need quotes, unlike “to be or not to be” – which is better in quotes because it contains small common words, as well as ‘not’

atwood – a name

- or margaret atwood or t.s. eliot (names or parts of names)
- or atwood margaret (if you are in Advanced Search-“Browse” option)

nurs\$ - to find nurse, nurses, nursing

wom?n – to find woman, women

Use AND, OR, NOT to combine headings or limit further

shakespeare and hamlet – author and title

fir or spruce – to find either word

tennis not table – to find tennis but not table tennis

business and (video\$ or DVD\$ or streaming) - to find all videorecordings, dvds, streaming videos in business
or go to the FORMAT limiter and scroll down to - VIDEO DVD VHS ETC.

adding words or phrases

2. Click on Search button (to search everything)

3. Scan the result list

- Use Pages <<ARROWS>> to move through the list
if no match is found, you may be put in a Browse list
- Click on a highlighted TITLE to see more details on each item
see library holdings and circulation information – e.g. write down call #
see full bibliographic/citation details with links to author, subjects, web addresses, etc.
to find related items you can also click on FIND MORE at left or on NEARBY ITEMS ON THE SHELF
to find reviews and other information if available, click on REVIEWS+MORE at left
- Use LIMIT SEARCH on top blue bar to limit by date, location etc. – and click on SEARCH again
e.g. Date >1995 (greater than 1995) =1995 (equals 1995) <1995 (less than 1995)

4. Select items for a list or bibliography

- Click on KEEP boxes on the result list
- Click on KEPT on top blue bar to go to your list so you can sort, view, print or email a list of your selections
- To PRINT at any time, use PRINT command on browser
- To put a HOLD on a book that is CHECKEDOUT, click on “Place Hold” in Item Details screen, enter your Library User ID (barcode) and PIN#
- To RENEW your books yourself, click on MY ACCOUNT on top blue bar, enter your Library User ID (barcode) and PIN#, review the list and click in boxes to renew items

Another way to search: Use the Discovery Search box on the library home page – limit results to “Catalogue Only”