How to find a book in the library

This short slide presentation will demonstrate how to search the library catalog for a book and then how to find it on the shelf.
Step 1: Access the library catalog

There are 2 ways to access the library catalog:

1. Access via library website:
   - Go to https://www.hccfl.edu/library

Or

2. Access via Canvas:
   - Go to https://my.hccfl.edu/ (MyHCC)
   - Click “Canvas”
   - Access your course
   - Click “HCC Libraries Online in the navigation menu”
   - Click the “Launch” button
1. Access via library website: 2. Access via Canvas:

- **Hillsborough Community College**
- **HCC Libraries Online**
- **Home**
- **Search HCC Libraries**
  - Find books, articles, videos, & more
  - Enter search terms here
  - Keyword
  - Hillsborough Community College
- **Find Information on HawkPrint pricing and adding funds.**
- **Library Resources, Services & Information**
- **HCC Libraries Online**
- **Smash Thinking Online Tutoring**

- **Launch Hillsborough Community College**
- **Online access to books, articles, videos & more**
Step 2: Type in your search terms and add limiters (if desired)

The library website search:  

The library catalog search:
Step 3: Filter your results
Select “Books in the library” or “Library/Collection”

Step 4: Note the location and call number

Filter Results By:
- Articles from scholarly publications, including peer review
- Books in the library
- Available for Checkout

Library/Collection
- Hillsborough/Dale Mabry (19)
- Hillsborough/Brandon (16)
- Hillsborough/Plant City (12)
- Hillsborough/SouthShore (8)
- Hillsborough/Ybor City (5)

Format
- Fiction (14)
- Biography, Autobiography (4)

Call number: PR6039.O45 H63 2007
Finding your book on the shelves:

• Which collection is it in, “Reference” or “Circulation”?
• Call number example: PR6039.O45 H63 2007
  • alphabetical letters: look for the “P” range and then “PR”
  • then numerical (6039), then alphabetical again (.O) then numerical (45), etc.
• Remember to ask for help if you can’t find what you’re looking for.
Need Help? Ask us!

https://www.hccfl.edu/library

http://libguides.hccfl.edu/askalibrarian