

Yuba College Library Catalog

An Introduction and Tutorial



What's in the Yuba College Library catalog?

- The College's collection of books, audio-visual materials, electronic media, news print, periodicals, maps, course reserves and much more
- A logical organization, information about and the means of accessing said materials
- The ability to create bibliographic lists, request the library to hold desired materials for pickup, save search results, manage your library account (including fines, due dates and renewals), and most importantly: locate information materials you are interested in.



How To Get There

- Go to the [Yuba College Library website](#) and click on “Catalog” under the bolded menu “Library” on the left navigation bar



The screenshot displays the Yuba College Library website. The top navigation bar includes links for Admissions, Student Services, Academics, Campus Life, and About Yuba College. The left sidebar features a bolded 'Library' menu with 'Catalog' highlighted by a red circle. The main content area shows the library's hours and contact information.

Library

- Ask a Librarian
- Catalog**
- Circulation & Rules
- Citation Formats
- Collection & Services
- Digital References
- Online Databases
- Faculty Services
- Library Media Services Card
- Library Map
- Location of Materials
- Online Libraries
- Request Research Assistance
- Research Links
- Special Events
- Suggest Material for Purchase
- Tutorials
- Vision and Mission

[Home](#) > [Academics](#) > [Academic Services](#) > [Library](#)

Library

[Find A Book](#)

[Find Articles - Newspapers, Magazines and Journals](#)

[Get Help - Ask A librarian](#)

Spring Hours

Mon, Thur: 8am-8pm
Tue, Wed: 8am-4:30pm
Fri: 8am-12pm (OML & Reading Rm)
Fri: 8am-4:30pm (Reserves)

Phone/Fax:

Dean of Distributive Education and Media Center Services	(530) 740-4929
Librarian	(530) 741-6592
Circulation/Reserve Desk	(530) 741-6755
Distributive Education	(530) 741-6754
Reference/Research Assistant	(530) 741-6756
Fax	(530) 741-6824
Media Center Services	(530) 741-6752

Find us on **Facebook**

Library Blog

Follow us on **Twitter**

Books from my LibraryThing

- Replenished Ethnicity: Mexican Americans, Immigration, and Identity by Tomas Jimenez
- The Primal Teen: What the New Discoveries About the Teenage Brain Tell Us About Our Kids by Barbara Strauch
- Real Cajun: Diner

What Next?

- You are now at the Polaris database, the library catalog. From here you can locate library materials.
- You won't have access to the full features of the website until you log in using your username and password. Without logging in you cannot place holds, save searches, create lists or check your account status.
- At the top left corner of your screen you will see a greeting and a link to log in. Click it and enter in your username and password. If you haven't registered you can do so through the website or by calling/visiting the library.

Logging In

Welcome | [Log In](#)

POLARIS

Keyword **Br**

Large Text

New Titles **RSS** 

Keyword search for:

Search by: Any Field  **Lin**

Sort by: Relevance

Display: 10  results per page

1. Type a word or words in the **Keyword se** other characters. For example, if you type
2. Select a field in the **Search by** box. To se
3. To focus your search, select an option in t
4. Click **Go**. The search results show all the

More information about searching and search

Logging In

- The area circled red is where you input your username/password to log in. If you need to register click the link circled in blue.

Yuba College Library

[Library Info](#) [Search](#) [Patron Account](#) [Help](#)

If you are not registered for library services, [click here to register now](#)

Please enter your username or barcode, and password.

Username or Barcode:

[Create Username](#)

Password:

[Forgot your password?](#)

Don't forget to log out...

Copyright © 2010 Polaris Library Systems
Version: 4.0.339

Orientation

- Now that you are logged in you should see a few different tabs in the top center of the screen: the dark blue tabs are major categories, the light navigation bar under them are respective subcategories.
- The main areas of interest are: library info, which will show you hours of operation and contact details, search, which is for searching the collection and patron account which is for managing your library account.
- By default the “search” tab should be selected, which reveals the various search modes. The most common mode you will be using is keyword search, which should be selected by default after you log in.
- If you have trouble reading the next note the “large text” option in the green bar on the left side under the Polaris logo.



Searching the Catalog

- Specific instructions on how to search the catalog can be found from the help tab. From help click on [“Search the catalog”](#)
- You will find step by step instructions on how to find exactly what you are looking for, including tips on how to use “boolean logic” to perform advanced search techniques
- For most people just doing a keyword search and sorting by most relevant results will find what you are looking for, if nothing is coming up, consider the instructions from the help section.



Searching the Catalog

Yuba College Library

Library Info

Search

Patron Account

Help

Help

How do I...

Log in

Change my password

Search the catalog

Request a hold

Renew my items

Find out what I owe

Viewing a Record

- After you conduct a search and a record comes up, you will see a page with information about it including keywords, title, author and publisher.
- The related searches box to the left in the green, vertical navigation bar may help further refine your search.
- Some of the most important features on that page are placing a request (hold) on the item, the call number and the “add to list” link at the top right of the record view. These features are respectively highlighted in green, red and blue on the next slide.



Viewing a Record

Library Info Search Patron Account Help

Keyword Browse Phrase Exact Advanced Boolean Course Reserves My Lists

Keyword search for: Stoicism

Search by: Any Field Limit by: Yuba College Titles Only

Sort by: Relevance Using: 1 selected databases

Display: 10 results per page Course reserve items only

[Save Search](#) | [Select Databases](#) | [Open Search Options](#)

Searching for: **Stoicism**



2009

[Share](#)

A guide to the good life : the ancient art of Stoic joy
by Irvine, William Braxton, 1952-

[Add to List](#)

... The rise of **stoicism** -- Stoic psychological techniques -- Stoic advice -- **Stoicism** ...

[Librarian's View](#)

Publisher, Date: Oxford ; New York : Oxford University Press, 2009.

Description: xii, 314 p. : ill. ; 19 cm.

Local Availability 1 (of 1) System Availability 1 (of 1)
ISBN: 9780195374612 (hardcover : alk. paper)
System Availability: 1
Current Holds: 0

[Where is it?](#) [Full Display](#) [Place Request](#) [Hide Details](#)

Item Availability			
Call Number	Shelf Location	Status	Type
 Yuba College Library (1 of 1 available)			
 Non-Fiction Collection  171.2 I721	2nd Floor	Check Shelves	Book

Call Number

- So let's say you wanted to use the catalog to find a book or other record, then wanted to head to the library to pick it up.
- The most important piece of information you need to accomplish this is the call number, highlighted in red. A call number is a numerical code in Dewey Decimal. If you give it to a librarian, they will immediately know what you are looking for. The record view also tells you what section and floor of the library the record is on if you want to try to find it yourself.
- IF you are in a hurry Polaris can text your cellphone with the call number, by clicking the little phone symbol next to the number.



Placing a Request (Hold)

- Placing a request allows you to select a record of interest and it tells the library to hold onto it for you, to be picked up at a certain date. It is a useful feature for when you locate a book you are interested in and can't afford for someone else to take it out before you get to the library.
- Once you have placed a request you can go to the patron account tab, then click on requests, to monitor it.
- You can cancel the request if it was made in error, don't worry.
- You will be expected to pickup the book on the activation date.



Add to List

- Bibliographic lists is a very valuable feature of the catalog. It allows you to store various records title, author and publisher information in a handy list, and then format said list for your studies.
- After clicking on “add to list” you will have a popup box. You have a few options. Creating a new list is for long term compilations that will be saved when you log out of the catalog, the working list disappears when you log out.
- If you select the option to create a new list, you will be prompted for a name. Don’t worry, if you create a new list you will not need to go back and re-add the book, it will automatically be added after you name your list.



Add to List

- Once the list is created you will see it, and the list contents, appear on the left side green navigation bar. Click show list details to see a formatted display of your bibliographic list. You can also access your list by clicking on “my lists” category through the search tab.
- From here the most useful feature is to change the formatting of the list by clicking the drop-down box under where it says “format.” This allows you to convert your list from a web view to a properly formatted Chicago or APA style bibliography. You can copy those lists right into papers you are writing.
- You can print and email your lists by referencing the email and print friendly links to the top right.



Add to List

Yuba College Library

POLARIS

Library Info Search Patron Account Help

Keyword Browse Phrase Exact Advanced Boolean Course Reserves My Lists

Delete List | Printer Friendly | Email List

Large Text

Working List

Create new saved title list

My Lists

Saved Title Lists

- test (1)
- test2 (1)

Create new saved list...

Working List [clear]

- A guide to the good life : the ancient art of Stoic joy /
- The essential Marcus Aurelius /
- Meditations /

Show list details...

Show List: Working List Format: Brief Bibliographic Include Availability: None

Title: A guide to the good life : the ancient art of Stoic joy
2009 Call Number: 171.2 I721
Author: Irvine, William Braxton, 1952-
Publisher, Date: Oxford ; New York : Oxford University Press, 2009., 2009
Description: xii, 314 p. : ill. ; 19 cm.
ISBN: 9780195374612 (hardcover : alk. paper)

Delete Copy to: Move to: test

Title: The essential Marcus Aurelius
2008 Call Number: 188 A927
Author: Marcus Aurelius, Emperor of Rome, 121-180.
Publisher, Date: New York : Jeremy P. Tarcher/Penguin, c2008., 2008
Description: xxx, 110 p. ; 19 cm.
ISBN: 9781585426171 (pbk.)

Delete Copy to: Move to: test

Title: Meditations
2003 Author: Marcus Aurelius, Emperor of Rome, 121-180.
Edition: Modern Library pbk. ed.
Publisher, Date: New York : Modern Library, 2003., 2003
Description: lvii, 191 p. ; 21 cm.
ISBN: 0812968255

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More Help

- This tutorial was meant just as an introduction to using the library catalog system.
- We highly recommend referencing the “searching the catalog” option from the help tab for in-depth instructions on how to perform good searches and to refine your search technique.
- For more help please contact or visit the library:
<http://yc.yccd.edu/academics/library.aspx>