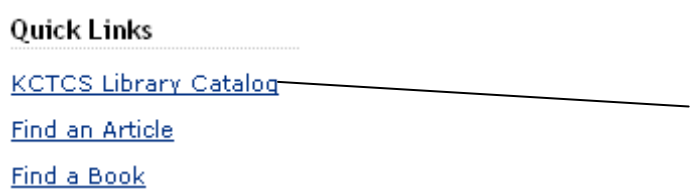
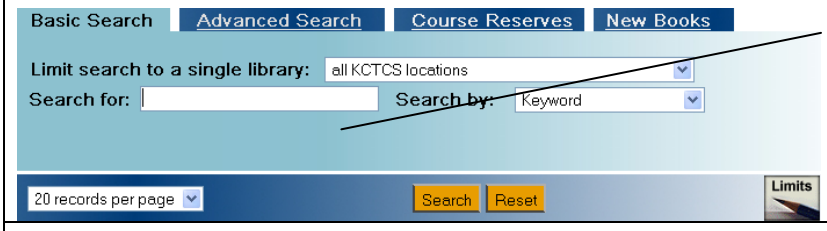
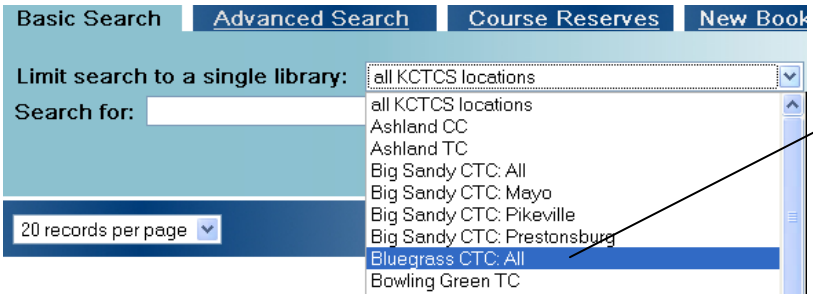
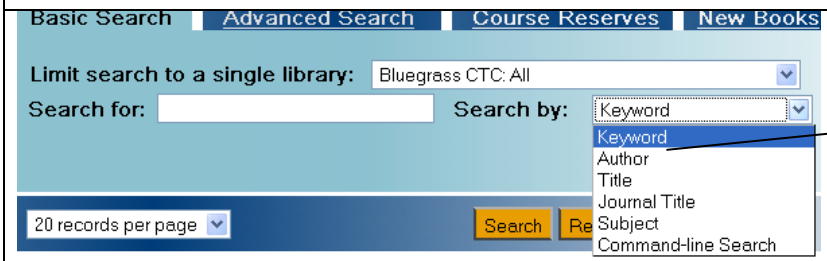
KCTCS Library Catalog

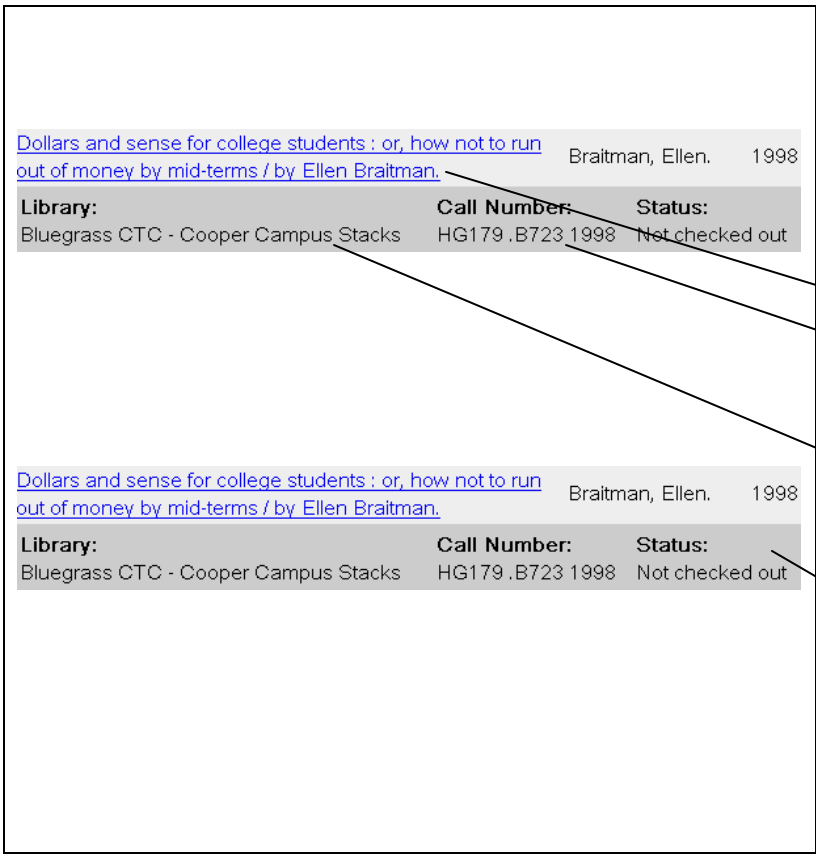
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

BOOK CATALOG—Basic Search

This is the BCTC and KCTCS library catalog that contains location information for books, journal titles (**NOT** articles), A/V materials, and course reserves. **Basic Keyword Searching** allows you to use any word(s) to search for books or other materials available in any KCTCS library.

	**1)** From the BCTC LRC homepage www.bluegrass.kctcs.edu/lrc, click on the **KCTCS Library Catalog** link on the left side of the page under *Quick Links*.
	**2)** Type keywords into the **Search for:** box on the left side.
	**3)** To limit only to books in the BCTC Learning Resource Center, select **Bluegrass CTC:** All by scrolling through the options in the **Limit search to a single library** bar.
	**4)** To search by **Author**, **Title**, or **Journal Title**, select this option in the **Search by** bar. **NOTE: Journal Title will NOT find articles**
5) To search, hit **Enter** or click the **Search** button: 	

OVER →



5) Your search results will be displayed and ranked by the computer. When you find a book you want, do the following:

Write down the following information:
Title
Call Number

Check the ***Library Location*** for BCTC location area.

Check the ***Status*** to see if the book is checked out.

To find out more information about the book click on the **Title.**

<u>Finding a book by call number:</u>

Locate the book first by the call number **Letters** and then by the **Numbers.**
For example:

Call Number: HG179 .B723 1998

- Find the **H Section** in the stacks
- Search alphabetically for **HG**
- Look for the **HG 100s**
- Keep looking numerically until you find **179**
- Use the next set of letters and numbers to locate you book