HOW TO FIND ITEMS ON THE BMCC CATALOGUE

I. METHOD #1: ONESEARCH
   a. Go to the BMCC Library Website at www.lib1.bmcc.cuny.edu
   b. Go to FIND
c. Go to ONESEARCH
d. Enter title/author of publication
II. **METHOD # 2: CATALOGUE SEARCH**

a. Go to Books, eBooks & Media
b. Select SEARCH TYPE

Select search type:

- All Fields
- Title begins with...
- Author, last name first...
- Subject begins with...
- Keyword in title
- Keyword in author
- Keyword in subject
- Children's subject begins with...
- MeSH subject begins with...
- Call number
- Browse ISBN
- Browse ISSN

Search for:

Select Library:

Examples:
- global warming
- shakespeare and othello
c. Enter search specifications

Select search type:
- All Fields
- Title begins with...
- Author, last name first...
- Subject begins with...
- Keyword in title
- Keyword in author
- Keyword in subject
- Children's subject begins with...
- MeSH subject begins with...
- Call number
- Browse ISBN
- Browse ISSN

Search for:
- curious incident of the dog

Select library:
- BMCC

Examples:
- sun also rises
- return of the native
- introduction to physics
d. If multiple results come up, choose the one matching closest to what you need.
e. Select location and call number
f. Note down the location, call number, item status, and due date
   i. Location provides the physical location of the book in our collection
   ii. Call number is how the book is organized on the shelf
   iii. Item status lets you know the length of time and number of renewals you have for the book
       1. Reserve Loan – Two hours inside the library, no renewals
       2. Regular Loan – Four weeks, two renewals
       3. Restricted Loan – Four weeks, one renewal
   iv. Due date lets you know if the book is available or if it is on loan to someone else
III. METHOD # 3: CLICS

a. CLICS stands for CUNY Library Intra-Campus Services. It allows you to request books and have them sent to any CUNY campus within 48 hours and you may return books to any CUNY library as long as they are not overdue.

b. For both ONESEARCH and CATALOGUE SEARCH, there is the option to search other CUNY campuses.
c. If a book is not available at BMCC, you can still request it from another CUNY Library. If you find a copy you would like to request, select REQUEST on ONESEARCH and REQUEST A COPY on CATALOGUE SEARCH.
<table>
<thead>
<tr>
<th>Details</th>
<th>Library</th>
<th>Location</th>
<th>Call Number</th>
<th>Description</th>
<th>Item Status</th>
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<th>Due Hour</th>
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d. Sign into your Library Account using the BARCODE located on the back of your ID card (i.e. 214...). By default, the password is the same number unless you have changed the number.
e. Select your preferred pickup location and confirm.
You will receive an email in the email address you have listed at the Circulation desk when your book has arrived.