How to Search for Children’s Books Owned by NPC Libraries
April 18, 2012

By Prepared List

Go to Lists at the top of the library catalog web page and select Special Lists.

Select which list you want to view. Each Special Title list has a description. Notice there are more lists on page 2.
Click on a title to find the book’s status (checked out already) and to request the book.

You will need your NPC library card to make the request. You can click on More Info to get a description of the book and the list of subjects/topics covered in the book.

You will be asked to name which NPC library you want us to deliver the book.

If you qualify for Distance Learner Services – go to page 5
By Specific Subject Headings

Use the Browse search method and select Subject.

You must use the Library of Congress Subject Headings (library staff can help you). The last part of the subject heading should be “juvenile fiction”. Some non-fiction children’s books will use “juvenile literature”. Examples would be (Coming of age juvenile fiction, Immigrants juvenile fiction, Nature juvenile fiction, Adoption juvenile fiction, Brothers and sisters juvenile fiction, etc.)

Click on the subject heading to see the titles listed.

In the first instance – there are 9 books that have the subject of Divorce – Juvenile fiction.

Use the directions on page 2 to view a specific title and to request it.
If you need any book for young children, a great subject heading would be Picture books for children. Since there are over 200 of these books, you might want to use Power Search and combine your subject with the library location. There are 73 picture books at Hopi.

Use the directions on page 2 to look at a specific title and request it.

You can also use Browse by Author or Title if you are looking for a specific author or book.
Library Support for Distance Learning

Eligibility:

- NPC students enrolled only in Internet, Audio, or Video classes.
- NPC students who do not live in a town or city with an NPC library.

Access to Databases:

- These are posted in your MyNPC account under the My Courses tab. Look under Library Information on right side.
- OR Use the Ask a Librarian link below. Be sure you have included all required information.

Requesting Materials:

- Student must have an NPC library card. If you need a card, go to the Ask a Librarian link. Enter your name, address, email address, and explain in the box that you need US mail delivery to your home. After verification, your library card will be mailed to you.
- Request items owned by NPC via the Library Catalog. In the Copy Tab of the record, click on Hold/Request and fill in the boxes. Indicate in the Notes box that you qualify from home delivery. Be sure the Library has your correct post office mailing address as well as e-mail. The Library Catalog works best with Internet Explorer.
- Request items not owned by NPC - see Interlibrary Loan. Indicate in the Notes box that you qualify for home delivery.
- Charge of $3.50 for each item shipped. The bill will arrive in your e-mail. Students are responsible for shipping borrowed items back to the NPC library. Items must be insured. Loan periods - 21 days for books and sound recordings; 7 days for video recordings. Mail delivery time is not counted in the lending period.
- All library policies regarding late fees, lost and damaged materials apply.
- Journal and newspaper articles can be found in the Library Databases. See Access to Databases above.
- Photocopies can be requested via Ask a Librarian button below. $.10/page + $1.00.

http://www.npc.edu/academics/library/services/distance-learners