LIBRARY CATALOG
NORTHLAND PIONEER COLLEGE

8/22/12
SEARCH LIBRARY CATALOG
Books and documents will give you in-depth information.

Videos can present information with examples and opinions. Be sure to read the style manual to see how to cite these sources.
3 WAYS TO SEARCH

DIRECTIONS FOR SPECIAL SEARCHES
SIMPLE SEARCH USES KEYWORDS

Easy but inefficient
Looks for each word separately in all fields
title
author
subject
series
BROWSE SEARCH REQUIRES SPECIFIC TERMS & METHODS OF ENTRY

The actual subject heading is “illegal aliens”. (See the section on Select Search Terms & Methods.)

By using Simple Search (previous screen) only 20 titles were found.

Actual subject heading searches will displays many more titles.

All the subdivisions appear giving you more specific choices.

Click in box for each heading you want. Then click on Find.
POWER SEARCH HELPS NARROW YOUR SEARCH

See explanation of Boolean operators in the Select Search Terms & Methods section.
NOTICE TYPES OF DATA DISPLAYED IN A TITLE LIST

- General format graphic
- Specific media type

Option to save title list, print list or e-mail list.

Ability to sort the list

Campus or Center

Special Collection

NO indication if title is on the shelf and can be borrowed. Do not stop here. **Click on the title.**
The copy screen appears (using first record in previous list).

Status indicates this is available to check out.

Here you can use your library card to request this copy.

This copy is checked out and you would be placed on a wait list if you selected Hold/Request.
TO REQUEST TITLE AT ANOTHER CAMPUS OR REQUEST TITLE THAT IS CHECKED OUT

Click on Hold/Request button next to the copy.

Enter the NPC location where you want to pick up the copy.

Be sure the library has your correct contact information so we can let you know when copy arrives.
WHAT DO YOU HAVE CHECKED OUT?

Sign in

View your record

Be sure to sign out so others cannot view your record
LENDING POLICIES

Books & Audio Copies
• 3 week lending period
• Maximum of 25 items
• Can be renewed one time unless someone has a Hold/Request on the copy
• Renewals can be in person (bring copy) or on telephone
• Late fees $.25/day

Video Copies
• Video – 7 day lending
• Maximum of 2 videos (some titles are restricted to in-library use only)
• No renewals
• Late fees $1.00/day
ONLINE DOCUMENTS

NPC is a federal depository. You will find access to many complete documents.

Follow directions on the screen.
BORDER PROTECTION, ANTITERRORISM, AND ILLEGAL IMMIGRATION CONTROL ACT OF 2005

DECEMBER 13, 2005.—Ordered to be printed

Mr. SENSENBRENNER, from the Committee on the Judiciary, submitted the following

REPORT
together with

ADDITIONAL AND DISSenting VIEWS
[To accompany H.R. 4437]
[Including cost estimate of the Congressional Budget Office]

The Committee on the Judiciary, to whom was referred the bill (H.R. 4437) to amend the Immigration and Nationality Act to strengthen enforcement of the immigration laws, to enhance border security, and for other purposes, having considered the same, reports favorably thereon with an amendment and recommends that the bill as amended do pass.
ELECTRONIC BOOKS

Follow directions on the screen

Remember – if you are Off Campus – you will need to use the Database Remote Access Code. Code is found in your MyNPC Account – MyCourses tab – Library Information section.
You must have created an account (free) to do this.
You can read this at your leisure OR “check out” for 7 days using your personal account. No one else can use the book if you have it checked out.

For offline reading, Adobe Digital 1.7.1 or higher must be installed on your computer. This is on library & Writing Center computers.

Why Immigrants Come to America: Braceros, Indocumentados, and the Migra
CREATING THE ELECTRONIC BOOK PERSONAL ACCOUNT

There is also a link to Google Books here.
Click on Sign In
Click on Create a New Account
If you are Off Campus and want to look at ALL the Electronic Books, click here, sign in and select Ebooks (EBSCO).

If you are Off Campus and find the electronic books thru the Library Catalog, you will be asked to Sign In (use the same login and password as if you were logging into Off Campus Access to Library Databases.)