A quick introduction to the Library Catalog
The library catalog is an inventory of all items found physically within the library.

You can access the CCC Library catalog via the library’s homepage (www.carteret.edu/library). Below is a screenshot of the catalog search box you will see on the library’s homepage.
Searching the Library Catalog

The catalog is organized so that you can search by a variety of fields. You can search using the following fields: words or phrase, author, title and subject.

For instance, let’s say we wanted to see if the CCC Library had the title *Cooked*. You can type Cooked into the search box and choose title as the search field.
The library catalog found 6 books with the word “cooked” in the title.

Let’s say we were looking for the 3rd title: *Cooked: A natural history of transformation*.

Clicking on the title will give you more information about the book.
Finding Materials

You will need two pieces of information from the library catalog in order to find materials on the shelf.

Let’s say we wanted to find the book *Cooked*. To find this book on the shelf, you will need to retrieve the location and the call number from the catalog.
The location refers to our many collections. The CCC Library has nine collections.

- Bestsellers
- New Books
- Standard Shelving
- Videos
- Career Resources
- Audio Books
- Paperbacks
- Reference
- Legal Reference

Most of our materials are located in the Standard Shelving Location.
Call Numbers

We use the Library of Congress Classification System here at the CCC Library to organize our books. In this system, books are organized by subject and given a corresponding letter. So, that means all of the books on philosophy will have a call number starting with the letter B and all of the books on cooking will be in the TX section.
In our example, the book *Cooked* has a call number of TX652 .P646 2013 and is located in the Standard Shelving Location.

Once you found the TX section in the Standard Shelving Location, locate the next set of numbers: 652. Next you look for .P646, the next set of letters and numbers in the call number.
Search for Books from Other Libraries

If the CCC Library does not have the book(s) you need, you can search for and request materials from other community college libraries (CCLINC) in North Carolina through the CCC Library Catalog.

The search default library is Carteret Community College. If your item is not available at the CCC Library then you may expand your search by selecting “Other NC Community College Libraries” and results from additional libraries will be displayed.
Request Books from Other Libraries

In addition to searching for books in other libraries, the library catalog also allows you to place a book on hold. This notifies the lending library to send the book to the CCC Library.

To place a hold on a book, you must have an active library account with no overdue items. Click "place hold" next to the item you want. Then enter your library card number (located on the back of your library card) for User ID, and your 4-digit PIN number.
If you ever have questions or need assistance, ask a librarian!