Tutorial 1: PCOM Library On-Line Catalog

A. You can View the On-line Library Catalog at the Library’s computers.

B. To view the Library collections from home go to the PCOM Current Students then to Library Website: http://www.pacificcollege.edu/current http://www.pacificcollege.edu/current/library/san-diego

1. At the “Library” page you will see a menu of library information sources

2. Click on “Online Catalog.” If you are in the library, the Pacific College of Oriental Medicine Library Web page will direct you to the Online Catalog.

3. To begin a Search. There are several options for Search by category
You can search the catalog by author, title, subject or keyword.

Keyword searching is recommended
If you are uncertain of the title, author or specific subject, because under keyword the system will retrieve everything that uses the words you entered. The system defaults to exact, so it is best to click on the Exact button to turn it off

If you are certain of the author or title you can limit your search to one of those categories.
Do Not enter the words “A, An or The” for titles, as these words are not used in library catalogs. The Text section of the PCOM catalog includes the Cataloged books as well as the unclassified books, (shelved by title), and the Research papers, (shelved in bin boxes).

4. Remember You MUST click off the check mark for EXACT Word. If you forget, the system will search for the exact title or author or subject. Spelling errors are not forgiven

5. Search By & Material Type: Search by allows you to designate if you want, keyword, author title or subject. Material type allows you to select All, text (books), journals, media – CDs, DVDs, videos, audiotapes or other formats. If you want to see everything on a subject, or are uncertain of the materials, use ALL, which expands your search. If you want to limit the search select the category you
need. For example, if you search **Author: Flaws, B with ALL**, you will retrieve everything regardless of format, i.e., video, book etc.

To Print a title list. Once you begin to view the collection by the topics you want, you can also print the list. Just go to File button on your browser and hit print and it will print the screen (See Fig Below)

If you leave Material type unselected you will retrieve **ALL** books, journals, tapes, papers.

For Journals only select Journals. Pub Med Central journals w/full text is included.

6. The **Search Now** button begins your search. You will retrieve the titles for around three or four items on each screen, if there are more titles you can scroll down to the **NEXT button** to get more items. You can go back and forth if there are more titles. Just continue to hit **NEXT**, or to go back then hit **Previous**.

7. To see a full citation hit, **Details**. See below for book by Bob Flaws

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**For help, ask a Library Assistant or call 619-574-6909, ext. 132. We are happy to help you.**

**See Tutorial 2 for additional search features.**

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Background: About the Online Catalog

The Three PCOM libraries have 47,000 items in the collections. The San Diego campus library has over 18,500 items including books, media and research papers. There are over 100 Journal titles, 50+ current subscriptions, numerous online full texts. PubMed Central full text journals are listed in the Online Catalog. All library holdings can be searched through the Online Catalog. The Online Catalog has been operational since 2002.

The Library has one of the best Chinese Collections of medical classics. There is also a special book collection and integrated medicine books.

Over 200 Databases are available at: http://pacificcollege.edu/library/index.html

Cybertools Inc. maintains the PCOM library system. Cybertools includes all the accepted, standard library practice record systems for PCOM’s use.

PCOM Library uses the Library of Congress (LC) Catalog and Classification system. The Library uses the standard Machine Readable Catalog Record (MARC), followed by the OCLC system and the ISBN. The medical subject headings are LC with some National Library of Medicine MESH subject headings when available. The cataloged books include LC call numbers and the MARC records. Journals include MARC records, ISSN and volume/issue holdings.

Library Collections- Online Catalog

All books, journals and digital collections can be searched in the system by title, author or keyword. Books circulate for two weeks, unless they are Reference items.

The Chinese Collection circulates for two weeks with exception of a few reference items that are available for in-house use.

Collections take years to build, develop and grow. The PCOM library is growing rapidly. Generally, over 350 items are added annually.