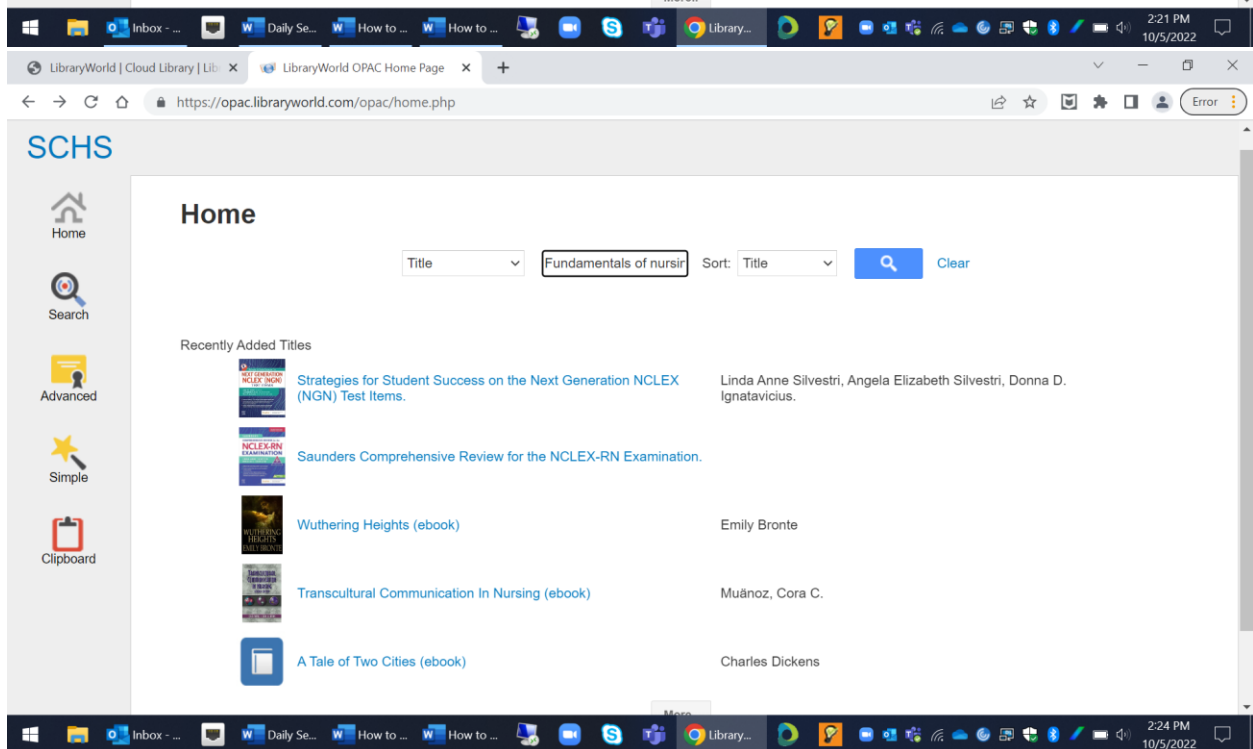
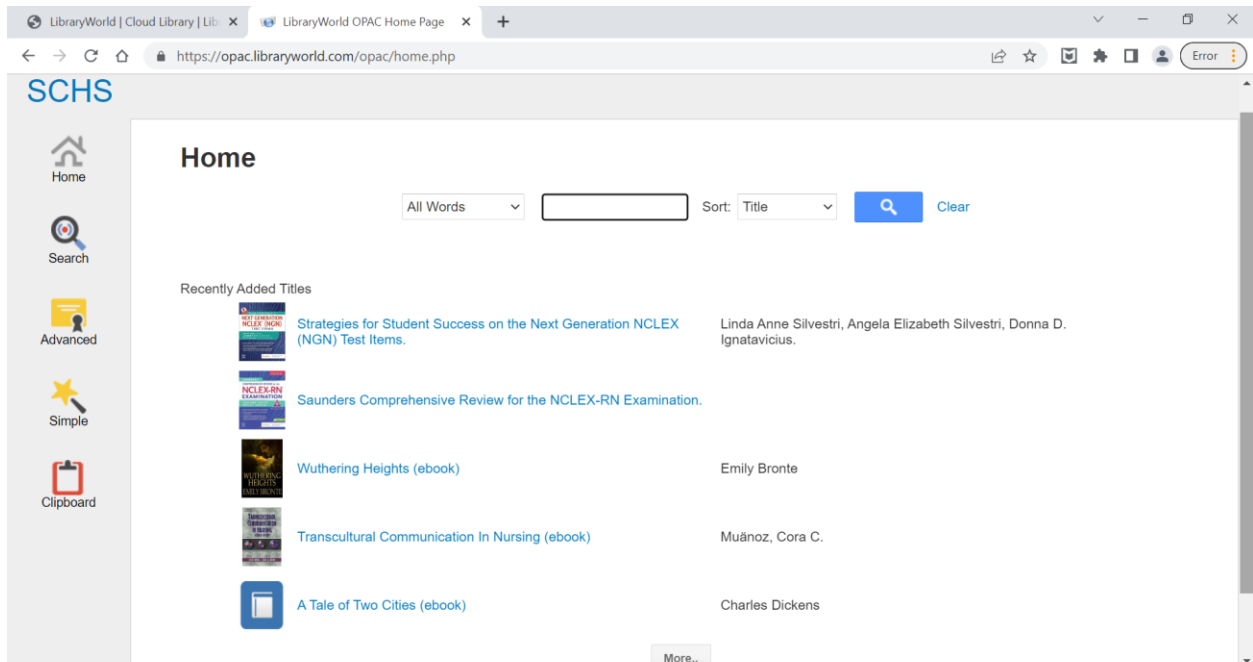


How to Search the Pollard Library Catalog and Check Out Print Books

1. Go to <https://www.schs.edu/students/library/athens-and-catalog> or follow this path: <https://www.schs.edu> >Students>Library Services>Athens and Catalog>Catalog
2. Click on the dropdown box on the left that says All Words, to choose how you want to search for a book – by ISBN, Title, etc.



- Find your book title in the search results and click on the blue title to find out if the book is currently available for checkout. Books check out for 2 weeks, with a renewal possible by emailing the librarian at James_May@bshsi.org.

The screenshot shows the SCCHS OPAC Standard Search Page. The search results for "Fundamentals of Nursing" by Potter are displayed. The call number is RT 41 P844 2021, and the ISBN is 9780323677721. The publication information is A2021. The status is "Holdings: 3 Available: 2". There is a "Google Preview" button and an "Add to Clipboard" button.

- Look at the Status and Call Number information at the bottom of the screen to see whether there is a copy of your book that is IN; in other words, available for checkout.

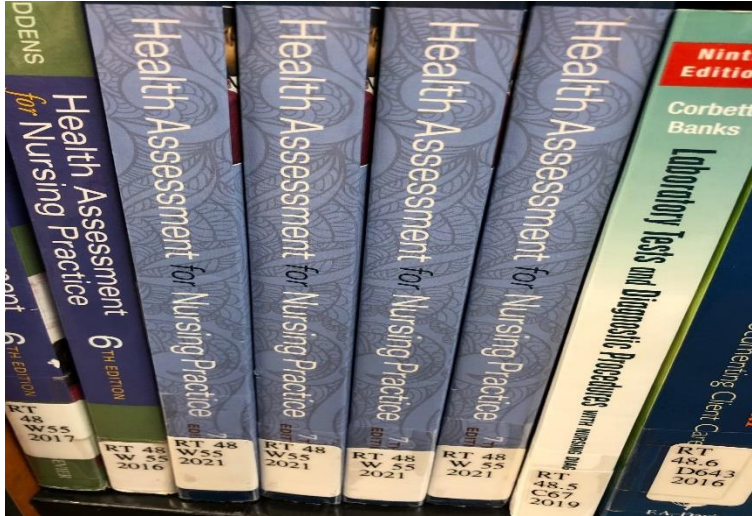
The screenshot shows the SCCHS OPAC Catalog Edit Page for "Fundamentals of Nursing. (Book)". The record includes the following information:

- Control Number : 20
- Control Number Identifier : Mvl
- Modification Date Time : 20210622103846.0
- Physical Description - General : tu
- Fixed Length Data - General : 210616s2021 xx |||| | 000 ||leng d
- ISBN : 9780323677721
- Main Entry-Personal Name : Potter.
- Title Statement : Fundamentals of Nursing.
- Publication Distribution Data : A2021

At the bottom, there is a table showing the status and call number information for the book:

Status	Bar Code	Branch	Location	Call Number	Volume	Issue
IN	107125			RT 41 P844 2021		
IN	107126			RT 41 P844 2021		
RESERVE	107127			RT 41 P844 2021		

- The Call Number will tell you how to find the book on the library shelf in the Learning Commons. Books have call numbers on the bottom of their spines. Books are shelved alphabetically by the letter(s) and then numerically by the number appearing after the letter(s). Please feel free to ask for help from the librarian.



- The library is open whenever the College is open. To check out a book, follow the instructions at the front desk in the library. When you're finished with a book, you can return it into the book return outside the library, anytime the College is open.