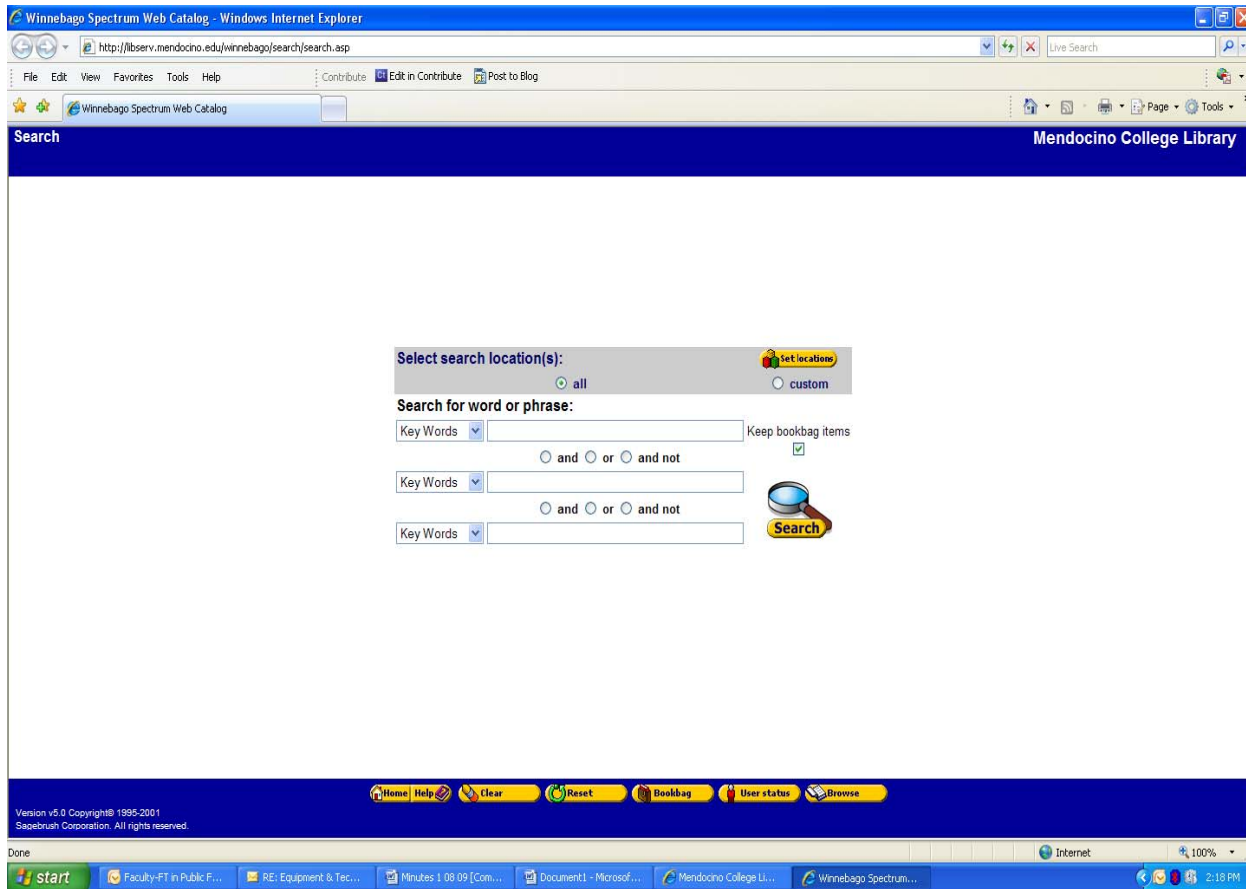


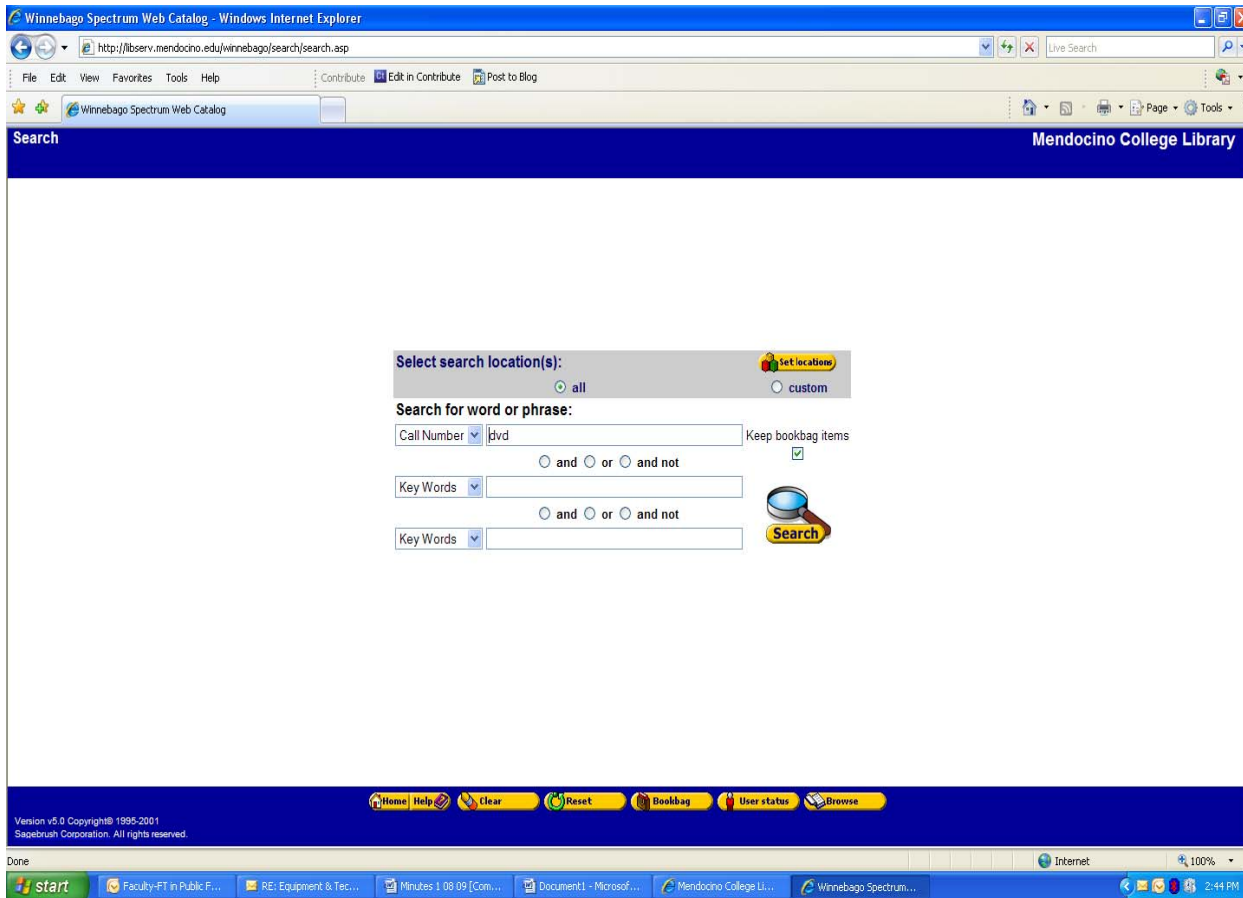
Locating DVDs and videos in the Mendocino College Library Collections

Step 1: Go to the find books button on the left side of the library page and double click it to access the library catalog.

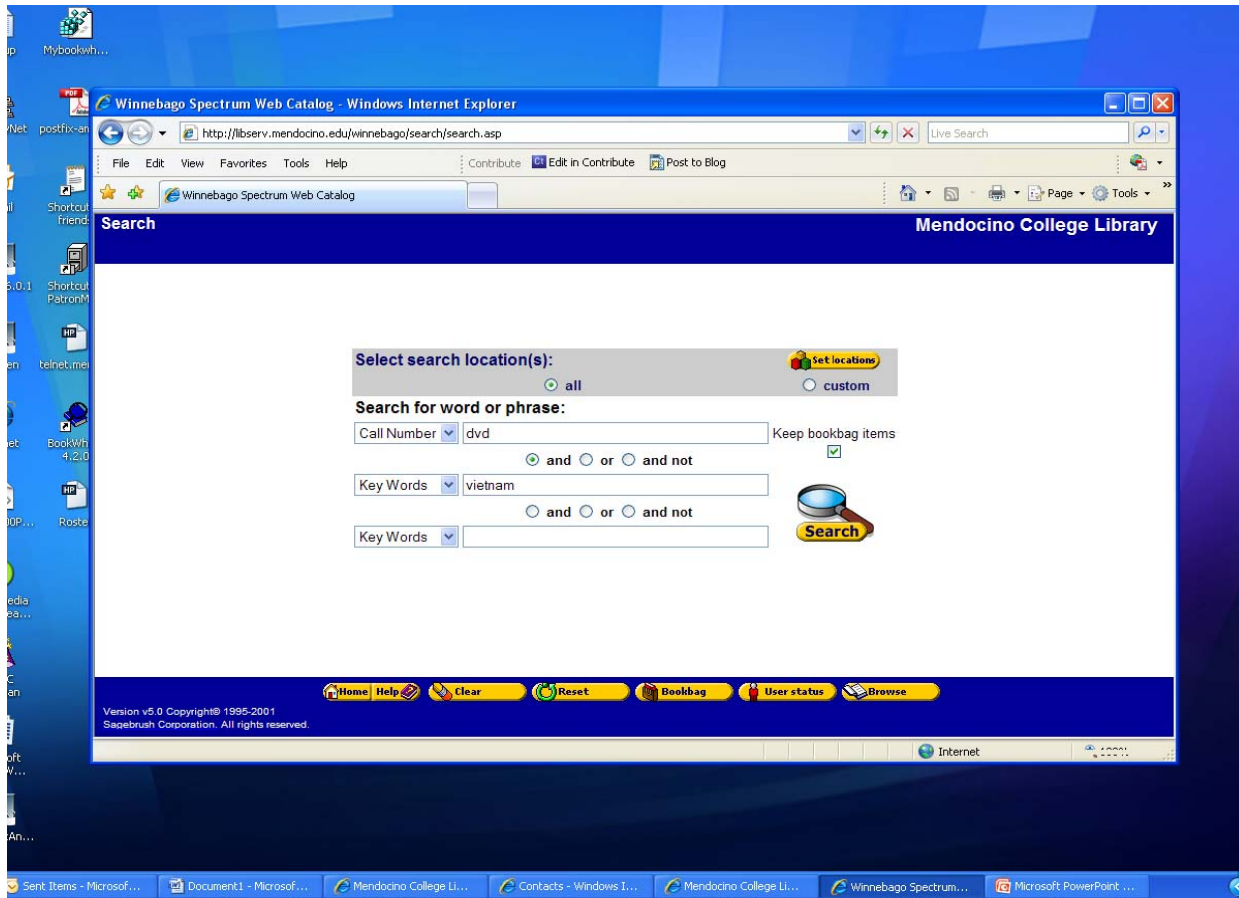
The screen will look like the one below.



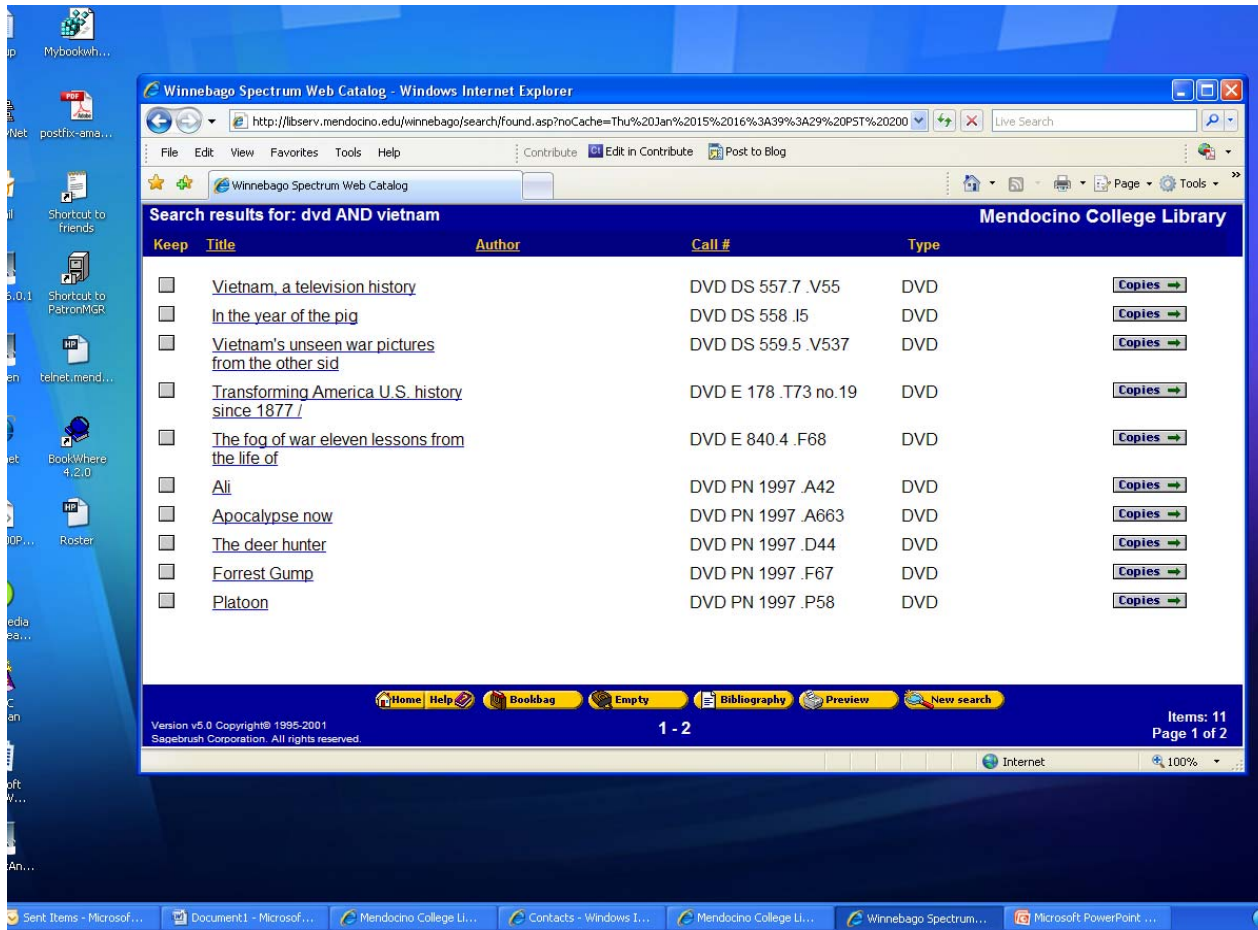
Step 2: Select a **call number** search from the dropdown menu that says **keyword** as the default search.



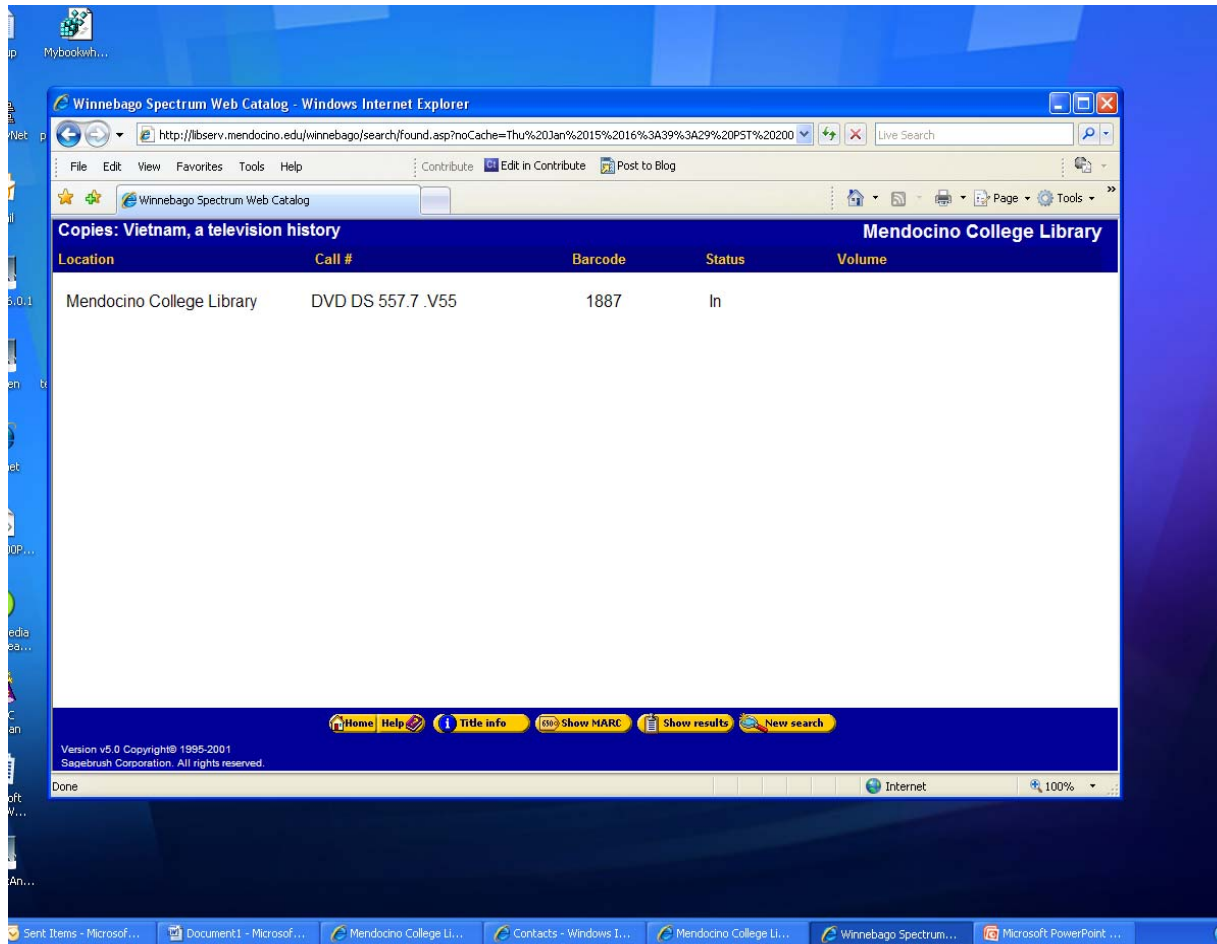
Then, simply type DVD to get the whole list of DVDs the library owns.



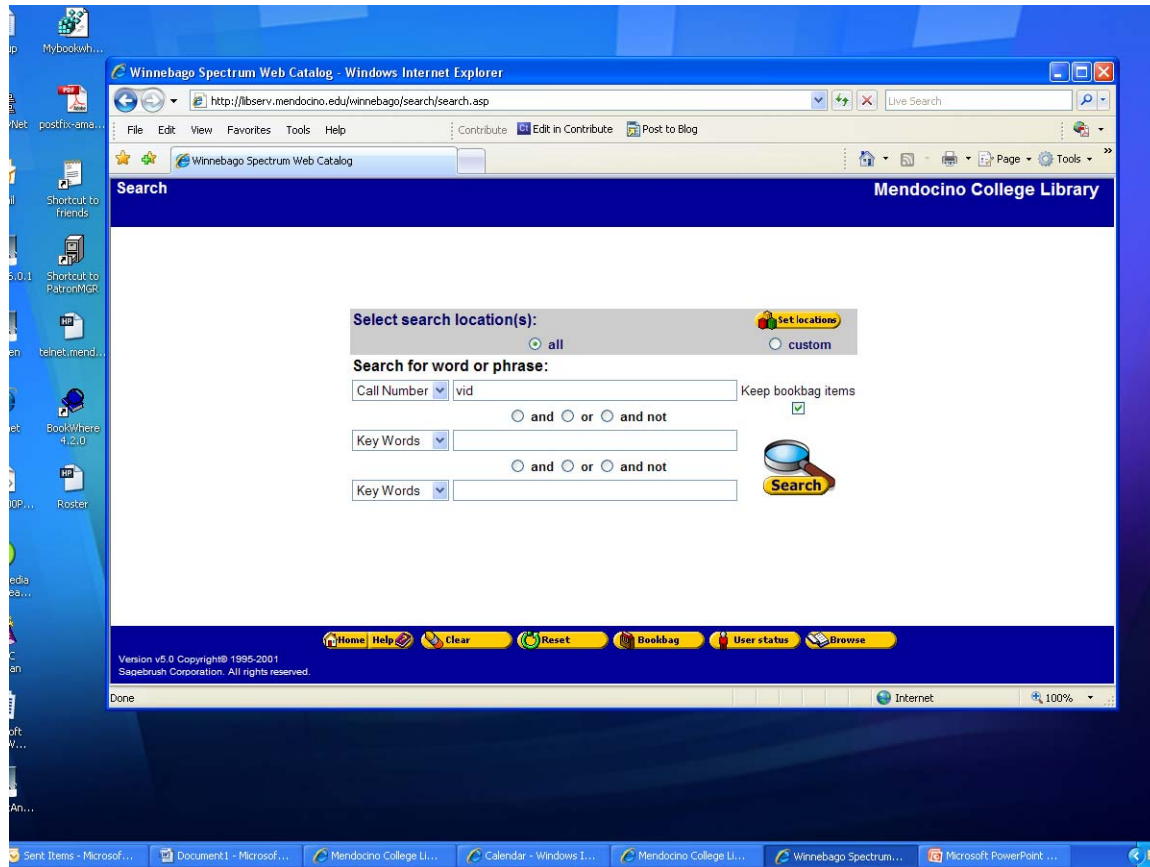
By adding DVD + Vietnam we get a narrower result



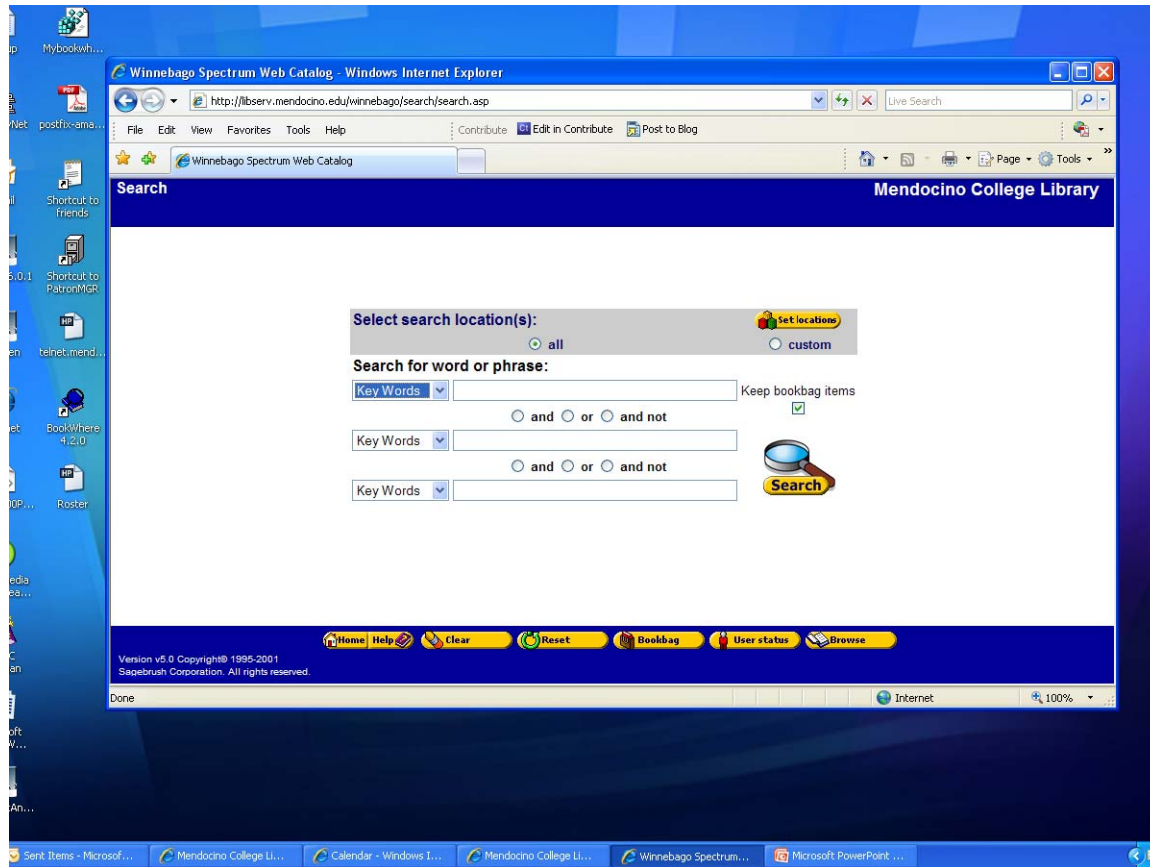
Our new search result only has eleven results and not all of them might be relevant to our needs. However, be certain to click the copies button to see if a title is actually checked in. If not, place a hold on it by calling KJ Todd at 468-3050.



If you do want to order a DVD, book, video, etc. to be sent to the center, be certain to give us the title and the call number.



To find videos, just use the same call number search and use vid as the prefix for searching.



Remember to either call KJ Todd or email her with your requests. Her email is ktodd@mendocino.edu and her phone number is 468-3050.