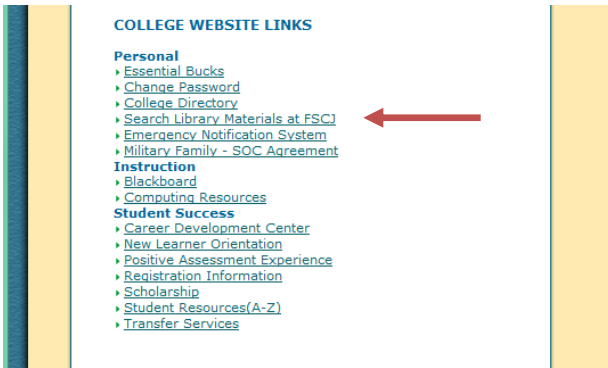


Access the Online Catalog

Step 1: Log in to your Connections account at <http://connections.fscj.edu>.

On-campus access

Step 2: Click on the link to “Search Library Materials at FSCJ.”



Step 3: Enter your search terms and go!

Off-campus access

Step 2: Click on the “My Records” tab and make a note of your Unique Student ID.

Step 3: Click on the “My Home” tab and then on the link to “Search Library Materials at FSCJ.”

Step 4: When prompted for your Borrower ID and PIN, enter your Unique Student ID in the Borrower ID field. Enter the last four characters of the Unique Student ID in the PIN field.

Step 5: Enter your search terms and go!

Search for Books/DVDs

Step 1: Enter your search terms in the search box.

Step 2: Click on the drop-down box labeled “Limit to:” and select Books, eBooks, or Audio/Visual Material, depending on your search.



Step 2a: If you only want items available at the Deerwood Center, click on the drop-down box that reads “Florida State College at Jacksonville” and select “Deerwood Center.”

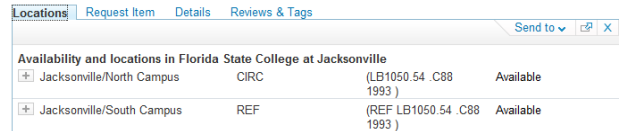


Step 3: Click search and view your results!

Finding and Requesting Items

Step 1: On the search results page, find the item you are interested in.

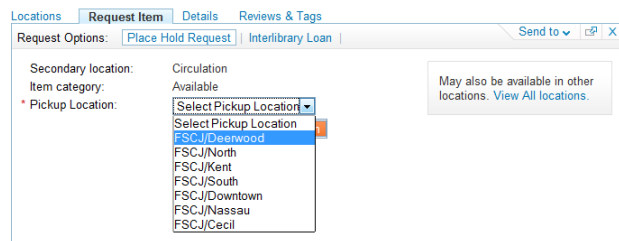
Step 2: Click on the “Locations” tab to see availability.



Step 3: If the item is available at your campus, note the call number and go find the item on the shelves.

Step 4: If the item is *not* available at your campus but available at other FSCJ campuses, click on the “Request Item” tab.

Step 5: Select the campus at which you would like to pick up your item.



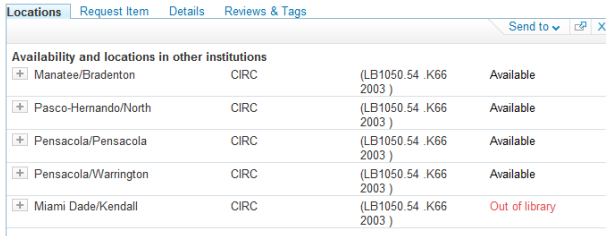
Requested items are generally available in 2-4 days, unless they are checked out or otherwise in use.

Inter-Library Loan

If the item you need is not available at any FSCJ campus, you can request it through two types of inter-library loan.

Via the catalog

Step 1: On the search results page, find the item you are interested in.



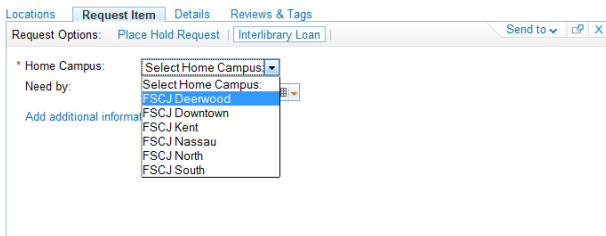
The screenshot shows a table with the following data:

Availability and locations in other institutions			
Manatee/Bradenton	CIRC	(LB1050.54 K66 2003)	Available
Pasco-Hernando/North	CIRC	(LB1050.54 K66 2003)	Available
Pensacola/Pensacola	CIRC	(LB1050.54 K66 2003)	Available
Pensacola/Warrington	CIRC	(LB1050.54 K66 2003)	Available
Miami Dade/Kendall	CIRC	(LB1050.54 K66 2003)	Out of library

Step 2: Click on the “Locations” tab to see availability.

Step 3: If the item is not available at FSCJ, but available at other institutions, click on the “Request Item” tab and then the “Interlibrary Loan” option.

Step 4: Select the campus at which you would like to pick up your item.



The screenshot shows a form with the following options:

- Request Options: Place Hold Request | Interlibrary Loan
- Home Campus: Select Home Campus
- Need by: Select Home Campus
- Add additional information: FSCJ Deerwood, FSCJ Downtown, FSCJ Kent, FSCJ Nassau, FSCJ North, FSCJ South

Via the librarian

If you cannot find in the catalog a book or article that you absolutely need, ask the librarian at the information desk to request it for you. You will need to provide all citation information to ensure that you receive the correct item.

Items requested through ILL are generally available in 2-4 weeks. If you need a book through this service, order it well in advance.

Florida State College at Jacksonville
Deerwood Center Library Learning Commons

How to find: Books and DVDs

Quick Access Guide

Find us online at
[facebook.com/DeerwoodLLC](https://www.facebook.com/DeerwoodLLC)