

USING LINCCWeb (The Library Catalog)  
To Find Books *and eBooks!* (new)  
FROM ANY COMPUTER WITH INTERNET ACCESS

Go to: <http://hccfl.edu/yborlibrary>

1. **Click LINCC Library Catalog** to search for materials in the Ybor City Campus library. To search another campus, all of HCC, or all community colleges, click the down-arrow next to “**Hillsborough/Ybor City,**” and make your selection.
2. **Click** inside the search box and, with the cursor flashing, type your subject, title, author or keyword(s).
3. **Select**, from the **Search by Keywords** drop-down menu, the type of search you’re doing. The search defaults to **Keyword(s) Anywhere**. You may leave it there, or select **Title, Author, or Subject Keyword(s)**. If your keywords should be searched as a phrase, enclose them in “quote marks.”
4. If you want to bring up only eBooks, **click** the **Limit search by...Format** drop-down menu and make your selection. **eBooks** are electronic versions of printed books. See Step #4 below.
5. **Click Go**.

***When Viewing Your Search Results...***

1. To see additional information about an item, **click once** on the title (in blue text). **Note:** the mouse **arrow** will change to a **hand** on the blue text.
2. Author, title and other information will appear. **Scroll down** to the bottom of the screen to see where the book is located and if it is available. Print this screen\*\* or note the Call Number.  
If the item has a status of **Regular Loan**, it is located in Room LRC 201, and is available for check-out. If it has a status of **Non-Circulating**, it is located in Room LRC 202, and is available for reference use in the library only. If the item is an **eBook**, see Step #4 below.
3. Go to the stacks and locate the book on the shelf, using the Call #, which will appear on the spine of the book.
4. If the item is an **eBook**, at the bottom of the screen click the Link: “[Click here to view this eBook.](#)” to be connected to the **eBook** title’s information screen. **eBooks** are electronic versions of printed books. **You will need a valid Student ID/Library card number (starts with “2777...” or “HCC...” and PIN (last 4 digits of your Social Security number) to view an eBook. See over for more about eBooks.**

\*\*To **print**: Click on **file** and select **print** or **click once** on the print button on the toolbar.

All printing is **FREE**. **Please** print only those items that you feel you need for your research. This will help us all to keep our costs down, and to conserve paper.

## More About eBooks

### When you have connected to the eBook information screen...

1. You have actually left the HCC library catalog and are connected to a database of eBooks. This database is operated by an eBook provider - such as netLibrary - and therefore that company is the **source** that you would **cite** in a research paper. \*\*
2. *Click Reading Tips* to learn how to work with eBooks.
3. *Click eContent Details* to “check out” the item. This gives you full access to the content and the features described in the **Reading Tips**.

\*\*See “How Do I Cite eBook Materials?” at:

[http://www.linccweb.org/faqs/elec\\_resources\\_faq.asp#citing\\_eb](http://www.linccweb.org/faqs/elec_resources_faq.asp#citing_eb)