

Using the library catalogue

Use the library catalogue to search for and reserve items in the libraries in Chichester College Group, and to check and renew items on your account.

It is available on and off campus at <https://catalogue.chigroup.ac.uk> There is a link to the catalogue on CCGOnline and on the staff intranet via the Other Systems link.

Searching

Just enter your search terms, e.g. keywords from the title, author surname or subject you are seeking, to get a list of the resources available in the library.

Use the Advanced search to restrict your searches to specific fields (e.g. Author, Title, Site) or items of specific media types (e.g. Books, DVDs, eBooks).

If you do not find what you are looking for use the Help button or contact the library.

The screenshot shows the HERITAGE CIRQA ONLINE library catalogue interface. At the top, there is a navigation bar with links for Search, Guided Search, Login, History, Clear Session, and Help. The main search area includes a search box with the terms 'study skills' and a dropdown menu for 'All fields'. Below the search box, there are three search results listed in class number order:

Item	Title	Authors	Medium	Class	Copies Available	Usage
1	The research student's guide to success	Pat Cryer	Book	001.420	Available (1)	9
2	Effective literature searching for research	Sarah Gash	Book	001.420	Available (2)	1
3	A-Z of exam survival	Petrovchka Stafford	Book	10.8	Available (2)	2

On the right side of the page, there is a sidebar with a 'Login to your account' link and a 'Tweets from @CcgLibrary' section showing a tweet from @nhcollege about poetry reading.

Results are listed in class number order, i.e. the same order as the resources are filed on the library shelves. There are 10 results per screen.

Click on the title to select a specific item to get full information, including the site where copies of the resource are held and the due date for items that are on loan.

Renewing and reserving

To renew or reserve you will need to login with your college Office365 Account.

The library will send you an email or a letter when reserved items are ready for you to collect.

Use the Account link to see your loans and renew them.