What is Encore?

Encore is a search tool that allows you to find and access a wide range of print and electronic resources provided by the CCC libraries. No more searching separate places for books and articles. Through the single search box, you can now search for books, ebooks, journals, online articles, and digital art collections that are available for you. Here’s how:

How do I..

Access the Daley Library Catalog?
Access my library account?
Start a search for a topic?
Narrow my search results?
Conduct an advanced search?
Check the status of a book?
Find the location of a book?
Request a book from a CCC library?
Renew a book?
Access online books (ebooks)?
Search for an article?
Learn about other cool features?
Search the City Colleges of Chicago Library Catalog

1. Go to CCC’s main website: http://www.ccc.edu

2. Click Student Tools

3. From the drop down menu select Libraries.

4. From the next page click either the blue rectangle or the library.ccc.edu link
Start Your Search

1. Enter your search term in the search box.
2. Hit enter or the arrow to the right.
3. You will be taken to the results page. From here you can browse or narrow your results further.
The default results show **Books** first but you can view articles/e-books by clicking the **Articles** tab from the top of the screen or both by clicking **Everything**.

There are further options to narrow the search results on the left hand side.

Some good limiters to consider are **Library** and **Publish Date** but any of the listed limiters can be used to quickly narrow your results.
How to Check the Status of a Book

The status of each book is stated towards the bottom of each individual record.

- If it's available for you to use, it will say available.
- Clicking on “see all” will bring up a pop up list of all the libraries at CCC that own the book.
- If it is already checked out it will say “Not Available” in red and show you the expected return date.
After typing in your search term and finding a book you want:

- On the same line that lists availability, it will list the library location and the call number in parenthesis.

- If you click on “see all” it will bring a pop up list of all libraries and it’s call number.

- You then use the call number to find the item in a library’s stacks.
How to Use Advanced Search

Getting to the Advanced Search window

- From the main search box enter your search term but instead of clicking the arrow or hitting enter click “Advanced Search.”

- If you have already used the basic search window you can access the advanced search from the results page from the same search box.
The Advanced Search box gives you different ways to expand and narrow your results.

There are three areas to pay attention to in the advanced window.

- The top area is where you will enter your search terms.
- The second area will allow you to limit the type and location of physical items.
- The third area is for searching for articles.
How to Use Advanced Search

First Area in the Advanced Search Box

- The top bar will list the search terms in ways specific to the way you are searching them.

- Next to the search terms, you can bring up the drop-down menu to change what is searched from "Keyword" to "Title," "Subject," or "Author."

- "Add a Boolean" will give you an extra line for search terms. Using "AND" will narrow your results, using "OR" will expand your results, and using "NOT" will limit your results. You can remove the line by clicking the "x" to the right of the line.

- "Year" allows you to limit the results to a specific time frame.
How to Do an Advanced Search

Second Area of the Advanced Search Box

• After you have entered the search terms in the first box you can further limit your results from the second box.

• Change the format to find a different type of physical item.

• “Collection” and “Library” offer the same options to limit which CCC library you are using.

• “Language” can limit to a specific language.

• You can add an additional line for all options by clicking the “+” to the right of the drop down menu. To remove it click the “X.”
Logging into Your Library Account

The Login on Encore allows you to check your library account.

1. Click on the Login link located on the upper-right hand corner of the Encore search page

2. Login using your MyCCC login and password (it’s also your Blackboard login info).
How to Request a Book

You can request a book from any CCC library in Encore.

You will need to be logged in to your account.

1. Once you have found an item click the “Request it” icon.
2. From the pop-up window select the library you want pick it up.
3. Click “Submit.”

You can request an available book, or a book that is already checked out from any CCC library. Your book will be delivered for you in 3-5 days at the campus library you chose. Books will be held for a maximum of five days.
How to Renew a Book

You must login to your library account.

1. Click on your name in the upper right hand corner.

2. From the next window click on “Checkouts” from the left hand side.

3. Check the box beside the book you want to renew, and click “Renew Marked”. If you want to renew all, click “Renew All”.

4. Click “YES” to proceed on the renewal.

5. The last window will show you if the renewal went through.
How to Access Online Books

From the results page:

1. Click on the article tab of the page.

2. On the left hand side under “Format” narrow the results to “eBooks.”

3. From the item record click the “eBook” icon to the right of the record.

4. From the next window you can access the book by clicking either the “PDF Full Text” link or the “EPUB Full Text” link on the left hand side.

If you are off-campus, you'll need to log in first before you do this.
How to Find Articles

1. From the main search box enter your search term.
2. Click on the “Articles” tab from the top bar.
3. Hit enter or click the arrow to the right of the search box.

OR

1. Enter your search term and hit enter.
2. From the results list you can click on the “Articles” tab to change the list of results to just “Articles.”

You can narrow your results from the left hand side using different limiters.
How to Find Articles
- Opening the Articles

1. Pick an article by clicking on the record from the results list.

2. In the next window, if the article is available in full text you will be able to link to it by clicking either the “HTML Full Text” icon or “PDF Full Text” link on the left hand side.
Extra Features in Encore

- Run a search and bring up a results list.
- Each item has “Additional Actions” located to the right of each individual record.
- The first icon will allow you to add it to a cart.
- The second icon will allow you to email the record information.