Searching for Juvenile titles in the CCC Library Catalog

1. Go to the CCC Library Homepage.
2. Choose **Books & Media**.
3. Click on **Books & Media Catalog**.
4. Click on **More Search Options** below the search boxes.
5. In the bottom left dropdown box called **Collections**, scroll down and choose **CCC Juvenile**.
6. Click on the **Set Search Options** button at the bottom of the screen.
7. Search for a topic.
8. Continue with the following steps if you’d like to *include* or *exclude* fiction titles:
   a. Under the **Search** dropdown menu above the Keyword search box, select **Advanced**.
   b. Type your topic into the first search box next to “Any Field.”
   c. Go to the next line of search boxes. This is where you will include or exclude a search term.
   d. **To better focus on nonfiction titles:**
      i. Use the AND dropdown menu and select **NOT**.
      ii. Type **fiction** into the search box on the same line.
      iii. Click on the **GO!** Button.
      iv. **NOTE:** Folktales and poetry will be included in a nonfiction search because they are categorized as nonfiction in library catalogs.
   e. **To retrieve fiction (stories) titles:**
      i. Keep **AND** in the dropdown menu
      ii. Type **fiction** into the search box on the same line.
      iii. Click on the **GO!** Button.
9. To search ALL county libraries, including CCC and McDaniel:
   a. Change the “Limit By:” to options such as:
      i. All formats
      ii. Books
      iii. Available items only
   b. You can also limit by library in the limiting box on the left-hand side of the results screen