



ACCESSING RPCC'S ELECTRONIC RESOURCES: A BRIEF OVERVIEW

~ CATALOG & DATABASES ~NETLIBRARY®

Library Catalog and Database Access Guide

The library's online catalog (e-Library), can be accessed through the Library Services website by clicking any of the **Catalog** links to search for items in the catalog or to access your account. Searching the collection requires no login; however, other services such as the ability to check which items you have checked out, and to renew items online, if your account is in good standing, do require use of your User ID or Alt ID & PIN. This same User ID, or Alt ID and PIN are also used to allow access to the library's databases from off campus. Click any of the **Databases** links from the anywhere on the library's website and proceed.

Library User ID and PIN

The user ID for RPCC patrons is always a 12-digit number.

- For students, this number is your 9-digit RPCC ID number followed by 100 (ex.:89#####100).
- For faculty, it is your SSN followed by 200.
- For ALL users, the Alternate ID (or Alt ID) is your SSN.
- When accessing your account, you may use either your User ID or Alternate ID.

The PIN for all RPCC users is the last four digits of your social security number.

Example: John is a student with a social security number of 123456789. Therefore his user ID is 123456789100 and his PIN is 6789.

Also, Off-campus access to some OCLC FirstSearch databases is not currently available. We are working to make off-campus access to all databases as seamless as possible.

NetLibrary®

To access NetLibrary®, you will need to create a user account for yourself from any computer on the RPCC campus. This is not the same User ID and PIN described above. If you are off-campus, contact us for help at lrc@rpcc.edu.

See also the handout "Creating Your Account for NetLibrary®."

And

Our online tutorial for using NetLibrary®



Library Services

Accessing RPCC's Electronic Resources

Steps to access the Databases – On Campus

- 1. Open Internet Explorer**
- 2. Go to the RPCC web page www.rpcc.edu**
- 3. Click on 'Library'**
- 4. Click on ON-CAMPUS DATABASES**
- 5. Select a Database from the list and click to open**

Steps to access the Databases – Off Campus

- 1. Know your User ID and PIN (see page 1)**
- 2. Open Internet Explorer**
- 3. Go to the RPCC web page www.rpcc.edu**
- 4. Click on 'Library'**
- 5. Click on OFF-CAMPUS DATABASES**
- 6. Select a Database from the list and click to open**
- 7. Type in your User ID or Alt ID in the space provided**
- 8. Type in your PIN number**
- 9. Be sure River Parishes Community College is selected**
- 10. Click on 'Authenticate'**

E-Books @ NetLibrary®

To access these e-books off-campus, you need to create a user account for yourself from the RPCC campus. More information is available at our website; See also the handout "Creating Your Account for NetLibrary®." and our online tutorial for using NetLibrary®

library.rpcc.edu