

A Basic Guide to Searching the VCFA Library Catalog

(**Mac Users:** please use Internet Explorer, Firefox, or Chrome browsers for your library searches.)



Start at the library's homepage: <https://vcfa.edu/library-resources/>

Click the "Log-In" button:

Library & Resources

From Gary Library or your browser, support your learning with resources including books and periodicals, images, audio, films, and journals.



A new window will open.

Click the "Sign-In" link located in the upper right-hand corner of the page:




Type in your username and password:

Your username is your firstname.lastname

For example: jane.smith

Your password: When logging into the catalog for the first time, you'll need to create a password.

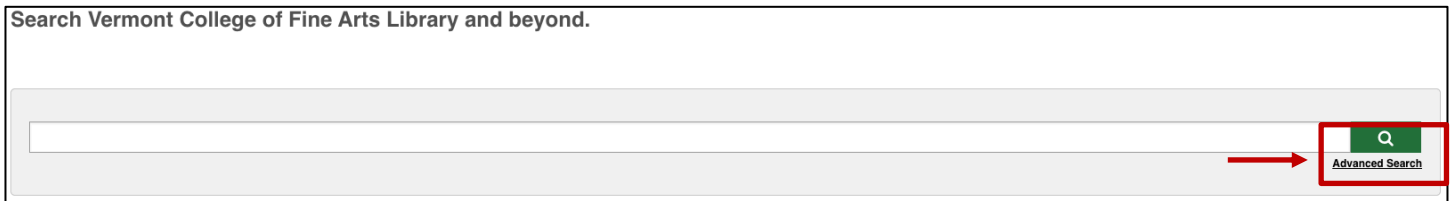
SIGN IN



Enter your VCFA username, **leave the second box blank**, and click on the "Set/reset password" link. You'll receive an email in your VCFA email account from "Library Password Management DoNotReply@oclc.org" prompting you to create a password. For security purposes, your password should be at least 10 alphanumeric characters, including capital and special characters. We suggest using the same password that you use for your VCFA email account. *For example: VCFAlibr@ry!*

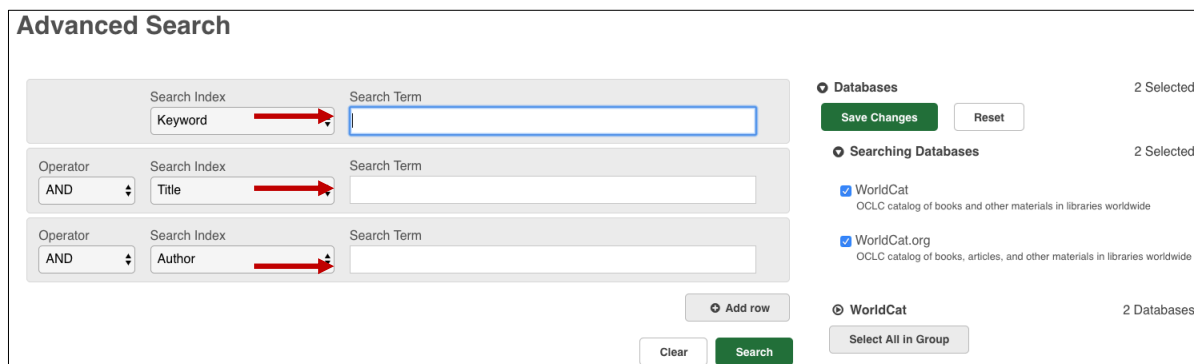
After you have updated your password, return to the library log-in page and log on.

You will see this screen:

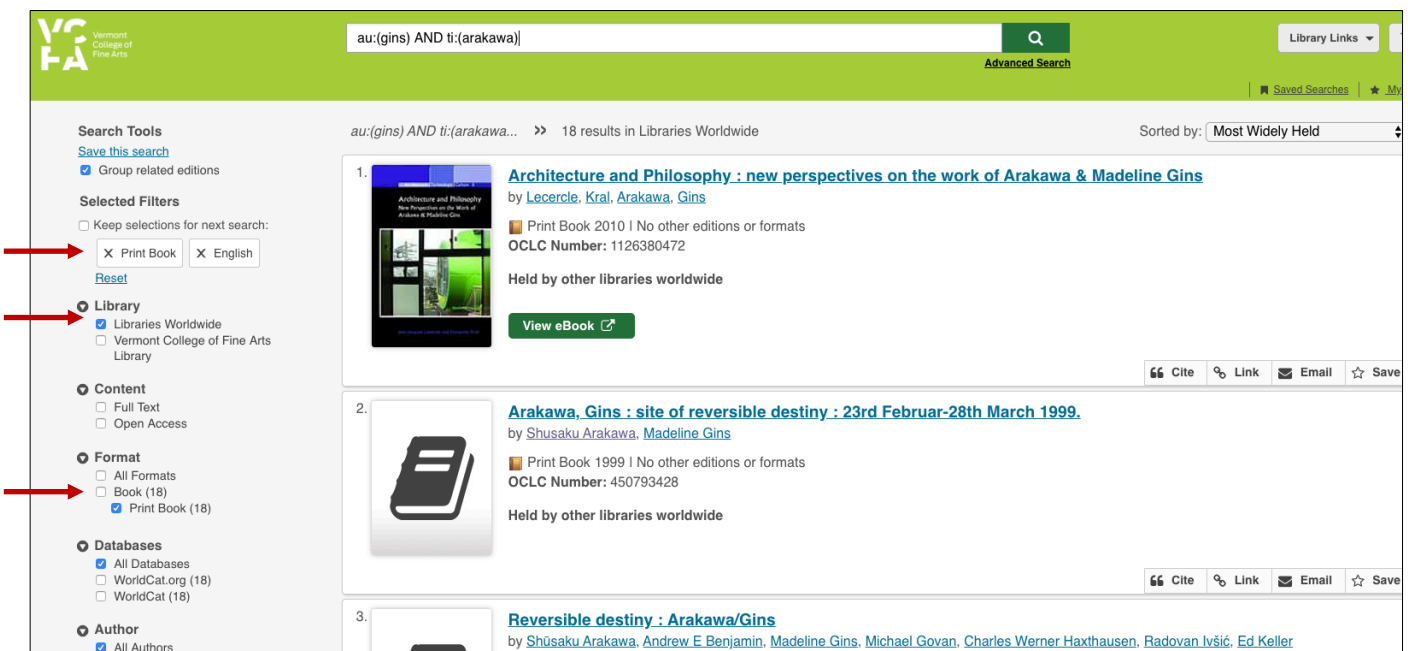


Click the “Advanced Search” link

A new page will open. Use search boxes on the left side to begin research:



A new page will open, with a list of the books, articles, and/or audio-visual materials that match your search words. The left side of the page allows you to change search parameters:



Questions? Need more help?

Email the library staff at vcfa.library@vcfa.edu or call: 802-828-8512

Jim Nolte: Library Director

Tia McCarthy: Acquisitions and Resource Sharing

Juliet Stephens: Circulation and Collections Manager

Steve Grunewald: Library Technician/Mailroom Manager

Lennie DeCerce: Circulation Assistant

Michael Demyan: Circulation Assistant

Kelsi Long: Circulation Assistant

Valentyn Smith: Circulation Assistant

Ma'ayan D'Antonio: Circulation Assistant



Library Staff