



## *How to Use the ARC Library*

# **Off-Campus Access to the Research Databases**

Off-campus access to the library databases is available to students who are currently enrolled at ARC as well as to ARC faculty and staff members.

To access the library databases follow these steps:

1. Go to the American River College's library homepage [<http://arc.losrios.edu/library>].
2. Click on "Research Databases."
3. Select your current college.
4. From the list of databases, click on the database you wish to enter.
5. If you are on campus you will enter the databases immediately but from off-campus you will be prompted to fill in your login and password.

Login: Your login is "w" + your student or employee ID.

Password: Your password is whatever you have established as your Los Rios "unified password". (This is the same password as for eServices, iMail, and other Los Rios services.)

6. You are in. Happy researching!

*On reverse: Renewals / Requests / How to See Your Library Record*



## Renewals / Requests / See Your Library Record

With the Library's information system, not only can you find books, DVDs, and materials that all of the Los Rios libraries own, you can also **view** your library record to see what items you have checked out, **renew** the items you have checked out, and **request** items located at any Los Rios College: American River, Folsom Lake, Cosumnes River, and Sacramento City.

### To view your library record:

1. Click on Library Catalog at the library homepage [<http://arc.losrios.edu/~library>].
2. Click **My Record** in the left-hand column.
3. You will be prompted to fill in your Los Rios login and password.  
**Login: Your login is "w" + your student or employee ID.**  
**Password: Your password is whatever you have established as your Los Rios "unified password". (This is the same password as for eServices, iMail, and other Los Rios services.)**
4. Click **Submit**.

### To renew the items you have checked out:

1. Follow steps 1 through 4 above.
2. Click to view **Items Currently Checked Out**.
3. Check those you wish to renew; click **Renew Selected** items or click **Renew All**.

**Note:** Only 21-day loan books may be renewed online. Also, you will not be able to renew items if you have renewed them before, have overdue books or library fines, or if someone else has already requested the item to be placed on hold.

### To request items that are either checked out or located at another Los Rios Library:

1. Click on Library Catalog at the library homepage [<http://arc.losrios.edu/~library>].
2. Find the record for a library book or other item that you wish to request,
3. Click on the **Request** button,
4. Fill in your Los Rios login and password as described above.
5. Choose a Pickup Location from the list and **Submit**.
6. Confirm your selection.

Note: You will not be able to request items if you have overdue fines. To request items from libraries outside the Los Rios Community College District, fill out the form provided at <http://arc.losrios.edu/~library/forms/ill.htm>

*On reverse: Off-Campus Access to the Research Databases*