

# MOORPARK COLLEGE LIBRARY

## *How Can I Request Books from Oxnard College and Ventura College Libraries?*

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The library service, "Universal Borrowing," allows Ventura County Community College District students, faculty, and staff to borrow books directly from any of the campus libraries and have them delivered to their own campus library through the [Online Library Catalog](#). Check the [Universal Borrowing FAQs](#) for additional information.

■ Go to the **Moorpark College Library** home page at:  
<http://moorparkcollege.edu/library>

■ Click the **Library Resources** button.



■ Click the "**Online Library Catalog**" button.

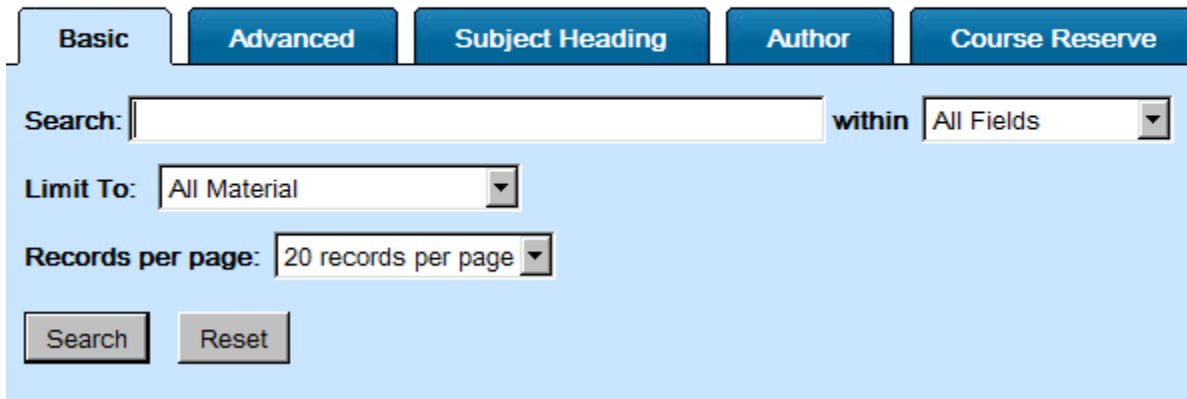


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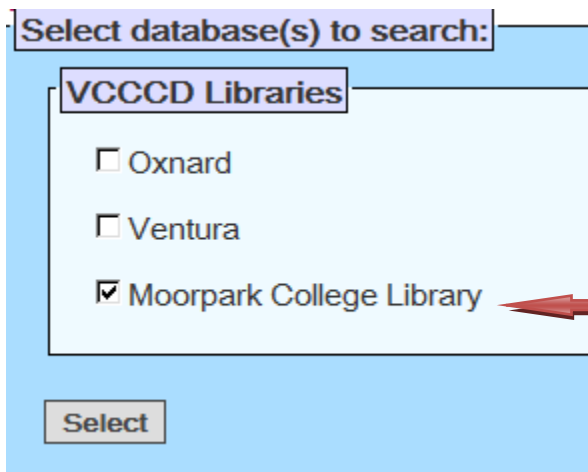
- Click the “**Change**” link under “**Basic Search**.”

## Basic Search

Database: Moorpark College Library [Change](#)



The screenshot shows the 'Basic Search' section of the library website. At the top, there are five tabs: 'Basic', 'Advanced', 'Subject Heading', 'Author', and 'Course Reserve'. Below the tabs is a search form with a 'Search:' label, a text input field, a 'within' dropdown menu set to 'All Fields', a 'Limit To:' dropdown menu set to 'All Material', and a 'Records per page:' dropdown menu set to '20 records per page'. At the bottom of the form are 'Search' and 'Reset' buttons. A red arrow points from the 'Change' link in the text above to the 'Basic' tab.



The screenshot shows the 'Select database(s) to search:' section. It has a title bar and a list of libraries under the heading 'VCCCD Libraries'. The list includes 'Oxnard' (unchecked), 'Ventura' (unchecked), and 'Moorpark College Library' (checked). A red arrow points from a yellow callout box to the 'Moorpark College Library' checkbox. At the bottom of the list is a 'Select' button.

**Uncheck the *Moorpark College Library* box.**

- Uncheck your campus library. Select the Library Catalog (s) you want to search (Oxnard, Ventura or both). Click “Select.”

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Select database(s) to search:

VCCCD Libraries

☒ Oxnard

☒ Ventura

☐ Moorpark College Library

Select

■ Search for the item you wish to find and click the “**Search**” button.

## Basic Search

Database: Oxnard, Ventura [Change](#)

Basic

Advanced

Search:  within

Records per page:

■ Two results were displayed for my search. One copy is available at the Ventura College Library and another copy is available at the Oxnard College Library.

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Database: Ventura, Oxnard

2 results found



All Fields(march geraldine brooks)



Edit Search

Save Search

Click the title link.

Print Export Add to List Select ☐ Page ☐ All

1  [March / Geraldine Brooks.](#)  
[Brooks, Geraldine.](#)  
Ventura College Library  
PR 9619.3 .B7153 M37 2005  
 available, Main Stacks - Library

2  [March : a novel / Geraldine Brooks.](#)  
[Brooks, Geraldine.](#)  
Oxnard College Library  
PR9619.3.B7153M37 2006  
 available, Circulating Book

Print Export Add to List Select ☐ Page ☐ All

■ Select the book you want to borrow by clicking the title of the item.

■ Click on the **"Make a Request"** link.

This item

**Record View**

- [Staff View](#)

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Actions

- [Make a Request](#)  
(e.g. Hold, Recall, Photocopy)
- [Print](#)
- [Export](#)
- [Add to My List](#)

■ Enter your student ID number (900 number) and your last name. Click on the **"Log in"** button.

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## Log In

Please enter your Patron Barcode and Last Name, then click the **Log in** button.

|                                       |   |
|---------------------------------------|---|
| Log in using my                       | <input type="text" value="Institution Id (900 #)"/> |
| Id:                                   | <input type="text" value="....."/>                  |
| Last Name:                            | <input type="text" value="habib"/>                  |
| Home Library                          | <input type="text" value="MOORPARK"/>               |
| <input type="button" value="Log in"/> |   |

■ On the next screen and under “Patron Requests,” click the “**Borrow from other VCCCD Libraries**” link. Click “OK.”

## Patron Requests


Select the type of request you would like to make. See the help screen for details about different kinds of requests.

- [Borrow from other VCCCD Libraries](#)

[Return to holdings](#)

Make sure the information on the Request form is correct. Click the “Submit” button. You may also cancel your request from this screen.

## Patron Requests

|   |   |
|---|---|
| <b>Borrow from other VCCCD Libraries</b>                                    |   |
| Title:  | <input type="text" value="March /"/>  |
| Instructions:   | <input type="text" value="Please select an item."/>   |
| Library:  | <input type="text" value="Ventura College Library"/>  |
| Select an item:   | <input type="text" value="30075100355334 Main Stacks (VENTURA)"/>   |
| Pick Up Library:  | <input type="text" value="Moorpark College Library"/>   |
| Pick Up At:   | <input type="text" value="Circulation Desk"/>   |
| Not Needed After:   | <input type="text" value="2013-01-09"/>  |
| <input type="button" value="Submit"/> <input type="button" value="Cancel"/> |   |

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Your request was submitted.

The following message “**Your request was submitted**” will appear at the top of the screen if the request was successfully completed.

## **When will I know when the item has arrived?**

You will be contacted through you’re “**My.VCCCD**” college account when the item(s) is available.

## **Can Universal Borrowing books be renewed?**

Currently enrolled students, faculty, and staff can renew materials one time, unless a hold is placed on the item.

## **How can I find out about my requests, overdue books, or fines?**

Your account will show the titles you currently have checked out. It will show the status of books you requested from another library.

**VERY IMPORTANT: BE SURE TO LOGOUT OF YOUR ACCOUNT OPTION. CLICK ON “LOGOUT” IN UPPER RIGHT HAND CORNER OF SCREEN.**