

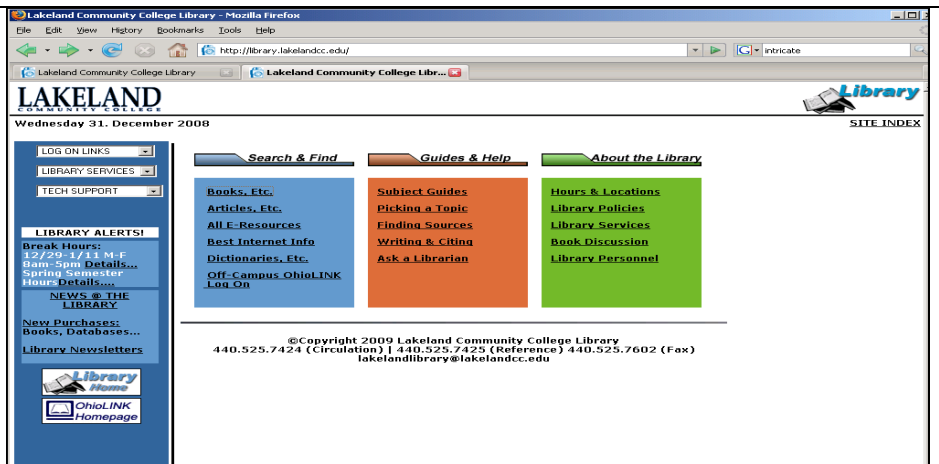
Off-Campus Access – Catalogs

Accounts & Logging In

To access the Lakeland or OhioLINK catalogs, no authentication is required unless you wish to request an item. To access the catalogs simply click on **Books, Etc.**

To access **OhioLINK** databases, you must authenticate (for instructions on logging into the databases, see the back of this handout).

Your library account information is your name and Lakeland ID Number as they appear on your Lakeland ID card.



Books and AV Materials

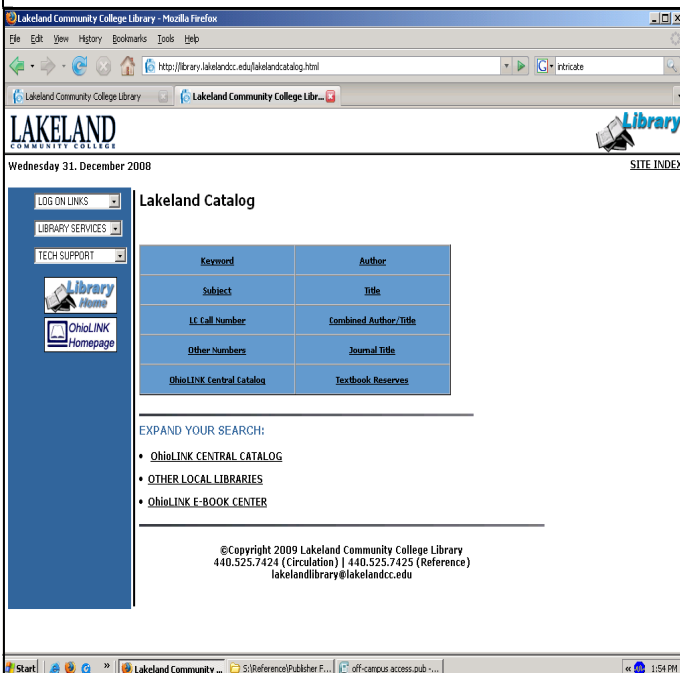
Choose **Books, Etc.** to find books and other materials.

Lakeland Catalog. Search by keyword or title. Write down the entire call # to find the item on the shelf.

OhioLINK Central Catalog. If you find an item you would like to borrow, check to see if there are copies available by clicking on “x” Number of OhioLINK Libraries have this item.” If there is a copy available, click **REQUEST THIS ITEM.**

Step 1.. Institution Selection Select Lakeland from the drop box and click on Submit.

Step 2. Authentication Form Enter your name and Lakeland ID number as they appear on your Lakeland ID card and click on Submit.



Other Local Libraries

If you cannot find an item through Lakeland or OhioLINK, try the public library systems. Click on the “Other Local Libraries.” ClevNET has member libraries in Lake and Geauga counties and one card works for all of them. To borrow from an independent library, you will need to establish an account with them. Ohio residents can have accounts with any library in the state.

For additional assistance, contact the **Lakeland Library Reference Desk** at
440.525.7425 or **reflibrarian@lakelandcc.edu**

Off-Campus Access – Databases

Databases

To find magazine and journal articles, online reference books or the Digital Media Collection, click on Off-Campus OhioLINK Log On.

Step 1.. Institution Selection Select Lakeland from the drop box and click on Submit.

Step 2. Authentication Form Enter your name and Lakeland ID number exactly as they appear on your Lakeland ID card and click on Submit. For help, see the Library's [Log On Help](#) page.

Oposing Viewpoints and CQ Researcher have a separate login process. Click the database name and follow the screens.

Select the Resource

Select a database from the following options:

1. **Subject Area** (Humanities, Physics, Architecture, etc.)
2. **Type** (books, articles, facts and stats, digital media)
3. **Name** (Academic Search Complete, LexisNexis, Electronic Journal Center)
4. **QuickSearch** (the catalog plus selected databases)

The Library recommends Academic Search Complete, Electronic Journal Center (EJC), and LexisNexis for Magazine, journal and magazine articles.

Academic Search Complete

Academic Search Complete contains full text magazine, journal and newspaper articles which can be printed or emailed.

At the main search screen, type search terms in the boxes, select from the options and click search.

Remember to revise a search if the results are not as expected. Use synonyms for similar concepts.