

# WebOPAC

(Web Online Public Access Catalogue)

(Library Catalogues on the Web)

<http://192.20.7.228:5000/>

Provides for **SEARCH CATALOGUES,  
YOUR PROFILE, PASSWORD & ACCOUNT,  
NEW ARRIVALS,  
ACCESS TO WEBSITE/DATABASES etc**

## I. SEARCH

Search Books and Bound Journals by a) Simple Search, b) Advanced Search, or c) Browse

### a) Simple Search

**Action:** Select specific field like author, title, subject, ISBN etc and enter appropriate information and click 'GO'

**Result:** 1) Retrieves all records as per the search 2) Full catalogues of selected titles can be seen in various formats 3) Click on the 'Next' term at the bottom to see the subsequent pages (if any) (Every page contains 20 titles).

Click on the desired catalogue for details. If the book in question is not available (issued/in bindery etc), it will be so displayed. If issued to someone, return due date will be displayed. If a book is restricted/reference, it will be indicated so.

**Refine your search result** by using 'Refine your search' (LHS top)

**Make a List:** Provision to make a list of selected books (to save/download/send) OR add to card are also available

### b) Browse

Click on 'GO' which will take you to categories of books. Click on the category you are interested in (eg Bare Acts) and click on 'Search'. It will retrieve all books on Bare Acts in alphabetical order

### c) Advanced Search

Facilitates refining the search using a combination of search fields by applying Boolean search operators (AND, OR, NOT)

*AND:* Narrows search and retrieves records containing *all* of the words it separates.

*OR:* Broadens search and retrieves records containing *any* of the words it separates.

*NOT:* Narrows search and retrieves records that *does not* contain the term following it.

## **II. YOUR PROFILE, PASSWORD & ACCOUNT**

Log in by your ID and PW (ID= your name, PW= Your lib. Card. Do change your password immediately as its public. )

Forgot your Password: Approach the Library to set-up a new one.

On logging in, a host of information like personal details, reading habit, fines, books checked in/out, due dates, password management etc would be visible.

**III. NEW ARRIVALS** - Catalogue of all newly arrived books

**IV. ACCESS TO WEBSITE/DATABASES**

**V. OTHERS** - Discover yourself