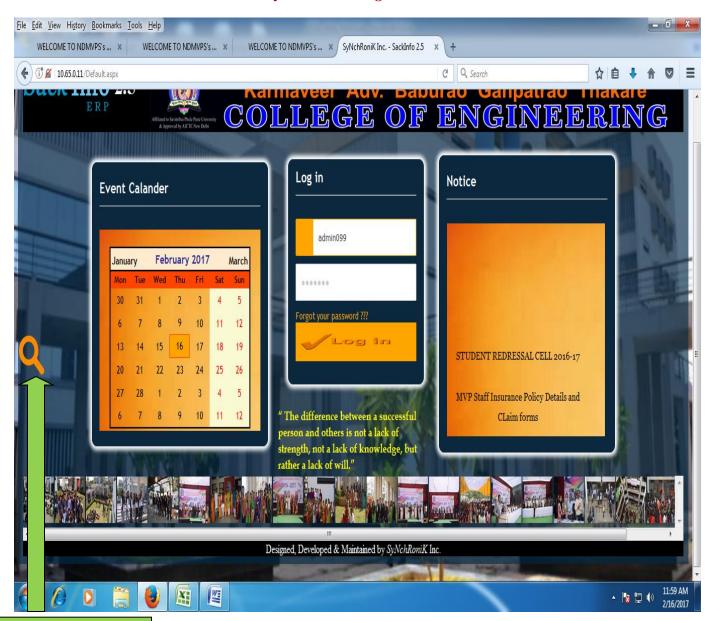
# Central Library

#### **OPAC HELP MANUAL**

## **OPAC System:**

- It is searchable by Title, Author, Publisher, Keyword, Accession Number etc.
- Arrival of new books is informed through OPAC Search.
- Using OPAC one can get the location of the required book at their remote place.

STEP 1: Click This Symbol Then Log in to OPAC Window

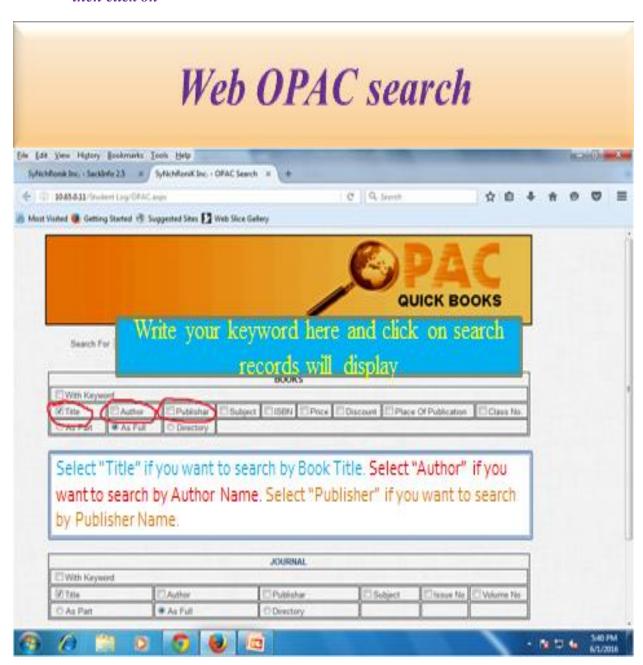


**CLICK HERE** 

#### STEP 2:

- CASE 1: If You Want to Search by <u>TITLE</u> click on <u>TITLE</u>
- CASE 2: If You Want to Search by <u>AUTHOR</u> click on <u>AUTHOR</u> dialog box,

  (Put surname first)
- CASE 3: If You Want to Search by TITLE, AUTHOR, PUBLISHER, SUBJECT and ISBN then click on



STEP 3: Write your keyword here and click on search records display



STEP 4: Click on select button for the location



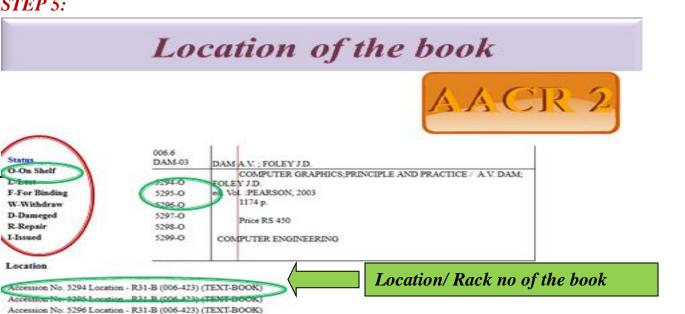
#### **STEP 5:**

O-On Shelf

W-Withdraw

D-Dameged

R-Repair



# Status of the book

#### DO's:

1. Put TITLE Correctly

Accession No. 5297 Location - R-32 (TEXT-BOOK)

Accession No. 5299 Location - R31-B (006-423) (TEXT-BOOK)

Accession No. 5298 Location - R155- (REFERECTION SECTION) (TEXT-BOOK)

- 2. When You Search By Author Then Put First Author's Surname
- 3. Please Used Search For All
- 4. Used Tabs AS Full, As Part AND With Keywords.
- 5. Used Only the Keywords (Ex. AND, OR, Not, ETC).
- 6. When You Search Journals Then Put Only Journals Name

### DON'T:

- 1. Don't Used any Symbols in OPAC Search (Ex. @, \$, & ... ETC)
- 2. Don't Put Author Name, Middle Name.
- 3. Don't Used Author Name In Journals.