

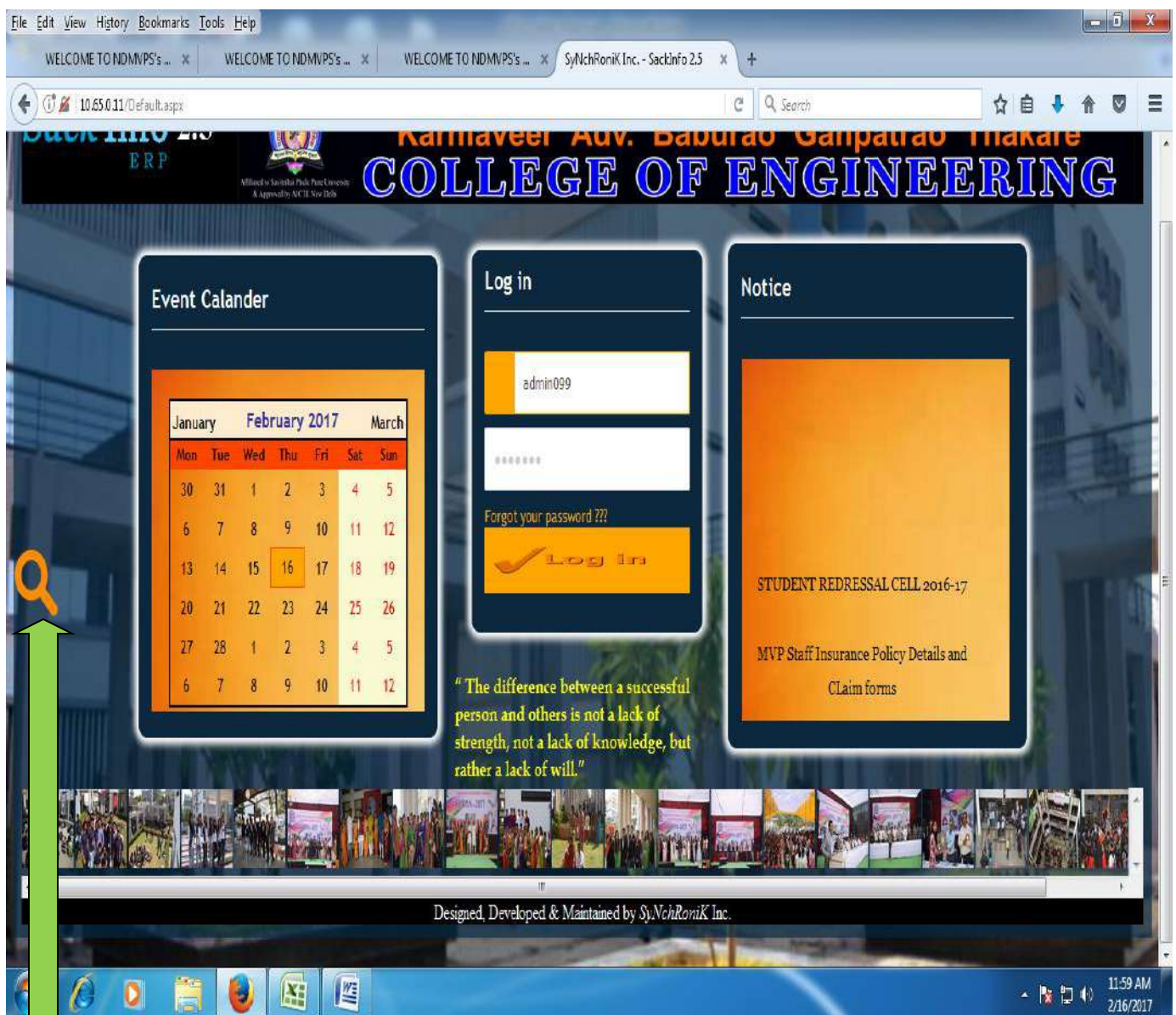
Central Library

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

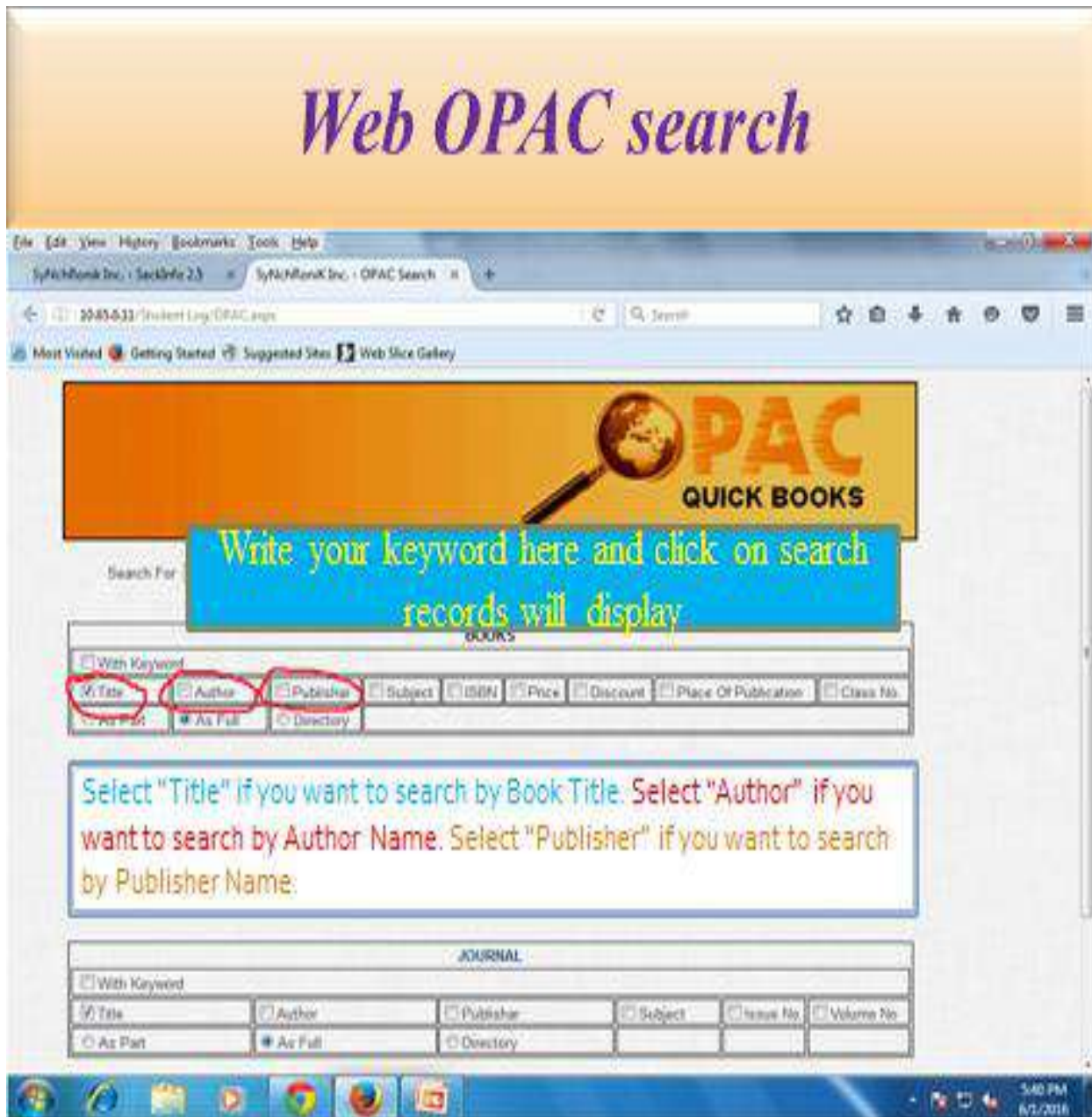
STEP 2:

CASE 1: If You Want to Search by TITLE click on TITLE

CASE 2: If You Want to Search by AUTHOR click on AUTHOR dialog box,

(Put surname first)

CASE 3: If You Want to Search by TITLE, AUTHOR, PUBLISHER, SUBJECT and ISBN then click on



Web OPAC Search

File Edit View History Bookmarks Tools Help
 SyNehRanIn Inc. - SaebInfo 2.5 SyNehRanIn Inc. - OPAC Search

10.65.0.11/Student Log/OPAC.aspx Search

Most Visited Getting Started Suggested Sites Web Slice Gallery

OPAC QUICK BOOKS

Search For: ALL Search

Write your keyword here and click on search records will display

NEWS PAPER

<input type="checkbox"/> With Keyword						
<input checked="" type="checkbox"/> Title	<input type="checkbox"/> Publisher	<input type="checkbox"/> Subject	<input type="checkbox"/> ISBN	<input type="checkbox"/> Price	<input type="checkbox"/> Discount	<input type="checkbox"/> Place Of Publication
<input type="radio"/> As Part	<input checked="" type="radio"/> As Full	<input type="radio"/> Directory				

JOURNAL

<input type="checkbox"/> With Keyword						
<input checked="" type="checkbox"/> Title	<input type="checkbox"/> Author	<input type="checkbox"/> Publisher	<input type="checkbox"/> Subject	<input type="checkbox"/> Issue No	<input type="checkbox"/> Volume No	
<input type="radio"/> As Part	<input checked="" type="radio"/> As Full	<input type="radio"/> Directory				

OPAC Search Display

Search For:

BOOKS

☐ With Keyword

☒ Title ☐ Author ☐ Publisher ☐ Subject ☐ ISBN ☐ Price ☐ Discount ☐ Place Of Publication ☐ Class No.

☐ As Part ☒ As Full ☐ Directory

NEWS PAPER

☐ With Keyword

☒ Title ☐ Publisher ☐ Subject ☐ ISBN ☐ Price ☐ Discount ☐ Place Of Publication

☐ As Part ☒ As Full ☐ Directory ☐ Author

JOURNAL

☐ With Keyword

☒ Title ☐ Author ☐ Publisher ☐ Subject ☐ Class No. ☐ Volume No.

☐ As Part ☒ As Full ☐ Directory

Enter Accession No:

Record Found: 4

Index	Author	Publisher	Editor	Volume	Copy No.	Serials
1	AJAYAS L.C.	EVINSTEIN PUBLISHING HOUSE		1	1	
2	SUPA.PVE	abc				

Click on select button for the location

STEP 5:

Location of the book

AACR 2

Status

- O-On Shelf
- L-Issued
- F-For Binding
- W-Withdraw
- D-Damaged
- R-Repair
- I-Issued

Accession No.	Location
5294-O	R31-B (006-423) (TEXT-BOOK)
5295-O	R31-B (006-423) (TEXT-BOOK)
5296-O	R31-B (006-423) (TEXT-BOOK)
5297-O	R-32 (TEXT-BOOK)
5298-O	R155- (REFERECTION SECTION) (TEXT-BOOK)
5299-O	R31-B (006-423) (TEXT-BOOK)

Location/ Rack no of the book

Status of the book

DO's:

1. Put TITLE Correctly
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.