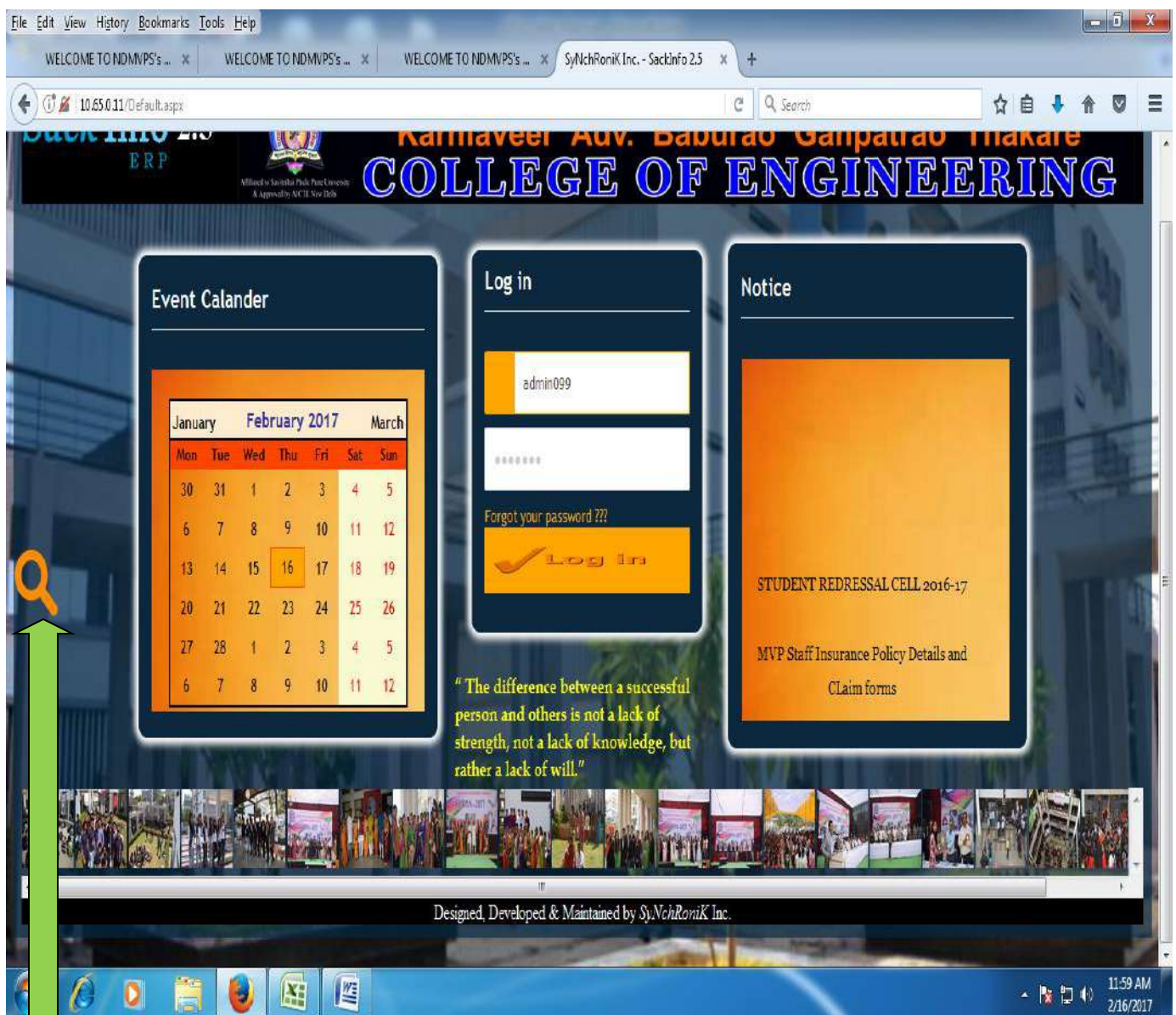# Central Library

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
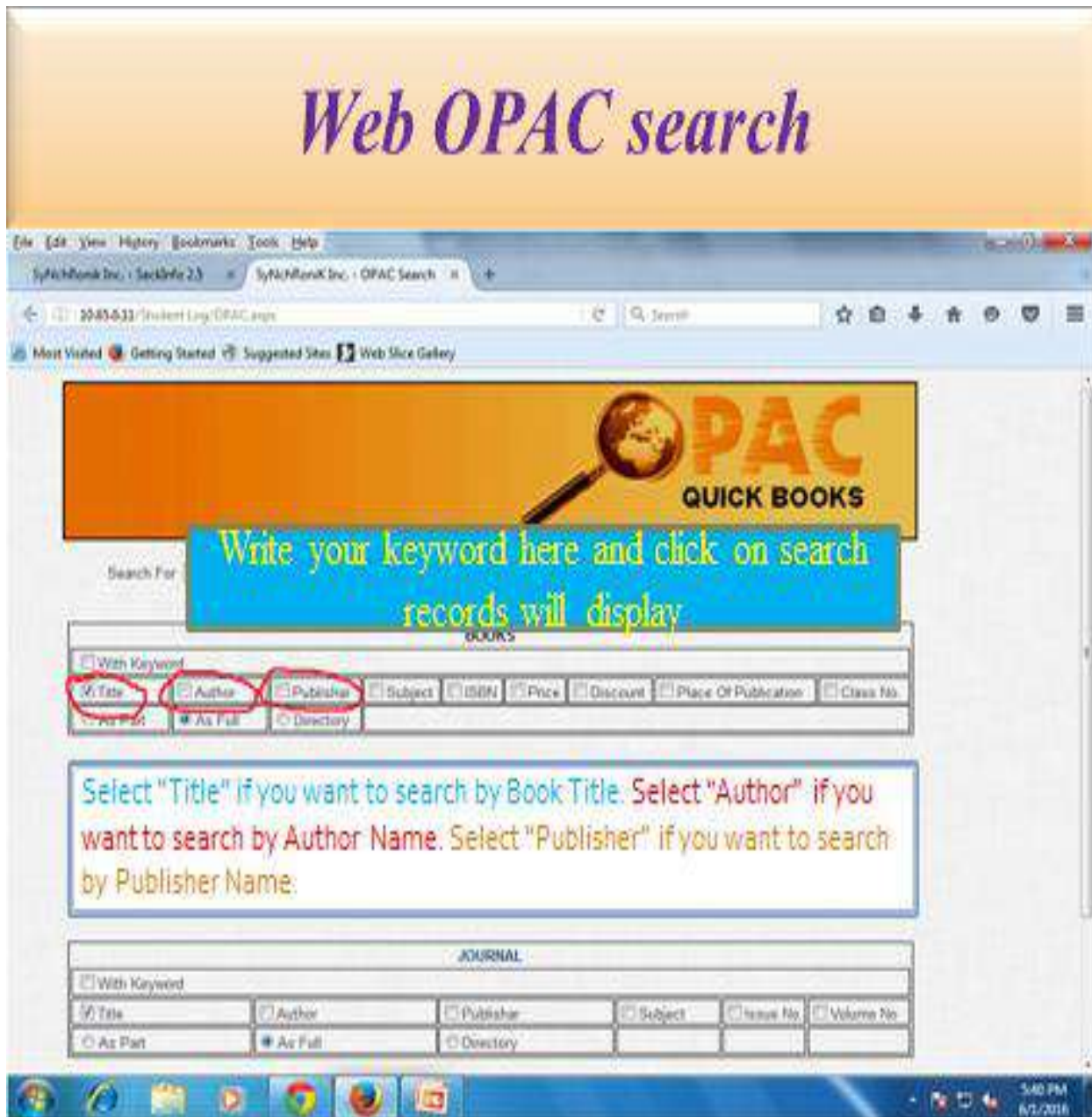

CLICK HERE

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

Click on select button for the location

STEP 5:

Location of the book

AACR 2

Status
O-On Shelf
L-lost
F-For Binding
W-Withdraw
D-Dameged
R-Repair
I-Issued

006.6
DAM-03   DAM A.V. ; FOLEY J.D.

COMPUTER GRAPHICS;PRINCIPLE AND PRACTICE / A.V. DAM;
5294-O   FOLEY J.D.
5295-O   ed Vol. PEARSON, 2003
5296-O   1174 p.
5297-O
5298-O   Price RS 450
5299-O   COMPUTER ENGINEERING

Location

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