

HOW TO USE OPAC

OPAC (Open Public Access Catalogue) is the tool for searching the collection in library. This provides you facility to search and check the availability of document/(s) of your choice in the library. The documents could be searched by a number of access points viz. Title, Author, Subject, Publisher, Keywords, etc. These access points can be used individually or in conjunction with each other using Boolean operators AND/OR for searching the documents.

The detailed instruction as provided in the help menu of the NETTLIB/VIDYUT is given hereunder with a few examples for using the OPAC module to make them more expressive/understandable to the users:

The OPAC module of NETTLIB/VIDYUT offers the following facilities as marked in diagram:

1. Quick Search
2. Issue details & Reservation
3. Keyword Search
4. Boolean Search

The screenshot displays the OPAC interface with the following elements and callouts:

- Callout 1:** Points to the **Quick Search** button and the **Nearest Match** radio button.
- Callout 2:** Points to the **Language** dropdown menu (set to ENGLISH) and the **Prefix Word** dropdown menu.
- Callout 3:** Points to the **SEARCH BY KEYWORD** section, which includes dropdown menus for **Author**, **Subject Desc.**, and **Publisher**, along with **AND** and **OR** radio buttons.
- Callout 4:** Points to the **AND** and **OR** radio buttons in the **SEARCH BY KEYWORD** section.

The interface includes a search form with fields for **ACC. NO. (Range)**, **CALL NO.**, **CLASS XTRA**, **Class No. (Catalog)**, **ISBN**, **ACC. DATE (DD/MM/YY)**, and **Series**. It also features buttons for **SEARCH**, **Clear**, **Reserve Book**, and **Reservation Status**. A table below the search form shows columns for **Title**, **Author**, and **Edition**. At the bottom, there are sections for **Accession No.**, **Call No.**, **ISBN**, **Title**, **Author**, **Series Statement**, **Subject Heading**, **Pagination**, **Subject Descriptors**, **Type of Book**, **Publication Details**, **Issue Details**, and **Book Status**. The footer mentions **Paramahansa Systems and Software Pvt. Ltd.**

- **Quick Search:** This facility allows fast and accurate retrieval of data through various access points. When more than one record meets the search criteria, a summary list of titles is immediately displayed. The user can select the relevant record and look at complete details of the selected record.

- **Issue Details & Reservation:** Circulation Status of the selected document is highlighted on the screen. User can find the material issued, as well as to put material on reserves etc.

- **Steps for operating OPAC:** Click on the OPAC icon on the NETTLIB/VIDYUT main screen. Select 'Books' on the displayed menu by placing the mouse cursor and clicking. Follow the steps described below.
 - **Selection of language:** Click on the down arrow of the language box. The software will display a list of languages available. Select the language of the book for which you want to search from the list of languages. Use mouse cursor to browse through the list and select the language by clicking.

 - **Entering the field for search:** Enter the known field or the field on which you want to search. The fields could be **author, title, subject, keyword** etc. as displayed on the screen. Key in the fields in the respective boxes. Select the field by placing the mouse cursor in the window of the field and clicking. To move to the next field use **TAB** key. To move to the previous field use **SHIFT+TAB** key on the computer keyboard.

 - **Selecting multiple fields for search:** Use the **AND/OR** Boolean operators for specifying the Boolean combination of the fields for search by clicking on the appropriate selection operator. The default operator is **OR** for all fields. The fields could be chosen in any combination. Use mouse cursor and click on the **OR** or **AND** labels for the selection of Boolean combination of search.

- **Searching the records:** After entering the details and specifying the condition or combination, just click on the **SEARCH** button. The software will display the list of titles satisfying the specified combination in the window below.

The screenshot shows the OPAC search interface. The search criteria entered are: Author: Mishra, S.K. and Subject Desc.: Economics. The search results table shows 5 records, all with the title 'Macroeconomics' by 'Mishra, S.K.' in 'Edition 1'. The detailed view for the first record shows the following information:

Accession No.	105655	Catalog Card		Subject Descriptors	Economics
Call No.	330.2 M1Q2	Location		Type of Book	General
ISBN	9789350517758	Edition	1	Publication Details	
Title	Macroeconomics		Name	Himalaya Publish	Place/Mumbai Date/2012
Author	S.K.	Mishra	Issue Details		
Series Statement		Class No.		Issued To	Due Date
Subject Heading		Acc. Date	15/06/15	Member Name	
Pagination	288p.	Book Status		AVAILABLE	Exit

For example in the above picture to search a book on economics whose title is not known to the user but its authors is known i.e. S.K. Mishra the user can follow the following steps:

Step 1: Enter the Author's name in the Author's Column. The Author's name should be entered in the following format <Surname>,<First Name>.<Middle Name>.

e.g. : Mishra, S.K.

Step 2: In the Subject Column enter the subject of the Book i.e. Economics.

Step 3: Press the Search Button

Step 4: You will have a list of all the books on Economics Subject which are written by S.K. Mishra. As in the above case the search result is “Macroeconomics”.

- **Displaying details of record:** Select the title you are interested from the displayed list by placing the mouse cursor on the title. Now click on the selected title. The software will display the cataloguing details and the issue details inside the window at the lower portion of the display.

- **Reserving the title for issue:** Click on the **RESERVE** button provided on the OPAC screen. Enter the date for reservation. The book will be reserved for you user.

- **Clearing the display:** Click on the **CLEAR** button to clear the window displaying the search results.

- **Searching more results:** Start New Search after clearing the results of the previous search.