Learning Resource Centre
Jaypee University, Anoopshahr

Online Public Access Catalog (OPAC)

OPAC helps to find out the details of material available in the library.

Through OPAC a borrower can check
- Catalogue record of books
- Availability of the copies of a title
- If any title not available, can suggest for library purchase
- Placing a hold on a title
- Checking the status of borrowed material, due date, fine etc
- Checking Personal Details

You can access KOHA WEBOPAC Online Public Access Catalogue using **http://172.16.1.8/**.

Login your Account

Users are requested to change their default password at first session.

Student Username is their 10 Digit **Enrollment No. e.g. 8817100001**
Staff Username is their 7 Digit Employee Code **e.g. JUA1001**
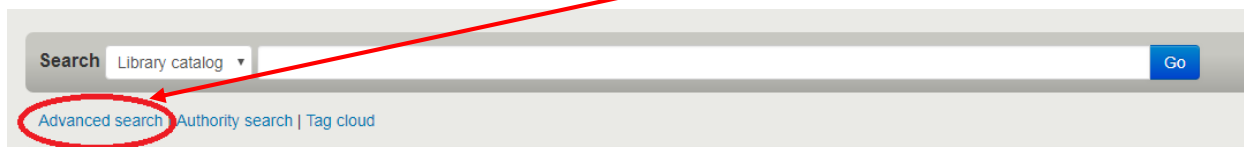
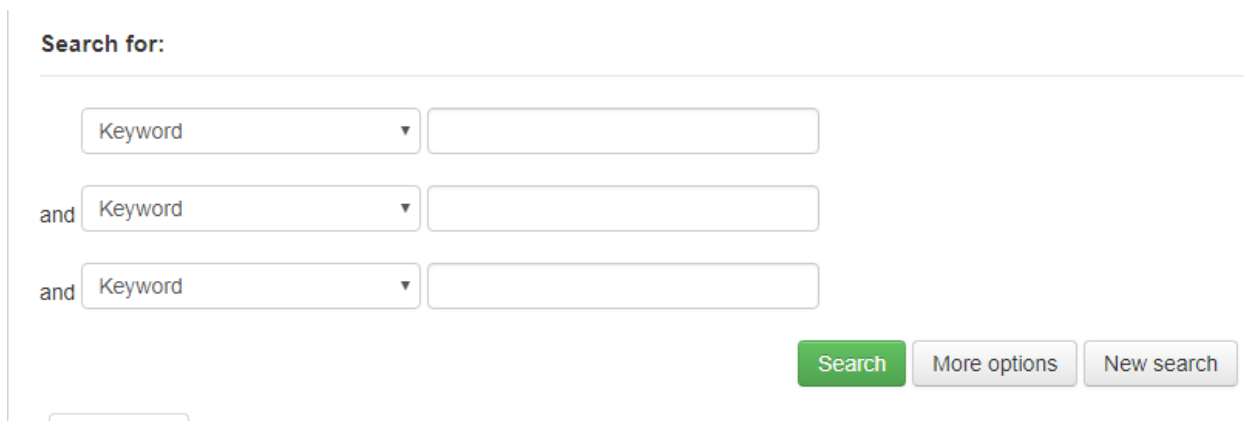**Password i.e. 123456**
(You may change it later)

How to Perform an Advanced Search

Advanced Search Options

For a more complicated search you may select the Advanced Search Option.

The Advanced Search page offers many ways to limit the results of your search. You can limit them by using the drop down menus and a combination of the Boolean operators AND, OR, and NOT.

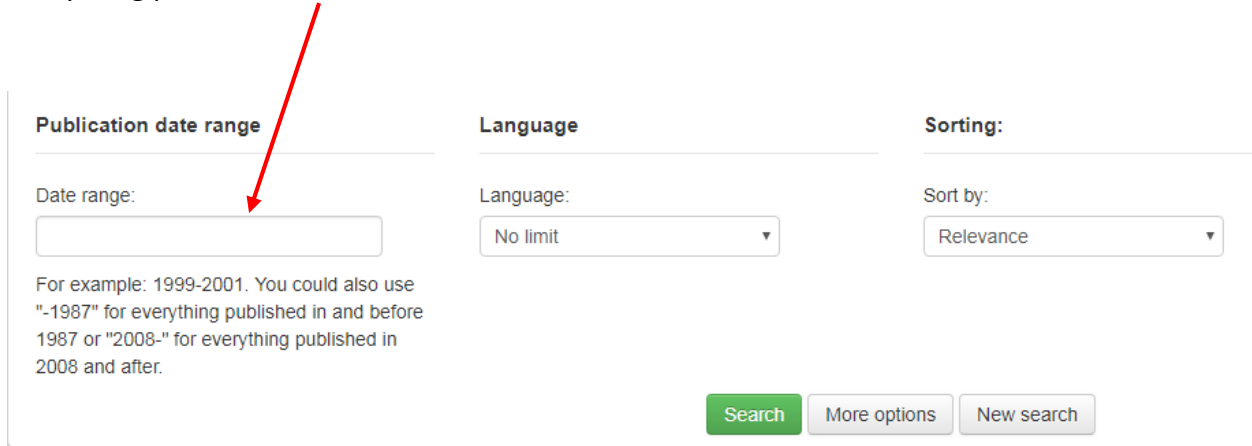You can type **Title, Author, and Subject, Keywords etc.** in search box and Click on **Green Icon** to search

NOTE: The more complicated the search, the higher the chances of returning zero results.

The Advanced Search page also shows the multiple kinds of limits that can be applied to your search results.

For date ranges, you will type the year, a range, or a 'greater than (>)' or 'less than (<)' year. For example: 2000-2013. You could also use -2000 for everything published before 2000 or 2008- for everything published after 2008.
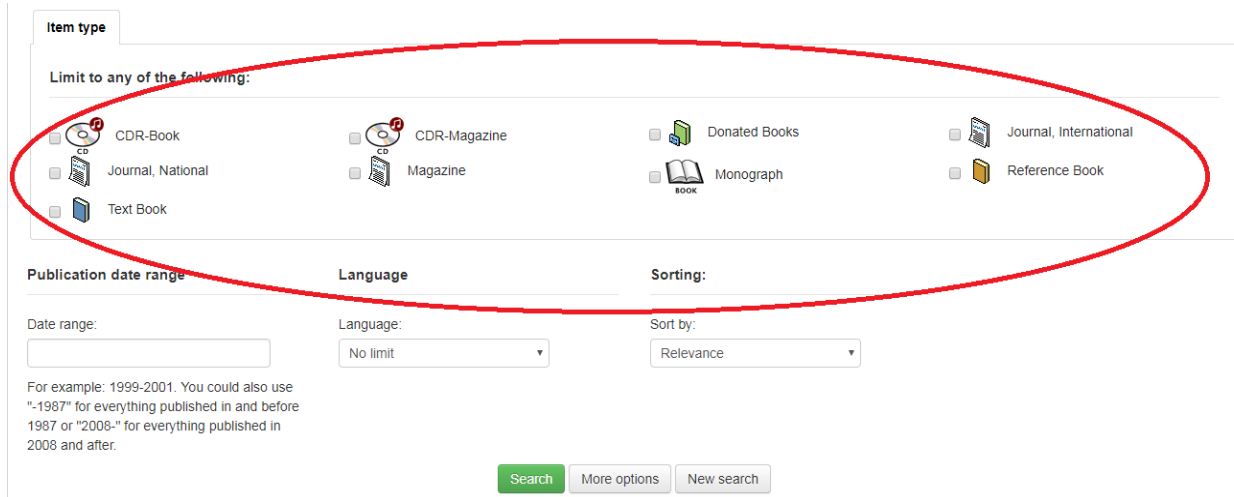

You may also limit your search to the Item Type. Below are shown all the different formats that the libraries possess.

Other useful limiters that can be found on the Advanced Search page are the Language, the Location, and Page the Sorting features.

The default Sort by Relevance is very useful for general keyword and Subject searches. However, if you are searching by Title and you prefer the results in alphabetical order, you may select as shown below:

Understanding the Search Results

Results overview

The number of results found for your search will appear above the results.

Sorting Results

If not previously selected, the results will be sorted by default by Relevance. You can choose to sort by Author, by Title, by Call Number, by Dates, or by Popularity.

Item availability

You will see the availability of the items attached to the record and also the library that holds the copy.

If the item is checked out it will also be indicated on the search results page.

Filters

You may filter your results by selecting from the links that appear at the Refine Your Search menu on the left of your screen. The options include **Authors, Topics (Subjects), Series, Libraries, etc.**

How to Read an Item Record

When you click on a title from the search results, you will see the bibliographic detail of the record.

Title Information, Author Information

Details of the bibliographical details appears at the selected record are shown below.

Author

Title

Edition

Subject

Place, Publisher, Year

Cover Page of the Book

Holdings Information

The Holdings data comprises the **Item Type** (e.g. Book, CD-ROM, DVD-ROM, etc.); the **Location** (i.e. the library where the book can be found, as well as the specific area within the library); the **Collection** (e.g. New Books, Fiction, Non Fiction, etc.); the **Call Number** (where exactly the book is shelved); its Status (Checked In or Out); and the **Due Date** (when the book should be returned).

Call No.

Present Status

Accession Details

To the right of the bibliographic record you can find links to Print the record, or Add it to your Cart (for information on how to use the Lists and Cart features, please check the My account instructions).

Lists & Cart

The library catalog system provides two ways to keep track of your searches and wish list for resources: carts and lists.

Cart

A cart is a **temporary** holding place for records you are interested in during a search session. In order to add items to your cart, you can do it either from the results list or the page of an individual record, as shown in the previous section. At the results, you can either click at the **Add to your cart** option from the bottom of each item, or select the item by clicking on the **check box**, and then click at the **Add to: Cart** at the top of the results.

Click to add in Your Card

Click to see your selected title   **Your List**

You may see the total number of items added to **your cart** on the top of the page.
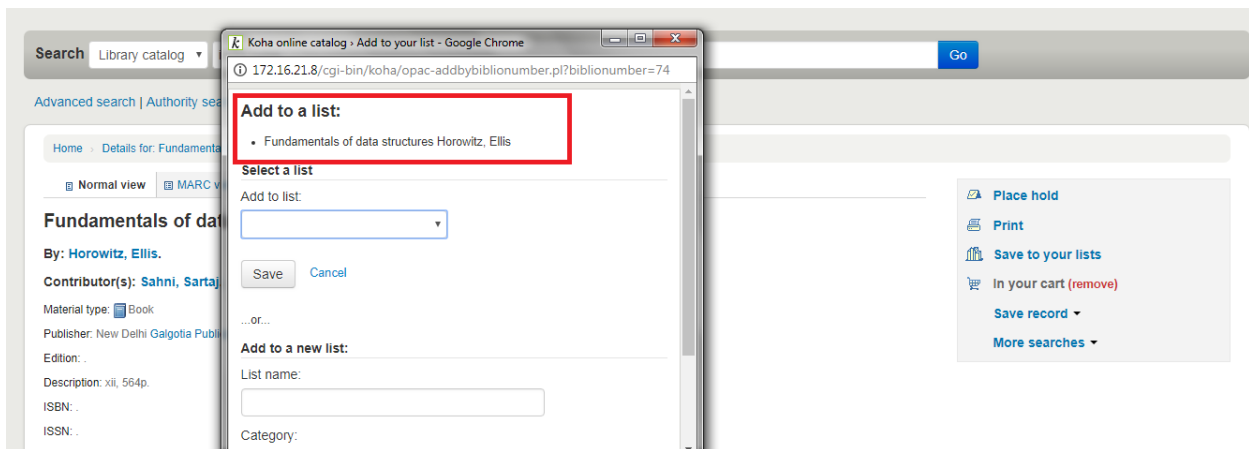

By clicking that button a pop-up window opens with all the details of the selected items. Available options are: **Send** via email, **Download** the list, **Print**, **Empty** the cart and **close** the window.

NOTE: Once you log out or close the browser, you lose the items in your cart.

Lists

If you want a more permanent location for saving items, use the **List** feature. You need to be logged in to your personal account. For creating or adding to a list you follow the steps for adding items to the Cart, and you click the **Add to a list** after having selected the desired items.

At the new window, you can either select from an existing list or type the title of a new list.

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