## SINP Library Web OPAC User guide:

## (Online Public Access Catalogue):

LibSys provides an advanced GUI to access OPAC through a web browser.

- The following facilities are available from our Library Home Page (http://www.saha.ac.in/lib/www)
- 2. Please choose CATALOGUE or WEB OPAC menu.
- 3. Then follow the following steps for our DATABASE search.

Click INTERNAL USER ------ Browse

Browse: Alphabetic lists of author, title, subject, publisher and conference place may be browsed. By entering the initial characters of the required word, the list or catalogue scrolls till it positions the string at the beginning of the display screen.

The search results are displayed in a list of titles with author, title, year of publication and call number. For a selected title, complete details along with the number and status of copies are given. There are options to see linked resources such as images, audio, etc., as also to put on reserve. Searches may be narrowed down by specifying a period of publication and restricting them to particular type of documents.

<u>Simple search</u>: Enter word(s) from any of the searchable fields such as author, title, subject, etc. The search could be restricted to a specific field with option to form a phrase or use 'OR' and 'AND' operators between words.

Advance search: This interface allows for development of complex search strategies using Boolean operators 'OR', 'AND' and 'AND NOT' between keywords in various fields.

Additional search: Another interface to develop search strategies using word(s) from various searchable fields with an implied 'AND' operator.

## JOURNAL Search:

Click INTERNAL USER \_\_\_\_\_ Journals

<u>Journals</u>: The serials list may be browsed, and on selecting a journal, holdings in both bound volumes and loose issues are displayed.

<u>New Arrivals</u>: A list of recent additions to the library collection, both books and journals, may be seen.

<u>Patrons</u>: Patrons are provided facilities to list the items they have checked out, the titles they have reserved, request for acquisition of new titles and change their password.