

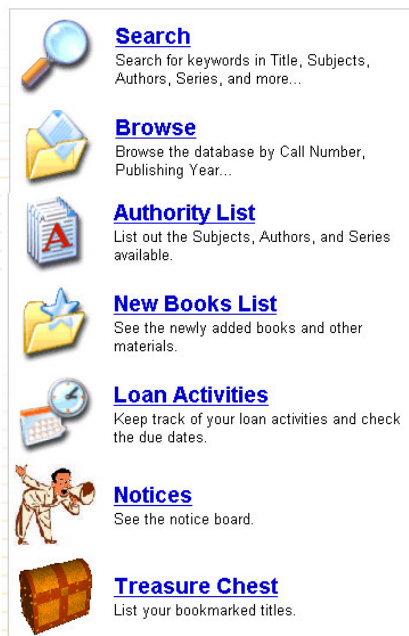
## 7.15 WEB OPAC

The V-LIB Web OPAC (Online Public Access Catalogue) brings information on the services provided and materials held by the library to the library users. Library users can benefit from the OPAC as it can lead them to many related materials that might be of interest to them, enable them to enlarge or narrow their searches and to save useful search hits for retrieval at any time. In addition, library members will be able to view information on their own loan activities, make reservations and renew their loans.

The OPAC menu may look similar to the screen below.

### Online Public Access Catalogue

Please select the following:



The sub-sections included are :

- 7.16 Doing a Simple Search
- 7.17 Doing an Advanced Search
- 7.18 Managing Search Results
  - 7.18.1 Handling Results on the Hits List screen
  - 7.18.2 Handling the Catalogue Detail Record
    - A) Making a Reservation
    - B) Serial Catalogue Detail
  - 7.18.3 Display MARC (Raw)
- 7.19 Using Browse
- 7.20 Using the Authority List
- 7.21 New Books List
- 7.22 Loan Activities and Loan Renewal
- 7.23 Notices
- 7.24 Member Logoff

## 7.16 DOING A SIMPLE SEARCH

On the **OPAC** menu, select **Search**. The **Search** screen enables library users to do a keyword search across the title, subject and author fields.



For example, search for any title with child\* or it's derivatives (children, childish, child's, etc) in its title or subject fields by doing a truncated search.

### Search Database

Input Keywords :

child\*

Search

Advance

Click **Search** or hit **Enter**.

You are searching/browsing : child\*


Your search has : 25 hits

Sort by : [Title](#) [Author](#) [Call No.](#) [Year Published](#)

Limit by Date from  to



Add to my treasure chest

1 <input type="checkbox"/>	Material Type : Articles
	Call No. : --
	Author : Waterford Institute.
	Title : <a href="#">Rusty &amp; Rosy read with me : the multimedia introduction to reading.</a>
	Publication : Sandy, Utah : Waterford Institute, c2000

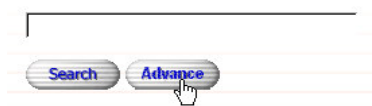
Library users may see a screen similar to the one above.

For details on managing search results, refer to **Section 7.18**.

## 7.17 DOING AN ADVANCED SEARCH

### Search Database

Input Keywords in Title, Subject, Author:

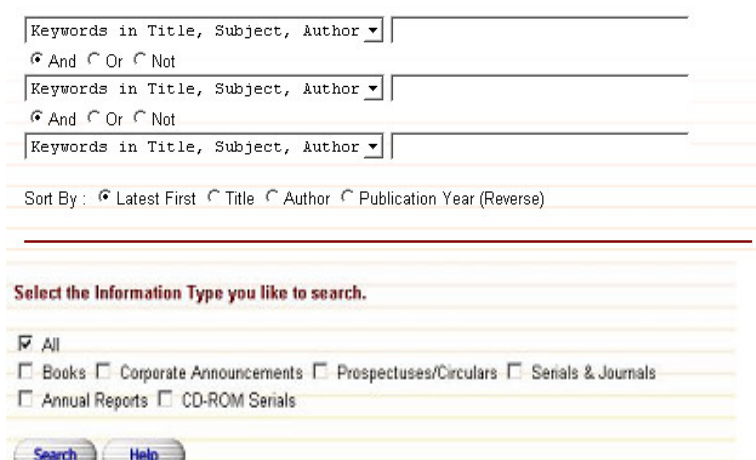


A screenshot of a web interface titled "Search Database". Below the title is a text input field with the placeholder text "Input Keywords in Title, Subject, Author:". Below the input field are two buttons: "Search" and "Advance". A mouse cursor is pointing at the "Advance" button.

On the **Search Database** menu, select **Advance**.

### Search Database

Select the Search Criteria and Input Keywords.



A screenshot of a web interface titled "Search Database". Below the title is a section titled "Select the Search Criteria and Input Keywords." which contains three identical search criteria sections. Each section has a dropdown menu with "Keywords in Title, Subject, Author" selected, and radio buttons for "And", "Or", and "Not". Below these is a "Sort By:" section with radio buttons for "Latest First", "Title", "Author", and "Publication Year (Reverse)". Below this is a section titled "Select the Information Type you like to search." with checkboxes for "All", "Books", "Corporate Announcements", "Prospectuses/Circulars", "Serials & Journals", "Annual Reports", and "CD-ROM Serials". At the bottom are "Search" and "Help" buttons.

This search screen enables library users to select various search options before doing the search. There is a further option (Sort By :) to arrange the list order by the selected criteria.

### Limiting Search Criteria

The default for Search Criteria is a search by Keywords which appear in Title, Subject or Author fields. This gives library users a wide search and may result in many hits.

Library users may change the search criteria to search by just one field, by clicking on the pull-down menu button. Select from a list of search criteria.

### Select the Search Criteria and Input Keywords.

Pull down menu

Keywords in Title, Subject, Author	
Keywords in Subject	
Keywords in Author	
Keywords in Series	
Keywords in Publisher	
Keywords in Notes	
Keywords in Contents	
Keywords in Summary	
Keywords in Free Text	
Item Number	
RID	
Call No.	

Library users may key in a search term and click **Search** or hit **Enter** to begin a search

**ISBN/ISSN** can also be used as a search criterion. See **Section 2.6.3 (a)** of Windows operation guide or **Section 1.8.4.2 (a)** of the Web operation guide.

**Call Number** search is also available. This can be an exact call number (e.g. 330.69597 TAN) or a truncated call number (e.g. 330\*) or a call number range (e.g. 300-320). Note, however, that truncated call number search will not work for less than three characters. That is, CD\* will not yield any result although CDA\* will. Also, the call number range only works for information types *not defined* in the site file control switch CLC.

You may also do an **Exact** word search in title, author, subject or series title. The **Exact** word search requires that you enter as your search criteria the words in the title, author, subject or series title *in their exact order*, including the punctuations. For example, to find the title "May I help you?" Click **Title** and key in "May I help you?" You may add an asterisk "\*" to truncate the search and key in "May I help\*"

### Doing a Boolean Search

On the **Advanced Search** screen, library users may either key in search terms on just the first line or use more than one line and do a boolean search using either the "And", "Or" or "Not" boolean operators.

### Select the Search Criteria and Input Keywords.

Keywords in Title	child*
<input checked="" type="radio"/> And <input type="radio"/> Or <input type="radio"/> Not	
Keywords in Author	mountford
<input checked="" type="radio"/> And <input type="radio"/> Or <input type="radio"/> Not	
Keywords in Title, Subject, Author	

In the example above, a library user may narrow the search for a title with "child\*" by combining the search with the author "Mountford". Click **Search** or hit **Enter**.


The library user may get just one hit where previously a search for “child\*” gave 25.


**You are searching/browsing : child\***

**Your search has : 1 hits**

Sort by : [Title](#) [Author](#) [Call No.](#) [Year Published](#)

Limit by **Date** from  to

 **Add to my treasure chest**

1 <input type="checkbox"/>	Material Type : Books
	Call No. : MOU
	Author : Mountford, Charles P.
	Title : <a href="#">Dreamtime stories for children.</a>
	Publication : London : Rigby Pub., 2003.
	Edition : 2nd ed.
	Image ID : <a href="#">-</a>

A library member may also widen his search by using the “Or” boolean operator for instance

**Select the Search Criteria and Input Keywords.**  
Click to change boolean operator

Keywords in Title

☐ And ☒ Or ☐ Not

Keywords in Subject

☒ And ☐ Or ☐ Not

Keywords in Title, Subject, Author

The example above will give hits where the titles contain child\* as well as titles whose subject headings contain “psy\*”.

The “Not” boolean operator enables the library user to omit titles containing a specified search term

**Select the Search Criteria and Input Keywords.**  
Using the Not boolean operator

Keywords in Subject

☐ And ☐ Or ☒ Not

Keywords in Title, Subject, Author

☒ And ☐ Or ☐ Not

Keywords in Title, Subject, Author

In the example above, a library user will get hits of any titles with the subject heading beginning “psy\*” as long as those titles do not have “child\*” in their title, subject or author fields.

For details on managing search results, refer to **Section 7.18**.

### Using Limit By

On the **Advanced Search** screen, library users may also limit the search by selecting a range of publication years (or any other field that the library has defined as a “**Limit by**” field).

Select the Search Criteria and Input Keywords.

Keywords in Title, Subject, Author	Child*
<input checked="" type="radio"/> And <input type="radio"/> Or <input type="radio"/> Not	
Keywords in Title, Subject, Author	
<input checked="" type="radio"/> And <input type="radio"/> Or <input type="radio"/> Not	
Keywords in Title, Subject, Author	
Limit by: Publication Year From 2000 To 2003 —Input year range	

Click **Search** or hit **Enter** to begin the search.

### Selecting Information Type

On the **Advanced Search** screen, the default is to search by all the information types or categories of materials catalogued by the library. A library user may limit the search to just one or a few types by clicking the radio buttons against each information type.

Select the Information Type you like to search.

<input type="checkbox"/> All	<input checked="" type="checkbox"/> Books	<input type="checkbox"/> Corporate Announcements	<input type="checkbox"/> Prospectuses/Circulars	<input checked="" type="checkbox"/> Serials & Journals
<input type="checkbox"/> Annual Reports	<input checked="" type="checkbox"/> CD-ROM Serials			
<input type="button" value="Search"/> <input type="button" value="Help"/>				

Enter the search term and click **Search** or hit **Enter** to begin the search.

## 7.18 MANAGING SEARCH RESULTS


When a library user has made a search he will get the hits list screen.


You are searching/browsing : child\*

Your search has : 25 hits

Sort by : [Title](#) [Author](#) [Call No.](#) [Year Published](#)

Limit by **Date** from  to

 **Add to my treasure chest**

1 <input type="checkbox"/>	Material Type : Articles
	Call No. : --
	Author : Waterford Institute.
	Title : <a href="#">Rusty &amp; Rosy read with me : the multimedia introduction to reading.</a>
	Publication : Sandy, Utah : Waterford Institute, c2000

The sub-sections included are:

- 7.18.1 Handling Results on the Hits List screen
- 7.18.2 Handling the Catalogue Detail Record
- 7.18.3 Display MARC (Raw)

### 7.18.1 HANDLING RESULTS ON THE HITS LIST SCREEN

#### Using Sort By

To make it easier to locate a record, library users may sort by **Title**, **Author**, **Call no.** or **Publication Year**. Click on any one “**Sort by**” option and the search results will be rearranged and displayed either alphabetically by title/author, numerically by publication year or alpha numerically by call number.

Note: See **Section 2.6.3 (h)** of Windows operation guide or **Section 1.8.4.2 (h)** of the Web operation guide if lower case letters are used to begin the call numbers.

#### Using Limit By Year Published

Another way to make it easier to find one record in a long list of hits is to use the **Limit by** option.

Sort by : [Title](#) [Author](#) [Call No.](#) [Year Published](#)

Limit by **Date** from  to

Enter a publication year range and click **Limit by** or hit **Enter**. This will reduce the hits to titles published in the selected date range.

### Using Limit By Collection Code

There is also an option to limit a hit list by the Collection Code of the items.

The screenshot shows a search interface. At the top, a search bar contains 'game\*' and a 'Search' button. Below it, a message states 'Your search has a total of : 23 hits'. A 'Sort by' dropdown is set to 'Title Author Call No. Year Published'. The 'Limit by' dropdown is currently set to 'Date from' with a date range from an empty field to '2007'. A red arrow points to the 'Limit by' dropdown, which is open, showing a list of collection codes: (AFP) Adult Fiction Pbk, (AHF) Adult Horror Fiction, (ARC) Archives, (ASF) Adult SciFi/Fantasy, (CA) Careers, (CAVC) Careers Video Cassette, (CD) CDROM, (CHI) Chinese Language Materials, (ENG) English Language Materials, (EX) Extended essays, and (F) Teenage Fiction. Below the dropdown, there is a section titled 'Add to my treasure chest' with a list of items. The first item is '1' with a checkbox and a red diamond icon. To the right of the list, there are labels for 'Material Type', 'Call No.', 'Author', 'Title', 'Publication', and 'Edition'.

To activate this option, the following steps are required :

1. The site file control switch SLC, 1<sup>st</sup> line must be defined as COLLECTION.
2. TITLE.HTM template needs to be changed accordingly
3. For items that originally have collection code defined, this limit function takes immediate effect. For items that have just been defined with a collection code or have just changed the code, the limit function is effected upon restarting the vweb server.

### Using Go To

If the hits list is long and covers more than one screen, library users may jump to any screen by clicking on the screen number displayed at the **Go to** prompt. The hits list screen displays 25 titles per screen.

The screenshot shows a search interface. At the top, a 'Limit by' dropdown is set to 'Date from' with a date range from an empty field to '2003'. Below it, there is a 'Go to' prompt with the number '2' displayed. Below the 'Go to' prompt, there is a button labeled 'Add to my treasure chest' with a red diamond icon.

In the example above, there is a second screen that a library user may view. Click **2** to jump to it.



## Using the Treasure Chest

The Add to Treasure Chest option enables a library member to save selected or all search hits over an indefinite period of time. Each time a library member makes a search he may add more hits to the Treasure Chest.

On the hits list screen, as in the screen above, the library member may mark titles that he wishes to save and then click **Add to My Treasure Chest**.

### Patron Logon

Please logon to proceed.

Patron ID

Password

[Click Here to Change Your Password](#)

Enter the ID and password, if any and click **Logon** or hit **Enter**. The titles selected from the hits list screen will appear in the **My Treasure Chest** screen.

### My Treasure Chest

☒ Print All ☐ Empty My Treasure Chest   
☐ Remove Marked Entries

Mark checkbox to select title. [Patron Logoff](#) Please log off before you go.

1.	Books	Call No. : MOU
		Author : Mountford, Charles P.
<input type="checkbox"/>		Title : <a href="#">Dreamtime stories for children.</a>

Each time library members add more titles to the Treasure Chest, they will be appended to the ones already in the Treasure Chest.

### Printing from the Treasure Chest

Library members may print the titles in the Treasure Chest by marking **Print All** and clicking **Submit**.



Follow the screen instructions in order to print.

#### **In My Treasure Chest - Printer friendly page**

To print :

1. Goto **FILE** and click **PRINT**, or
2. Right click and choose **PRINT**.

### Saving Treasure Chest Titles

To save/copy the titles in the Treasure Chest, click **Print All**, close the “**In My Treasure Chest – Printer Friendly Page**” and on the screen below, *highlight or mark the titles* and right click on the mouse (press the right mouse button).

#### **In My Treasure Chest**

1	Books	MOU; Mountford, Charles P. <a href="#">Dreamtime stories for children.</a> London : Rigby Pub., 2003.
2	Books	; Smart, Alan. <a href="#">Financialization and the role of real estate in Hong Kong's regime of accumulation / Alan Smart, James Lee.</a> [Worcester, Mass. : Clark University], c2003.
3	Books	; Hunt, Roderick. <a href="#">The Oxford Christmas book for children / [edited by] Roderick Hunt.</a> Oxford ; New York : Oxford University Press, 1981 (1982 printing)

A Windows menu will appear. Click **Copy**. The highlighted titles will be copied as a text file. Open Notepad or any other word processing program and **Paste** the text file into a new document.

### Deleting Titles from the Treasure Chest

To remove titles from the Treasure Chest, the library member may either mark some of the titles to delete or select the **Empty My Treasure Chest** option.

To delete selected titles, click the radio buttons next to each title, select **Remove Marked Entries** and click **Submit**.

My Treasure Chest

☐ Print All ☐ Empty My Treasure Chest

☒ Remove Marked Entries

Mark checkbox to select title. [Patron Logoff](#) [Please log](#)

1.	Books	Call No. : MOU
		Author : Mountford, Charles P.
		Title : <a href="#">Dreamtime stories for children.</a>
<input checked="" type="checkbox"/>		Mark title to delete

To delete all titles in the Treasure Chest, there is no need to mark them. Select **Empty My Treasure Chest** and click **Submit**.

My Treasure Chest

☐ Print All ☒ Empty My Treasure Chest

☐ Remove Marked Entries

## 7.18.2 HANDLING THE CATALOGUE DETAIL RECORD

From the hits list screen a library user may select a title.

### Book or Monograph Catalogue Detail Display

Click on the title to go to the **Catalogue Detail** screen in order to view the full record.

## Catalogue Detail



### Books

ISBN	072701837X
Author	<a href="#">Mountford, Charles P.</a>
Title	Dreamtime stories for children.
Edition	2nd ed.
Imprint	London : Rigby Pub., 2003.
Collation	84 p.
Subject	<a href="#">Juvenile literature.</a>
Call No.	<a href="#">MOU</a>

Library has 3 copies of this title.


Volume	Item No	Status	Location / Collection	Call No. / Suffix
[Reserved 1 time(s)]	B00107	On Loan (Due 7/09/2004) <a href="#">Reserve?</a>		MOU
	B00108	On Pickup Shelf <a href="#">Reserve?</a>		MOU
	B001740	Available		MOU



Click to see updated page

Clicking on :

- \* **Call No, Author, Subject or Series** : Gives a Related Search to titles that contain the same Call No, Author, Subject or Series.
- \* **Reserve?** Under the Status column : Gives library member the option to Reserve the title.
- \* **Refresh** : Gives the same screen which has been updated (for e.g. to reflect the change in item.)

 Click to see updated page
<a href="#">Please click here to input your comments for this publication</a>
<a href="#">Display MARC Record</a>
<a href="#">Add to Treasure Chest</a>
<a href="#">Result List</a>

Clicking on :

- \* **Please click here to input your comments for this publication** : Gives library member a screen at which he may key in his logon ID and comments/reviews of the title. This option is activated by a switch. Consult VTEC.
- \* **Display MARC record** : Gives the MARC record display.
- \* **Display MARC (RAW) (Optional)** : Gives you the raw MARC record. See **Section 7.18.3**.
- \* **Add to Treasure Chest** : Gives library member a screen at which he may key in his logon ID and adds the current title to the Treasure Chest. For more details on the Treasure Chest, refer to **Section 7.18.1** under **Using the Treasure Chest**.
- \* **Result list** : Returns to the previous hits list screen.



- \* **The arrow buttons** : Jumps to the **Next** or back to the **Previous** title's **Catalogue Detail** screen.

At the Catalogue Detail screen there is also an option to display the holdings immediately after selected tags (such as Title and Imprint of the bib. Record), separated from the other tags.

This option requires template change.

**Books (BK000189)**

Title	SARS : assessment, outlook, and lessons learned : hearing before the Subcommittee on Oversight and Investigations of the Committee on Energy and Commerce, House of Representatives, One Hundred Eighth Congress, first session, May 7, 2003.
Imprint	Washington : U.S. G.P.O. : For sale by the Supt. of Docs., U.S. G.P.O. [Congressional Sales Office], 2003.

**Library has 3 copies.**

Volume	Item No	Status	Location / Collection	Call No. / Suffix
	040205	On Loan (Due 9/02/2006) <a href="#">Reserve?</a>	HQ Library Course Reserves	KF 27 UNI
	040204	On Loan (Due 14/10/2005)	Reference	KF 27 UNI
	040246	Available	Lower School	KF 27 UNI

LC Card No	2003479347
SILAS No	(OCoLC)ocm52856128
ISBN	0160705215
Call No.	<a href="#">KF27 UNI</a>
Corp. Name	<a href="#">United States. Congress. House. Committee on Energy and Commerce. Subcommittee on Oversight and Investigations.</a>
Collation	iii, 139 p. : ill. ; 24 cm.
Note	Distributed to some depository libraries in microfiche.
Note	Shipping list no.: 2003-0250-P.
Note	"Serial no. 108-20."
Subject	<a href="#">SARS (Disease)--Prevention--Government policy--United States.</a>
Subject	<a href="#">SARS (Disease)--Research--United States.</a>
Subject	<a href="#">Public health--United States.</a>
eFile	<a href="http://purl.access.gpo.gov/GPO/LPS35225">http://purl.access.gpo.gov/GPO/LPS35225</a>

Sub-sections included below are :

- A) Making a Reservation
- B) Serial Catalogue Detail

## A) MAKING A RESERVATION

When a library member clicks **Reserve?** he will be given the screens similar to the one below.

### Reserve Title

You are going to reserve the following title :-

Title **Dreamtime stories for children.**  
Issue  
Volume

**Please login to complete reservation.**

Patron ID

Password

**Reserve**

**Help**

A library member may key in his member **ID** and **Password** if any and click **Reserve** / **Submit** to Reserve. A system message will appear.

### System Message

The item is now reserved for you. Please contact the library if you do not receive the confirmation notice within 5 working days. Thank you.

[Display Catalogue Record](#)

The library member may click **Display Catalogue Record** and then click the **Refresh** button to see the status of the Reserved item.

**Library has 2 copies of this title.**

Issue ID	Issue Date	Receipt Date	Item No / Call No.	Status / Volume / Location
Vol. 12, no. 2	11/02/2003	15/02/2003	S100010 DRE	Available

**Refresh**

Click to see updated page

The library member can check whether the Reserved item is ready for collection by viewing his Loan Activities in OPAC. See **Section 7.22** for details.


## B) SERIAL CATALOGUE DETAIL

If the library user selected a magazine or serial title and view the **Catalogue Detail** screen, he will see a screen similar to this.


ISSN	46129870
Title	Dream homes and gardens.
Corp. Name	<a href="#">Dream Universe Enterprises.</a>
Frequency	Monthly.
Call No.	<a href="#">DRE</a>

**Library has 2 copies of this title.**

Issue ID	Issue Date	Receipt Date	Item No / Call No.	Status / Volume / Location
Vol. 12, no. 2	11/02/2003	15/02/2003	S100010 DRE	Available <a href="#">f</a>

 Click to see updated page

The main difference in the **Catalogue Detail** display for serials is the Issue ID information that appears below the title.

 Click to see updated page

[Please click here to input your comments for this publication](#)

[Display MARC Record](#)

[Add to Treasure Chest](#)

[Result List](#)

Clicking on :

- \* **Please click here to input your comments for this publication** : Gives library member a screen at which he may key in his logon ID and comments/reviews of the title. This option is activated by a switch. Consult VTEC.
- \* **Display MARC record** : Gives the MARC record display.
- \* **Display MARC (RAW) (Optional)** : Gives you the raw MARC record. See **Section 7.18.3.**
- \* **Add to Treasure Chest** : Gives library member a screen at which he may key in his logon ID and adds the current title to the Treasure Chest. For more details on the Treasure Chest, refer to **Section 7.18.1** under **Using the Treasure Chest.**
- \* **Result list** : Returns to the previous hits list screen.



### 7.18.3 DISPLAY MARC (RAW)

Next to **Display MARC Record**, your library can have the option **Display MARC (RAW)**. This is an option to for your library to allow other libraries to import your MARC records to their library databases, one record at a time. That is, the recipient library must have access to your library catalogue, usually via Web OPAC. Please consult VTEC for more details.

[Display MARC Record](#) / [Display MARC \(RAW\)](#)

Upon access to your Web OPAC, the recipient library clicks on **Display MARC (RAW)** at the catalogue detail of the record to be imported to their library.

A new screen will display what looks like a long string of numbers and letters.

```
00963nam 2200253 a
45000080041000000100017000410200035000580350023000930350020001160500023001360820015001591000027001742450079
mnu b 000 0 eng |a 2006030590 |a0806653310 (pbk. : alk. paper) |a(OCOLC)ocm71778929 |a(OCOLC)
71778929 00|aBV772 |b.H165 2007 00|a248.4 |222 1 |aHafer, Tom P., |d1967- 10|aFaith & fitness : |bdiet
and exercise for a better world / |cTom P. Hafer. 3 |aFaith and fitness |aMinneapolis, MN : |bAugsburg
Books, |cc2007. |a143 p. ; |c22 cm. 0|aLutheran voices |aincludes bibliographical references (p.
137-143). 0 |aThe way -- Food -- Exercise -- Fit to serve. 0|aStewardship, Christian. 0|aFood
|xReligious aspects |xChristianity. 0|aPhysical fitness |xReligious aspects |xChristianity.41|3Table
of contents only |uhttp://www.loc.gov/catdir/toc/ecip071/2006030590.html
```

Next, do a right-mouse click to View Source and a new screen will display.



From here, the recipient library can save it as a text file or do a “Copy and Paste” to import the record to their database, depending on their MARC import features.

## 7.19 USING BROWSE

Click the **Browse** option on the **Search** menu.

Browse Database

Input the no. to start from and then click [Search] to browse.

Browse Books by Call No.

Start from

Search Help

This screen will enable library users to list titles in the library database by call number and other fields that have been defined as “browse” fields.

Click on the pull down arrow to see what other fields library users may browse by.

Browse CD-ROM Serials by Call No.

Start from

Search

Books by ISBN  
Audio-visual Materials by Call No.  
Audio-visual Materials by AV Code  
Corporate Announcements by Call No.  
Documents by Call No.  
Prospectuses/Circulars by Call No.  
Websites by Call No.  
Periodicals by Call No.  
Periodicals by ISSN  
Annual Reports by Call No.  
Annual Reports by ISSN

Click on one of the browse options to select it and then key in the browse criteria. For example, library users may browse Books of call numbers starting from “200” by keying in “200” under **Start from**.

Input the no. to start from and then click [Search] to browse.

Browse Books by Call No.

Start from 200

Search Help

Click **Search** or hit **Enter**. The hits list screen will appear.

You are searching/browsing : 200

Your search has : 50 hits

Sort by : [Title](#) [Author](#) [Call No.](#) [Year Published](#)

Limit by Date from to 2003

Go to 2

Add to my treasure chest

1	<input type="checkbox"/>	Material Type : Books
	<input type="checkbox"/>	Call No. : 200.89 LEW
	<input type="checkbox"/>	Author : Lewis, C. S.
	<input type="checkbox"/>	Title : <a href="#">Shadowlands</a>
	<input type="checkbox"/>	Publication : --
	<input type="checkbox"/>	Edition : --

For details on handling search results on the hits list screen, refer to **Section 7.18**

Note: See **Section 2.6.3 (h)** of Windows operation guide or **Section 1.8.4.2 (h)** of the Web operation guide if lower case letters are used to begin the call numbers.

## 7.20 USING THE AUTHORITY LIST

The authority list option enables the Web OPAC user to browse and search for titles by the author's surname, by subject heading or by series title. These three fields in catalogue records are known as authority fields or authority headings.

The Authority List option will give the user the screen below.

### Authority List

Input the Subject/Author/Series to start from and then click [Search] to browse.

Browse

Start from

The user may click the Browse pull down menu to select the authority heading by which he would like to browse

### Authority List

Input the Subject/Author/Series to start from and then click [Search] to browse.

Browse

Start from

Click on the authority you want and then input the search term to **Start from** at the prompt. If you leave this prompt blank, the program will start the browsing from the first authority alphabetically.

Browse

Start from

chi  
chi\*  
chile\*  
china  
chinese

Click **Search** or hit **Enter** to start the browse.

## Subject List

You are browsing Subject starting with : chi

[Chicago \(United States\) - Description - Guide books](#)

[Chichester, Francis, Sir, 1901-1972](#)

[Child](#)

[Child abuse](#)

[Child behavior disorders](#)

[Child care](#)

[Child care - Juvenile literature](#)

Click on any one of the authorities listed to obtain a list of titles with that authority heading.

You are SEARCHING :

Your search has a total of : 2 hits

Sort by : [Title](#) [Author](#) [Call No.](#) [Year Published](#)

Date from  to



Put into my treasure chest

1 ☐



Material Type : Books

Call No. : 649.122 RAY

Author : Rayner, Claire

Title : [Baby and young child care : A practical guide 0-5 years](#)

Publication : Berkshire : Purnell, 1981

## 7.21 NEW BOOKS LIST



The library may display one or several lists of materials such new arrivals lists, subject or topical lists, lists of recommended reading, etc. These lists can be generated and saved as a htm file and can automatically be updated to the OPAC **New Books List/s** option.

### GOLF HISTORY JUVENILE LITERATURE

Title : [The composite guide to golf / Mary E. Hull.](#)  
Publisher : Philadelphia : Chelsea House, c1998.

Summary : Traces the story of golf, from its beginnings, to its first stars and Summary : championship games, to the notable players of today.

### GOLF JUVENILE LITERATURE

Title : [Golf / by Christin Ditchfield.](#)  
Publisher : Danbury, Conn. : Children's Press, c2003.

Summary : Examines the history, basic rules, terminology, and major events of Summary : the sport of golf.

Another example :

### Top 10 List

Rank	Title	Loan count
1	<a href="#">Winter.</a>	95
2	<a href="#">The Chinese at play : festivals, games and leisure / edited by Anders Hansson with Bonnie S. McDougall and Frances Weightman.</a>	88
3	<a href="#">Winter celebrations.</a>	67
4	<a href="#">A beautiful mind.</a>	42
5	<a href="#">The national interest on international law and order / R. James Woolsey, editor.</a>	38
6	<a href="#">Hindu festivals through the year / Anita Ganeri.</a>	37
7	<a href="#">Religious celebrations</a>	34
8	<a href="#">Jewish festivals through the year \ by Anita Ganeri.</a>	34
9	<a href="#">Of cabbages and kings : poems, songs and finger play for children.</a>	31
10	<a href="#">The financial planner.</a>	29

## 7.22 LOAN ACTIVITIES AND LOAN RENEWAL

The Loan Activities option brings the library members to a logon screen.

### Member Logon to Loan Activities

Please logon to proceed.

Member ID   
Password



[Click Here to Change Your Password](#)

The members should log in with their member ID and if required, with a password.

### Loan Activities Logon

#### Loans and Reservation Activities

Name : Ahmad Said,

[Logoff member](#) [Please log off before you go.](#)

Loans				
Item No	Title	Collection	Material Type / Renewal	Due Date / Location
1. A0021	BX 448 WON Journey mercies.		Books 0	30/12/2004
<a href="#">Renew</a>				
2. Q248A	Marketing for tourism / J. Christopher Holloway.		Books 2	23/12/2004
<a href="#">Renew</a>				

Reservations / Bookings			
Date Reserved	Title	Ready Date / Location	Item No / Vol.
25/11/2004 <a href="#">Cancel</a>	Notes on joy and peace.		
27/12/2004 <a href="#">Cancel</a>	The Balance of power in East Asia / by Michael Leifer.	27/12/2004 HQ Library	00003

Charges			
Date Incurred	Item No	Title	Amount
27/12/2004 	A0013	From cotton to T-shirt / by Robin Nelson.	10.00

**Messages from Resource Centre**  
Youu left your files in the Library. Please collect them at the counter.

Circulation List	
1	<a href="#">Theory and science.</a>
2	<a href="#">Travel log.</a>

#### Loan History

From :  (DD/MM/YYYY) To :  (DD/MM/YYYY)

Under :

- Loans and Renewal :** The library member will be able to view the titles that are currently on loan to him, including titles that are overdue. The figure “0” etc under the Material Type/Renewal column refers to the number of times the title has been renewed.
- Under the **Item No.** column, there is a **Renew** option. When clicked, the item will be renewed.
- If it is the library policy not to allow overdue items to be renewed, the system message “Overdue item cannot be renewed!” will be displayed. Otherwise, the overdue item will be renewed successfully.
- Reservation /** Titles reserved by the library member will be displayed here. If an item is ready for collection, it will be marked **READY**.
- Library members may cancel pending reservations on their own by clicking on the **Cancel** button. A system message "Reservation is now cancelled!" will appear. Ready reservation cancellation is not allowed, with the system message "Reserved item is ready for collection. Please contact library staff to cancel!" appearing.
- Charges :** Any fines or other charges that have been accumulated under the member’s account. Charges may include lost or damaged item charges, membership fees, etc.
- Messages :** Notes from the library staff to the library member will be displayed here.
- Circulation list :** Titles that are routed or circulated to the member will be listed here.
- Loans History :** A view of the member’s loans history.

All the above information, if available, can also be displayed in another format, as follows. The details are displayed as you click the tab.

## My Loans

Name : Deng SP [Logoff member](#) Please log off before you go.

Membership expired on :

### Loan History

From :  (DD/MM/YYYY)  To : 27/3/2007 (DD/MM/YYYY)

Loans	Reservations /	Charges	Messages	Circulations
Date Reserved	Title	Ready Date / Location	Item No / Vol.	
1. 27/03/2007	A comparison of the rates of photosynthesis between leaves from light exposed area of a plant and a shaded area of the same plant.		BB00316	
<a href="#">Cancel</a>				

Members whose membership has expired or who have been banned will also see the information at their Loan Activities.

## Loan Activities Logon

### Loans and Reservation Activities

Name : Yuen, Yin Yan [Logoff member](#) Please log off before you go.

Membership expired on : 25/11/2006

### Loan History

From :  (DD/MM/YYYY)  To :  (DD/MM/YYYY)

## Loan Activities Logon

### Loans and Reservation Activities

Name : ANG, Lin Jun [Logoff member](#) Please log off before you go.

Banned Message : Banned from Library as directed by Hd/Students Affairs, 1/12/2006

Membership expired on :

### Messages from Resource Centre

Banned from Library as directed by Hd/Students Affairs, 1/12/2006



After viewing loan activities, library members need to click **Logoff member** so that other library users accessing the same workstation immediately after them will not be able to see the details of their loan activities.



There will be an automatic logoff or system time out after the workstation has not been used for a few minutes.

## 7.23 NOTICES



The notices option will enable the library staff to display any announcements, messages or notices meant for the general OPAC library users.

### Notice Board

#### **Library Opening Hours**

Monday, Thursday & Friday	: 9.00 am - 6.00 pm
Tuesday & Wednesday	: 9.00 am - 9.00 pm
Saturday	: 9.00 am - 1.00 pm

## 7.24 MEMBER LOGOFF

On the Main Menu, there is an option called **Member Logoff**.



After viewing his loan activities or the treasure chest, library members should click **Member Logoff** to ensure that other library users who access the same workstations will not be able to view their loan activities, etc.

There will be an automatic logoff or system time out after the workstation has not been used for a few minutes.