



IBRAHIM SAAD  
LEARNING HUB

# GET TO KNOW YOUR NEW LIBRARY CATALOG - WEBOPAC GUIDE -

 *koha*  
FREE LIBRARY SYSTEM

Welcome to our guide for Koha, our new library catalog. This guide serves as the instruction manual for our online catalog, explaining how to perform basic searches and how to use the features found in your library account.



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# 1. How to Access Koha Catalogue Web OPAC

You can access and search the new library catalog from any computer with internet access at the website <http://dlibrary.unikl.edu.my/>.

The screenshot shows the homepage of the Universiti Kuala Lumpur Library Koha OPAC. At the top, there is a navigation bar with the Koha logo, a shopping cart icon, a lists icon, and a 'Log in to your account' link. Below this is a search bar with a dropdown menu set to 'Library catalog' and a 'Go' button. Under the search bar, there are links for 'Advanced search', 'Authority search', 'Tag cloud', 'Subject cloud', and 'Most popular'. The main content area is divided into three sections: 'Home' with a list of links (Online Database, UniKL IR, City Campus Library), 'Quote of the Day' with a quote by Ronald Reagan, and a 'Log in to your account:' section with input fields for 'Login:' and 'Password:', and a 'Log in' button. At the bottom, there is contact information for the Universiti Kuala Lumpur Library, including an email address: library@unikl.edu.my.

## 2. Login your Account

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

This screenshot shows the login page of the Universiti Kuala Lumpur Library Koha OPAC. It is similar to the first screenshot but with a red box highlighting the login fields. The 'Login:' field contains the text '523240' and the 'Password:' field contains '.....'. A red arrow points from the text 'Login: ID number' to the 'Login:' field, and another red arrow points from the text 'Password: ID number' to the 'Password:' field. The rest of the page layout is identical to the first screenshot, including the search bar, navigation links, and footer information.

### 3. Basic Searching

To do a Simple Search, you enter a word or multiple words in the search box. The Simple Search is a keyword search; the system will retrieve results that include the search term(s) at any field in the record.



A screenshot of a library search interface. It features a search bar with a dropdown menu set to 'Library catalog' and the text 'world politics' entered. A blue 'Go' button is to the right of the search bar.

When you search with more than one word, all the terms will appear in each of the results. Suppose you want to find material about **world politics**. Your search will be formed like the following image:

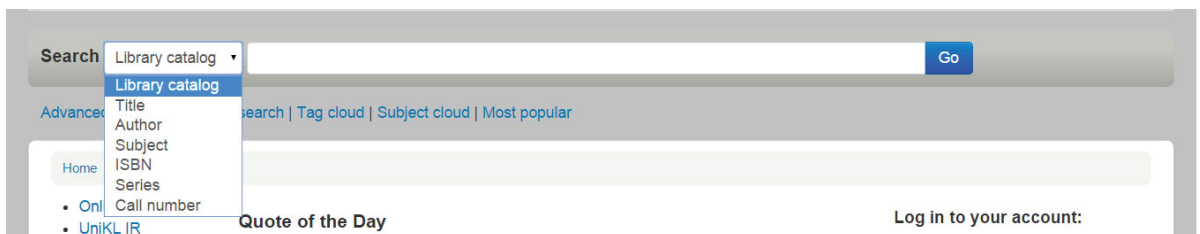


A screenshot of a library search interface. It features a search bar with a dropdown menu set to 'Library catalog' and the text 'marketing' entered. A blue 'Go' button is to the right of the search bar.

**NOTE:** The order of the wording affects the order of the results. Consequently, the search **world politics** will retrieve the same number of results **but** different ranking

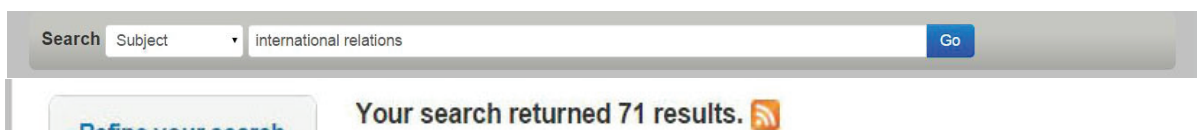
#### 3.1 Basic Searching Enhanced

Apart from a regular keyword, the Basic Search offers also options for searching at the Title, Author, Subject, etc. By selecting each of the fields, the system will search the term only in the selected fields.



A screenshot of a library search interface showing the 'Basic Searching Enhanced' options. The search bar has a dropdown menu with options: 'Library catalog', 'Title', 'Author', 'Subject', 'ISBN', 'Series', 'Call number', and 'UnikL IR'. The 'Library catalog' option is selected. Below the search bar, there are links for 'Advanced search', 'Tag cloud', 'Subject cloud', and 'Most popular'. There is also a 'Quote of the Day' section and a 'Log in to your account:' link.

Selecting one of the fields helps you narrow down the search results.



A screenshot of a library search interface showing the results of a search for 'international relations'. The search bar has a dropdown menu set to 'Subject' and the text 'international relations' entered. A blue 'Go' button is to the right of the search bar. Below the search bar, there is a 'Refine your search' button and a message that says 'Your search returned 71 results.' with an RSS icon.



## 4. Advanced Searching

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



Search

[Advanced search](#) | [Authority search](#) | [Tag cloud](#) | [Subject cloud](#) | [Most popular](#)

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**.

Search for:

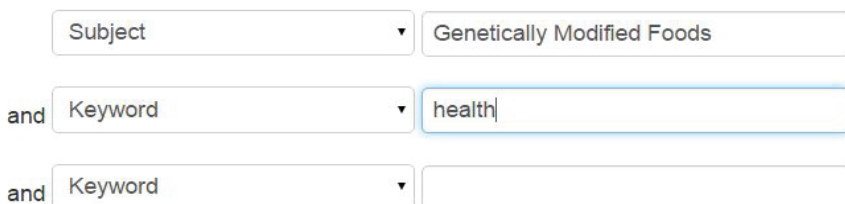


and

and

For example, if we are searching for the **Effects of genetically modified foods on the human body**, the search could be fomulated as in the picture below.

Search for:



and

and

With this search, we have searched for the topic Genetically Modified Foods in the Subject Field only and for the topic Health, which may appear anywhere on the record.

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














## 4.1 Additional Fields/Limits

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

You can limit your search to the **Item Type**. Below are shown all the different formats that the library possess.

Item type

Limit to any of the following:

<input type="checkbox"/>  Book	<input type="checkbox"/>  CD-ROM	<input type="checkbox"/>  Cassette	<input type="checkbox"/>  Conference Proceeding
<input type="checkbox"/>  Digital Video Disc	<input type="checkbox"/>  Electronic Book	<input type="checkbox"/>  Journal	<input type="checkbox"/>  Lecturer Reserve
<input type="checkbox"/>  Red Spot	<input type="checkbox"/>  Reference	<input type="checkbox"/>  Research Loan	<input type="checkbox"/>  Resources
<input type="checkbox"/>  Video Tape			

Other useful limiters that can be found on the Advanced Search page are the **Publication date range, Language, Location and availability** as well as the **Sorting**.

<b>Publication date range</b>	<b>Language</b>	<b>Location and availability:</b>	<b>Sorting:</b>
Date range:	Language:	Library:	Sort by:
<input type="text"/>	<input type="text" value="No limit"/>	<input type="text" value="All libraries"/>	<input type="text" value="Relevance"/>
For example: 1999-2001. You could also use "-1987" for everything published in and before 1987 or "2008-" for everything published in 2008 and after.		OR	
		Groups of libraries	
		<input type="text" value="-- none --"/>	
		<input type="checkbox"/> Only items currently available for loan or reference	
<input type="button" value="Search"/> <input type="button" value="More options"/> <input type="button" value="New search"/>			

## 5. Search Results

### 5.1 Results Overview

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

### 5.2 Item Availability

You will see the availability of the items attached to the record and also the library that owns the copy(ies).

The screenshot shows a library search interface. At the top, there is a search bar with 'marketing' entered and a 'Go' button. Below the search bar, there are links for 'Advanced search', 'Authority search', 'Tag cloud', 'Subject cloud', and 'Most popular'. The main content area shows 'Results of search for 'kw,wrld: marketing''. A red box highlights the text 'Your search returned 940 results.' with a red arrow pointing to it and the label 'Results overview'. Below this, there is a pagination bar with numbers 1 through 10 and a 'Next' button. The search results are displayed in a table. The first result is 'Basic marketing research : using Microsoft Excel data analysis / Alvin C. Burns, Ronald F. Bush.' by Burns, Alvin C; Bush, Ronald F. Edition: 3rd ed. Material type: Book; Format: print; Literary form: not fiction. Publisher: Boston : Prentice Hall, 2012. A red box highlights the 'Availability' field, which reads 'Items available for reference: UniKL Business School [HF5415.2 .B7787 2012] (1)'. A red arrow points to this box with the label 'Item availability'. On the left side, there is a 'Refine your search' menu with options for 'Availability', 'Authors', and 'Holding libraries'. The 'Availability' section has a link 'Limit to currently available items.' The 'Authors' section lists several authors: Cravens, David W., Levy, Michael, Lovelock, Christophe..., Piercy, Nigel F., Wirtz, Jochen, and a 'Show more' link. The 'Holding libraries' section lists 'UniKL Business School' and 'UniKL MIIT'. On the right side, there is a book cover for 'BASIC MARKETING RESEARCH Using Microsoft® Excel Data Analysis' by Alvin C. Burns and Ronald F. Bush.

### 5.3 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 **Availability, Authors, Holding libraries, Item types, Locations** and **Topics**.

This screenshot is identical to the previous one, but with a red box highlighting the 'Refine your search' menu on the left side. A red arrow points to this box with the label 'Refine your search'. The rest of the page content, including the search results and the 'Item availability' highlight, remains the same.

## 6. Bibliographic Record

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

[Normal view](#) [MARC view](#) [ISBD view](#)

### Managing project delivery : maintaining control and achieving success / Trish Melton, Peter Iles-Smith.

by [Melton, Trish](#); [Melton, Trish](#); [Smith, Peter Iles](#).

Material type: Book

Publisher: Amsterdam : [Elsevier](#), 2009

Description: xvii, 293 p. ; 25 cm.

ISBN: 0750685153.

Subject(s): [Chemical engineering](#) -- [Management](#) | [Project management](#)

Tags from this library: No tags from this library for this title. [Add tag\(s\)](#)

[Log in to add tags.](#)

★★★★★ average rating: 0.0 (0 votes)

[Browse results](#)  
[« Previous](#)  
[Back to results](#)  
[Next »](#)  
[Place hold](#)  
[Print](#)  
[Add to your cart](#)  
[Unhighlight](#)  
[Save record](#) ▾  
[More searches](#) ▾  
[Share](#) [f](#) [in](#) [v](#) [e](#) [G+1](#)  
[Tweet](#)

### 6.1 Holdings Information

The Holdings data present the **Item Type**, **Current Location** (where the book can be found), **Call Number** (where exactly the book is shelved), its **Status** (available, not for loan or circulated), and the **Due Date** (when the book should be returned).

Subject(s): [Chemical engineering](#) -- [Management](#) | [Project management](#)

Tags from this library: No tags from this library for this title. [Add tag\(s\)](#)

[Log in to add tags.](#)

★★★★★ average rating: 0.0 (0 votes)

[More searches](#) ▾  
[Share](#) [f](#) [in](#) [v](#) [e](#) [G+1](#)  
[Tweet](#)

**Holdings ( 2 )** **Comments ( 0 )**

Item type	Current location	Call number	Status	Date due
Book	UniKL BMI <i>Open Shelf</i>	HD69.P75 M44 2009 ( <a href="#">Browse shelf</a> )	Checked out	2016-02-04
Book	UniKL MIIT <i>Open Shelf</i>	HD69.P75 M44 2009 ( <a href="#">Browse shelf</a> )	Available	

## 6.2 User Actions

To the right of the bibliographic record, you can find links to **Place a Hold**, **Print the record**, or **Add it to your Cart**.

Normal viewMARC viewISBD view

### Managing project delivery : maintaining control and achieving success / Trish Melton, Peter Iles-Smith.

by [Melton, Trish](#); [Melton, Trish](#); [Smith, Peter Iles](#).

Material type: Book

Publisher: Amsterdam : [Elsevier](#), 2009

Description: xvii, 293 p. ; 25 cm.

ISBN: 0750685153.

Subject(s): [Chemical engineering -- Management](#) | [Project management](#)

Tags from this library: No tags from this library for this title. [Add tag\(s\)](#)

Log in to add tags.

★★★★★ average rating: 0.0 (0 votes)

Browse results

[« Previous](#)

[Back to results](#)

[Next »](#)

Place hold

Print

Add to your cart

Unhighlight

Save record ▾

More searches ▾

Share

Tweet

Holds are helpful when an item is checked out and you would like to be the first one to borrow it when it is returned.

## 6.3 Cart & Lists

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

### 6.3.1 Cart

A cart is a temporary holding place for records you are interested in during a session. At the results, you can either click at the **Add to cart** option (1) from the bottom of each item, or select the item by clicking on the **Check box** (2), and then click at the **Add to: Cart** at the top of the results (3).

You may see the total number of items added to your cart from the button next to the search bar.



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

#### Your cart

<a href="#">More details</a> <a href="#">Send</a> <a href="#">Download</a> <a href="#">Print</a> <a href="#">Empty and close</a>				
<a href="#">Select all</a> <a href="#">Clear all</a>   Select titles to: <a href="#">Remove</a> <a href="#">Add to a list</a> <a href="#">Place hold</a>				
<input type="checkbox"/>	Title	Author	Year	Location (Status)
<input type="checkbox"/>	Basic marketing research :	Burns, Alvin C.	2012	<ul style="list-style-type: none"> <li>• UniKL Business School, Not for Loan (HF5415.2 .B7787 2012 ) ( <b>Not For Loan</b> )</li> </ul>
<input type="checkbox"/>	Consumer behavior & marketing strategy /	Peter, J. Paul.	2010	<ul style="list-style-type: none"> <li>• UniKL Business School, Open Shelf (HF5415.3 .P468 2010) ( <b>Available</b> )</li> <li>• UniKL MIIT, Open Shelf (HF5415.3 .P468 2010) ( <b>Available</b> )</li> </ul>
<input type="checkbox"/>	Strategic marketing /	Cravens, David W.	2009	<ul style="list-style-type: none"> <li>• UniKL Business School, Open Shelf (HF5415.135 .C72 2009) ( <b>Checked out</b> )</li> <li>• UniKL Business School, Open Shelf (HF5415.135 .C72 2009) ( <b>Available</b> )</li> <li>• UniKL MIIT, Open Shelf (HF5415.135 .C72 2009) ( <b>Available</b> )</li> </ul>

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

## 6.3.2 Lists

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

#### Your cart

<a href="#">More details</a> <a href="#">Send</a> <a href="#">Download</a> <a href="#">Print</a> <a href="#">Empty and close</a>				
<a href="#">Select all</a> <a href="#">Clear all</a>   With selected titles: <a href="#">Remove</a> <a href="#">Add to a list</a> <a href="#">Place hold</a>				
<input checked="" type="checkbox"/>	Title	Author	Year	Location (Status)
<input checked="" type="checkbox"/>	Basic marketing research :	Burns, Alvin C.	2012	<ul style="list-style-type: none"> <li>• UniKL Business School, Not for Loan (HF5415.2 .B7787 2012 ) ( <b>Not For Loan</b> )</li> </ul>
<input checked="" type="checkbox"/>	Consumer behavior & marketing strategy /	Peter, J. Paul.	2010	<ul style="list-style-type: none"> <li>• UniKL Business School, Open Shelf (HF5415.3 .P468 2010) ( <b>Available</b> )</li> <li>• UniKL MIIT, Open Shelf (HF5415.3 .P468 2010) ( <b>Available</b> )</li> </ul>
<input checked="" type="checkbox"/>	Strategic marketing /	Cravens, David W.	2009	<ul style="list-style-type: none"> <li>• UniKL Business School, Open Shelf (HF5415.135 .C72 2009) ( <b>Checked out</b> )</li> <li>• UniKL Business School, Open Shelf (HF5415.135 .C72 2009) ( <b>Available</b> )</li> <li>• UniKL MIIT, Open Shelf (HF5415.135 .C72 2009) ( <b>Available</b> )</li> </ul>

At the new window, you can either select from an existing list or type the title of a new list. You can select the list to be public or private.

### Add 3 items to a list:

- Basic marketing research : Burns, Alvin C.
- Consumer behavior & marketing strategy / Peter, J. Paul.
- Strategic marketing / Cravens, David W.

### Add to a new list:

List name:

Category:

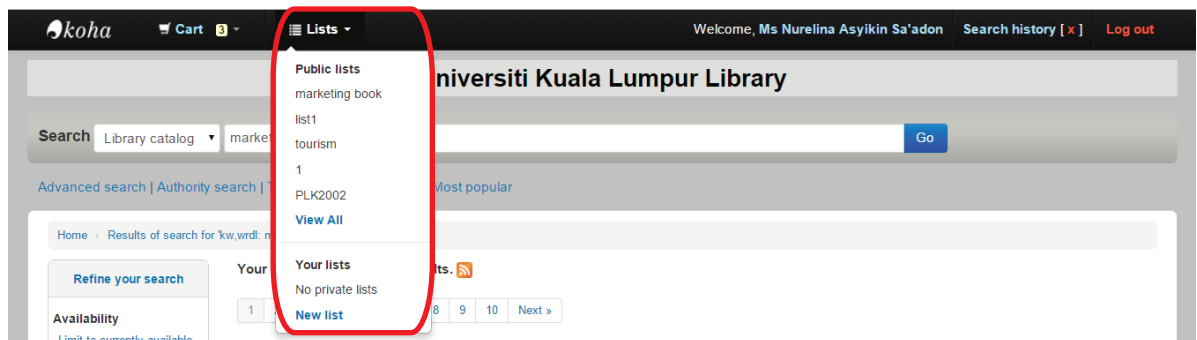
Public ▼

Save

Cancel

[Close this window.](#)

You can view all public and your private lists from the button at the search bar section.



**NOTE:** Your personal lists are visible only when you are logged in.



## 7. Your Account

You can log in or access your personal information from any computer, inside or out of campus.

### 7.1 Your Summary

Once logged in, you can see your account summary, how many items are borrowed and when they are due. If you want to see only the overdue items, you may click at the Overdue tab next to the Checked Out.

Advanced search | Authority search | Tag cloud | Subject cloud | Most popular

Home > MIRA FAZZIRA BINTI MOHSIN > Your summary

- Online Database
- UniKL IR
- City Campus Library

**your summary**

- your fines
- your personal details
- your tags
- change your password
- your reading history
- your purchase suggestions
- your messaging
- your lists


**Hello, MIRA FAZZIRA BINTI MOHSIN**

Click here if you're not MIRA FAZZIRA BINTI MOHSIN

**Please note:** Your account has been frozen with the comment "Restriction added by overdues process 2016-01-26 06:25". Usually the reason for freezing an account is old overdues or damage fees. If your account page shows your account to be clear, please contact the library.

Checked out (1) **Overdue (1)** Fines (0.80)

**1 Item(s) checked out**

Title	Due	Barcode	Call No.	Renew	Fines	Links
 <b>HPLC :</b>	<b>2016-01-19</b>	0100007680	QP519.9.H53 H54 2001	(2 of 2 renewals remaining)	Yes	<a href="#">Share</a>

## 7.2 Your Fines

### 7.2.1 Current Fines

If a Fines tab appears next to the Checked out tab in Your Summary, the amount presented is the current fine, which you owe the library.

Search Library catalog Go

Advanced search | Authority search | Tag cloud | Subject cloud | Most popular

Home > MIRA FAZZIRA BINTI MOHSIN > Your summary

- Online Database
- UniKL IR
- City Campus Library

**your summary**

your fines

your personal details

your tags

change your password

your reading history

your purchase suggestions

your messaging

your lists

**Hello, MIRA FAZZIRA BINTI MOHSIN**

Click here if you're not MIRA FAZZIRA BINTI MOHSIN

**Please note:** Your account has been frozen with the comment "Restriction added by overdue process 2016-01-26 06:25". Usually the reason for freezing an account is old overdue or damage fees. If your account page shows your account to be clear, please contact the library.

Checked out (1) Overdue (1) **Fines (0.80)**

**Fines and charges**

Amount
You currently owe fines and charges amounting to: 0.80

**NOTE:** If the Overdue tab appears as well, it means that you still have overdue item(s) out and the fine will continue to increase until you return the item(s) back to the library.

## 7.2.2 Fines History

You can check the history of your Fines at **Your Fines** tab.

koha Cart Lists Welcome, MIRA FAZZIRA BINTI MOHSIN Log out

**Universiti Kuala Lumpur Library**

Search Library catalog Go

Advanced search | Authority search | Tag cloud | Subject cloud | Most popular

Home > MIRA FAZZIRA BINTI MOHSIN > Your fines and charges

- Online Database
- UniKL IR
- City Campus Library

**your fines**

your personal details

your tags

change your password

your reading history

your purchase suggestions

**Fines and charges**

Date	Description	Fine amount	Amount outstanding
2016-01-26	Accruing fine, HPLC : 2016-01-19 23:59 (HPLC :)	0.80	0.80
<b>Total due</b>			<b>0.80</b>

## 7.3 Your Personal Details

You can view your account's data from **Your Personal Details** tab.

Search Library catalog Go

Advanced search | Authority search | Tag cloud | Subject cloud | Most popular

Home > MIRA FAZZIRA BINTI MOHSIN > Your personal details

- Online Database
- UnikL IR
- City Campus Library

your summary

your fines

**your personal details**

your tags

change your password

your reading history

your purchase suggestions

your messaging

your lists

### Library

Card number: 551

Expiration date: 2018-10-01

Home library: UnikL MICET

### Identity

Salutation:

Surname: MIRA FAZZIRA BINTI MOH Required

First name: Required

Date of birth: Clear date

Initials:

## 7.4 Your Reading History

The **Your Reading History** tab presents your entire check out history. It could be useful especially when you would like to borrow a title again.

Home > MIRA FAZZIRA BINTI MOHSIN > Your checkout history

- Online Database
- UnikL IR
- City Campus Library

your summary

your fines

your personal details

your tags

change your password

**your reading history**

your purchase suggestions

your messaging

your lists

### Checkout history

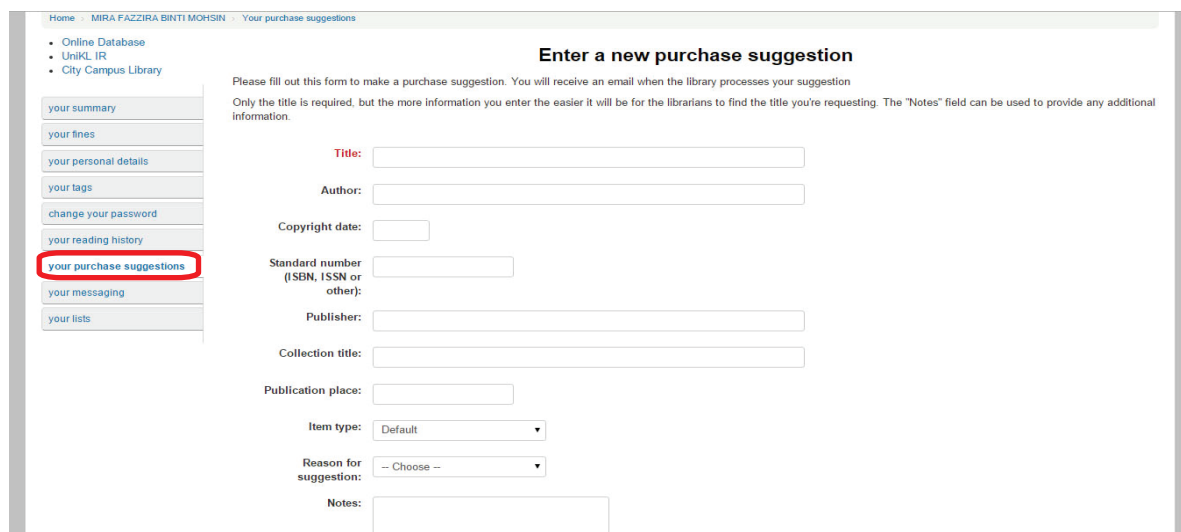
Order by date

Showing last 50 items. Show all items

	Title	Item type	Call no.	Date	Links
	HPLC :	Book	QP519.9 H53 H54 2001	(Checked out)	
	Principles of fermentation technology / Stanbury, Peter F.	Book	TP156.F4 S73 1995	2015-12-04	

## 7.5 Your Purchase Suggestions

If you are aware of a new title that is not included in the library catalog and you consider it as necessary to be purchased, you may suggest it to the librarians via the **Your Purchase Suggestions** tab. Fill out the data of the title and click Submit. The library staff will review the title and desire upon it's purchase.



Home · MIRA FAZZIRA BINTI MOHSIN · Your purchase suggestions

- Online Database
- UniKL IR
- City Campus Library

**your summary**

your fines

your personal details

your tags

change your password

your reading history

**your purchase suggestions**

your messaging

your lists

### Enter a new purchase suggestion

Please fill out this form to make a purchase suggestion. You will receive an email when the library processes your suggestion. Only the title is required, but the more information you enter the easier it will be for the librarians to find the title you're requesting. The "Notes" field can be used to provide any additional information.

**Title:**

**Author:**

**Copyright date:**

**Standard number (ISBN, ISSN or other):**

**Publisher:**

**Collection title:**

**Publication place:**

**Item type:**

**Reason for suggestion:**

**Notes:**

**NOTE:** Please add at the Notes section any additional information to be taken into account.