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.

Table of Contents

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/.

2. Login your Account

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

Login: ID number
Password: ID number

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.

| Search | Library catalog ▾ | world politics | Go |

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:
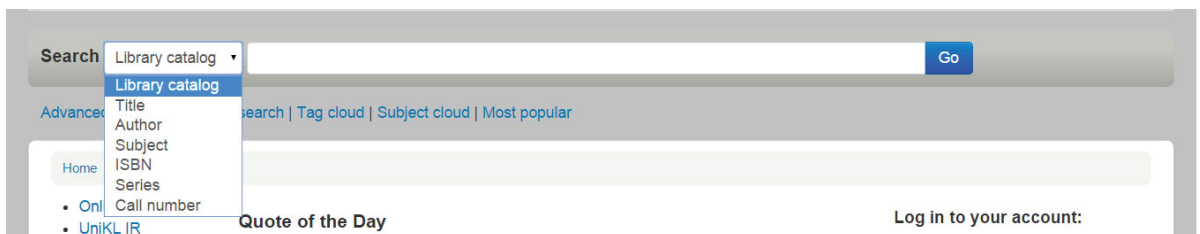
| Search | Library catalog ▾ | marketing | Go |

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
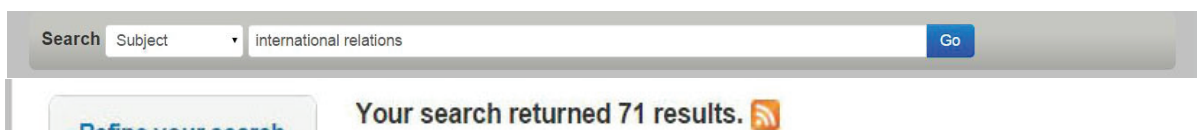
3.1 Basic Searching Enhanced

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.

| Search | Library catalog ▾ | | Go |

Advanced   search | Tag cloud | Subject cloud | Most popular

Library catalog
Title
Author
Subject
ISBN
Series
Call number

Home

- Onl
- UniKL IR   Quote of the Day   Log in to your account:

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

| Search | Subject ▾ | international relations | Go |

Refine your search   Your search returned 71 results. 📶

4. Advanced Searching

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**.
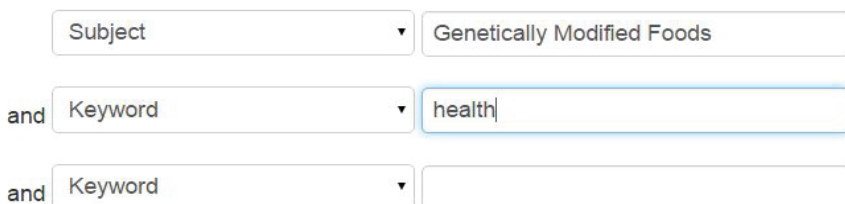

For example, if we are searching for the **Effects of genetically modified foods on the human body**, the search could be fomulated as in the picture below.

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:

☐ Book	☐ CD-ROM	☐ Cassette	☐ Conference Proceeding
☐ Digital Video Disc	☐ Electronic Book	☐ Journal	☐ Lecturer Reserve
☐ Red Spot	☐ Reference	☐ Research Loan	☐ Resources
☐ 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.**

Publication date range	Language	Location and availability:	Sorting:
Date range:	Language:	Library:	Sort by:
	No limit ▾	All libraries ▾	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	
		-- none -- ▾	
		☐ Only items currently available for loan or reference	

Search   More options   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).

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**.

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   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), it's **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   Tweet

| Holdings (2) | Comments (0) |

Item type	Current location	Call number	Status	Date due
Book	UniKL BMI *Open Shelf*	HD69.P75 M44 2009 (Browse shelf)	Checked out	2016-02-04
Book	UniKL MIIT *Open Shelf*	HD69.P75 M44 2009 (Browse shelf)	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**.

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.

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 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.

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:

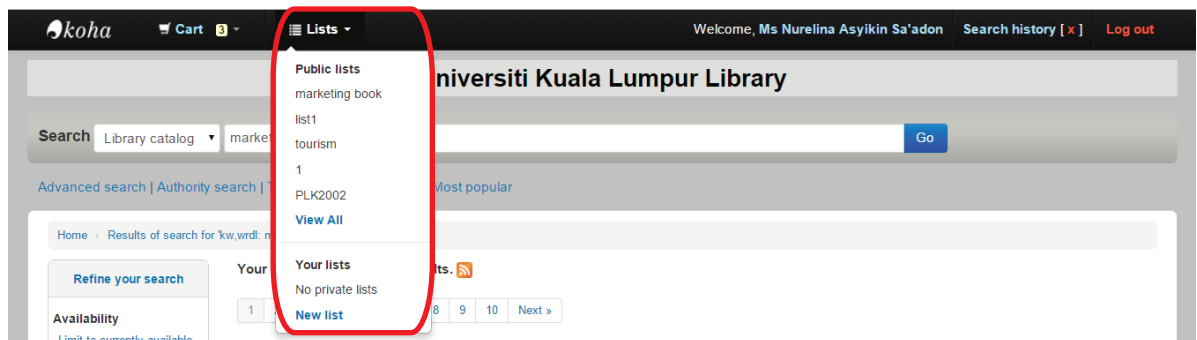marketing book

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.

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 s the current fine, which you owe the library.

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.

7.3 Your Personal Details

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

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.
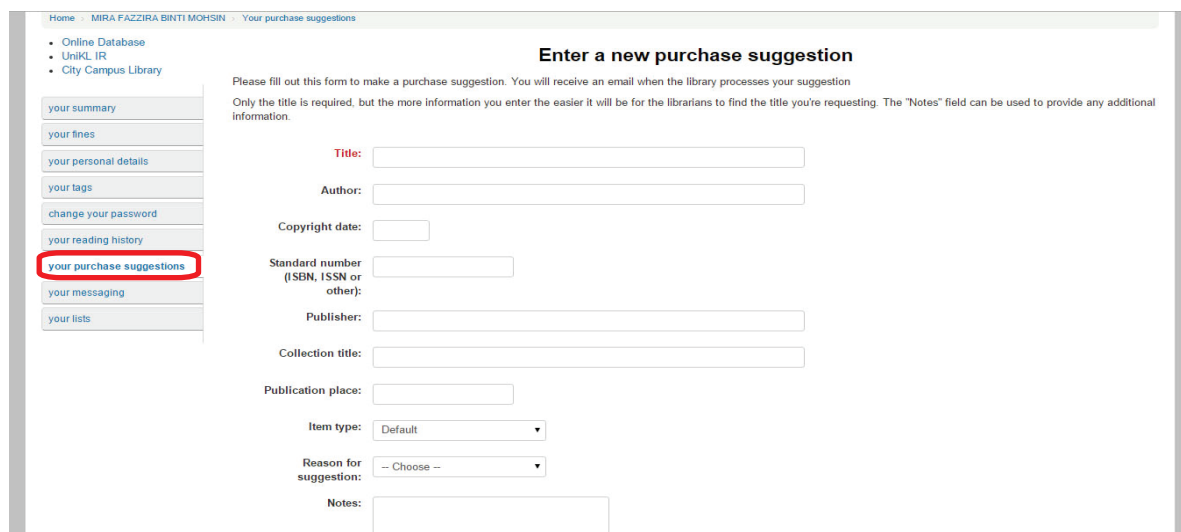
7.5 Your Purchase Suggestions

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.

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