WEB OPAC (Online Public Access Catalogue)
How to Use WEB OPAC: User Manual

Central Library at IIIT-B is rapidly increasing its collection of books, reference books, periodicals, and electronic resources. The Text Book Collection in the Library provides vital support for on-going MTech, iMTech, MSc Digital Society, Master of Science and PhD program. The books are on various disciplines ranging from Computer Science, Mathematics, Social Science and Basic Science. The collection for fictions also developed simultaneously.

Library operations are automated using KOHA Open Source Integrated Library Management Software. Library currently houses over 13000+ books and provide access to most usable e-journals.
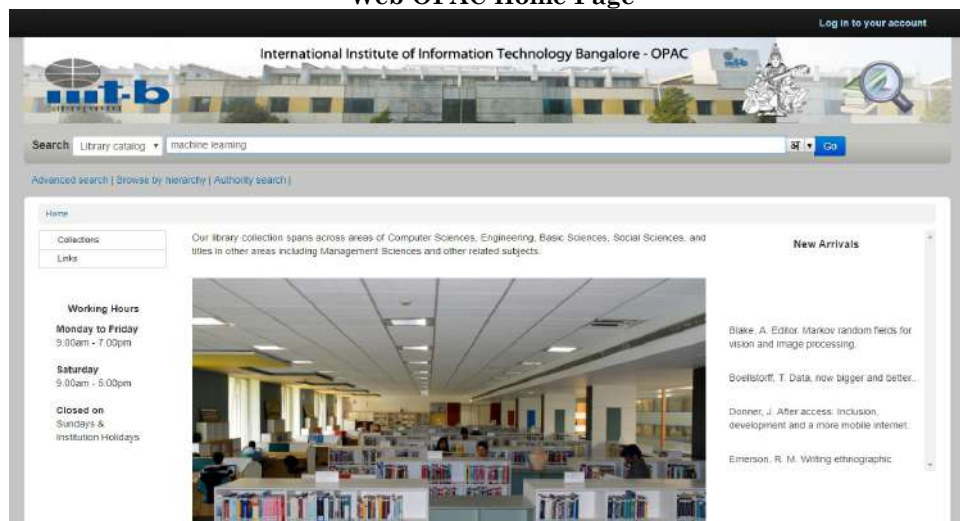
IIIT-B Library's Web OPAC (Online Public Access Catalogue) facilitates browse and search of database of books available in the IIIT-B Central Library. The Web OPAC of the library can be accessed at **opac.iiitb.ac.in** on the Internet.

- It is 24 ×7 time accessible via Internet/Intranet
- It is possible to search independently by Keyword, Title, Author, Subject, ISBN, Series, and Call Number etc.
- The status of any book may be known as Check Out, Item Available for Loan, Not for Loan, No. of copies are available for loan, Course Reserve/reference items, current location etc.
- User can easily checked the items borrowed from the library on his/her name, due date, fine etc. via Web-OPAC account log-in

Distinctive features of IIIT Bangalore Web-OPAC:-

Koha provides online facility to search the bibliographic databases of library resources. While making a search, it is possible to see the complete bibliographic information of a specific title including the status of each copy indicating whether it is "Available", or "Not for Loan" or "Checked out" etc.
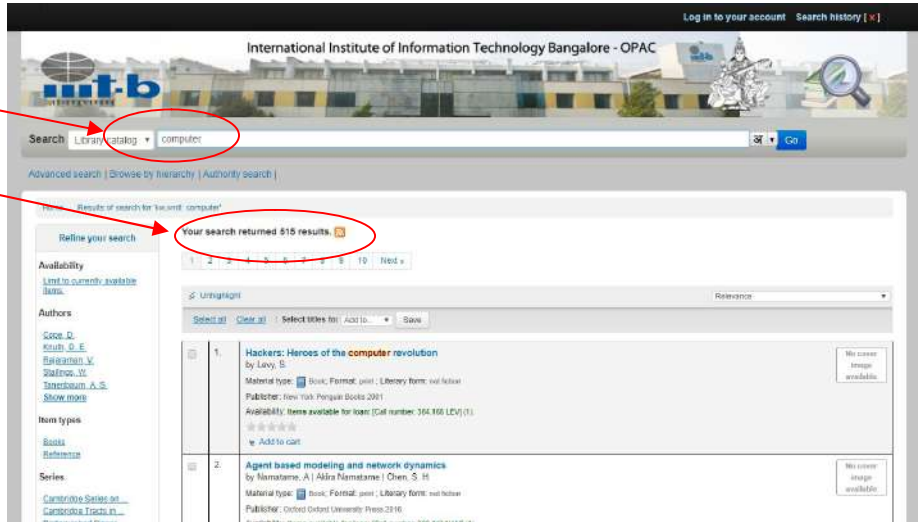
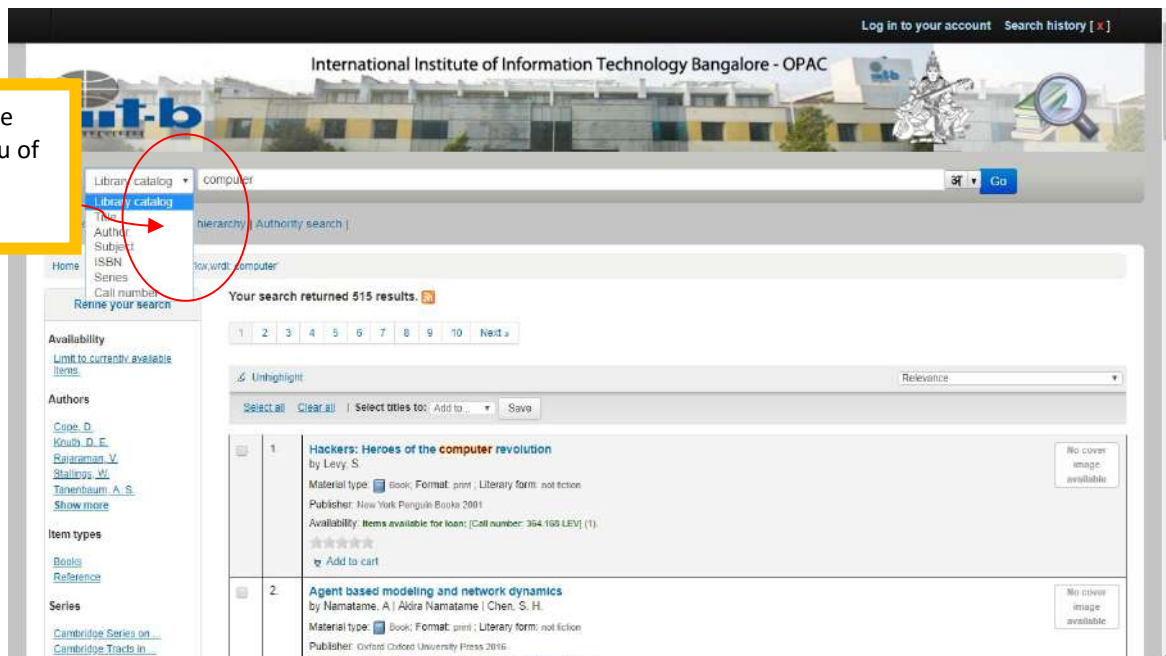**Web-OPAC Home Page**

How to Perform Basic Search

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

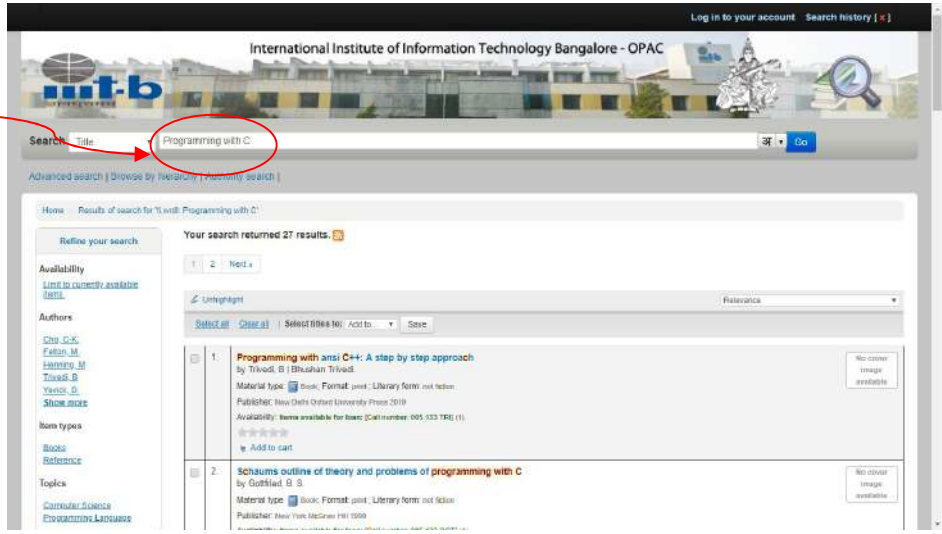When i search with Simple word Computer it shows 515 results

In KOHA Web OPAC we can search the resources by using the Keywords, Title, Sir Name of the Author, Call Number, Publisher, ISBN

Here it shows the drop down menu of the searching options....
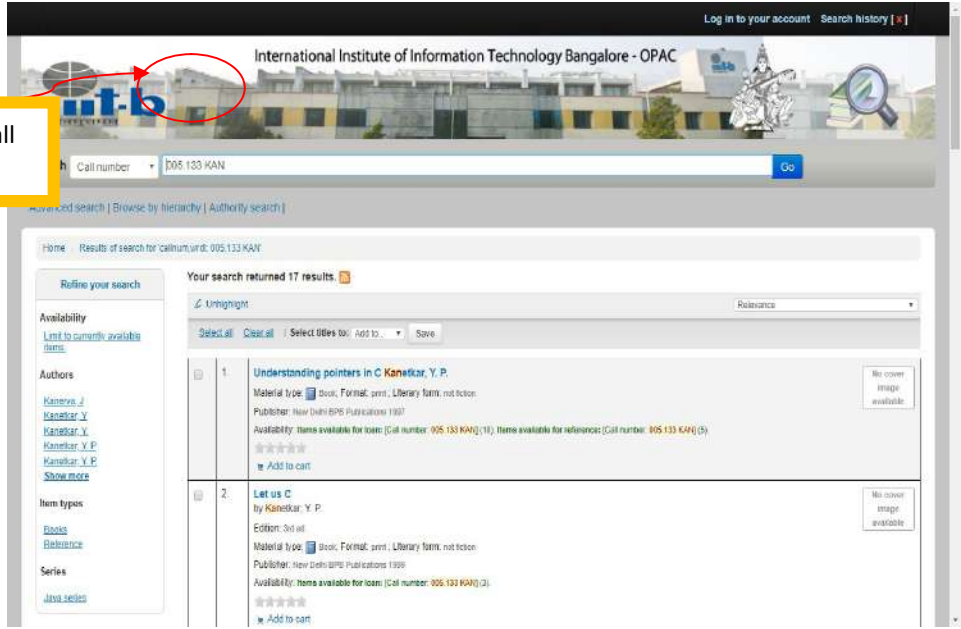
Title Search in WEB OPAC

Searching by Title

If we know the Call Number of books we can search directly in to the rack OPAC allows to check for showing the status of the books.
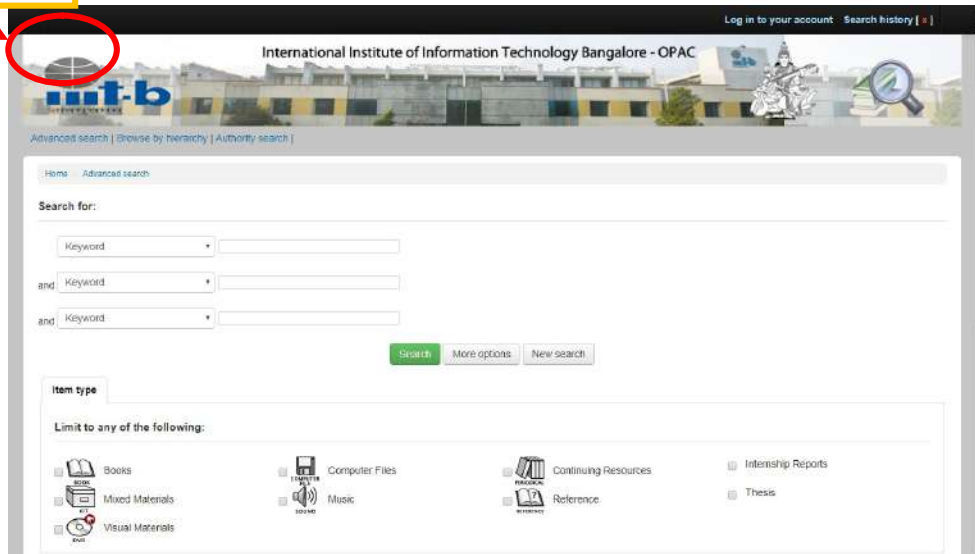

Search by using Call Number

How to Perform an Advance Search

When you can't find the most appropriate material with a general search, you can move to the Advanced Search page by clicking on the Search option on the persistent toolbar. The Advanced Search page offers many ways to limit the results of your search. You can search using the Boolean operators AND, OR, and NOT; limit by item type; limit by year and language; limit by subtypes audience, content, format and by availability.
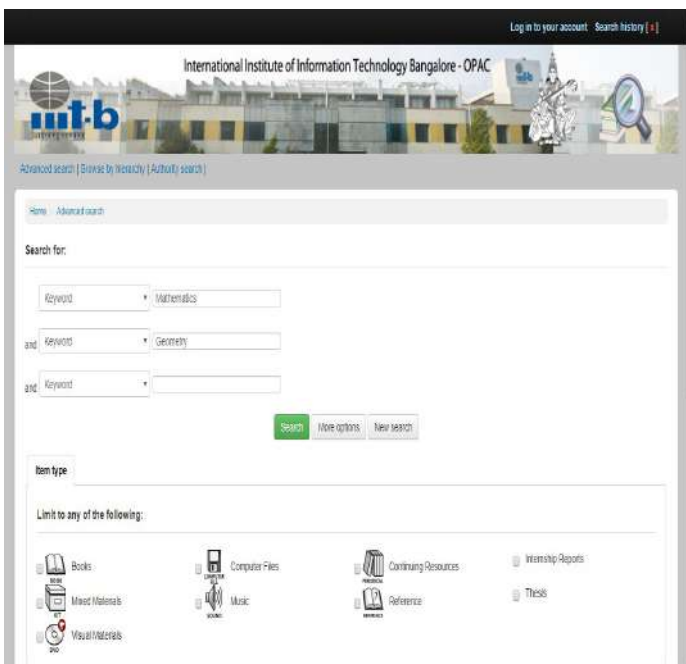
The first limiting section on the Advanced Search page provides a quick and simple way to use the Boolean operators in your search.
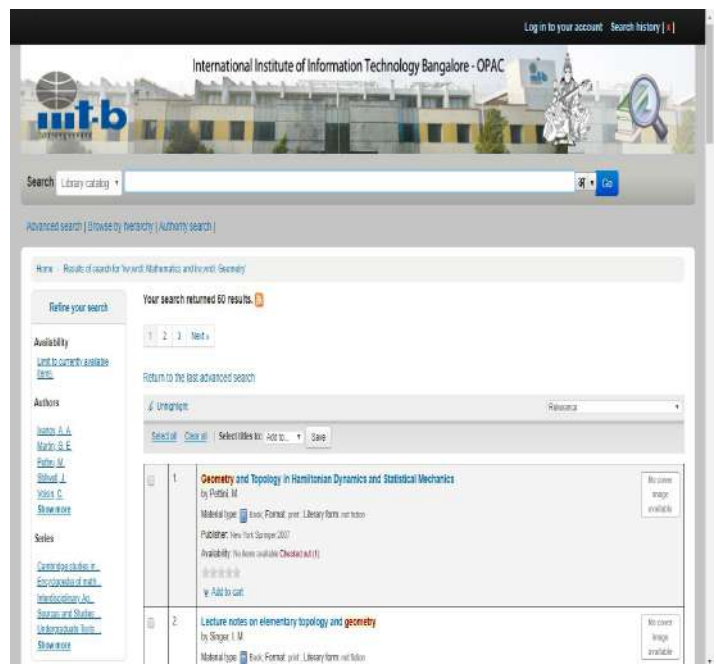
Click On Advanced Search

(Advance Search through Boolean Operator)

A sample search is shown next, followed by its results, For example, if you are searching for the **Mathematics and Geometry**, the search could be formulated as in the picture below:
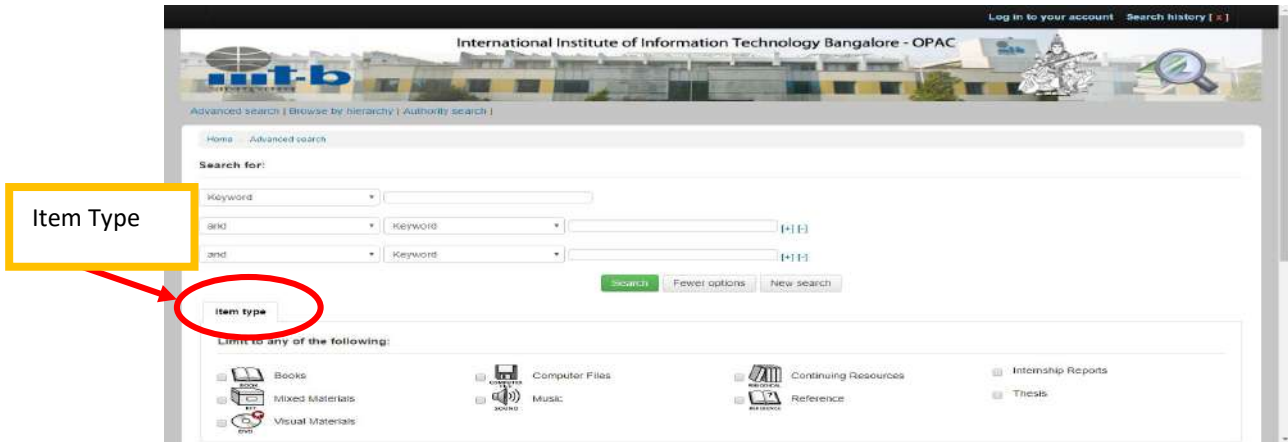

a. Searching by using Mathematics and Geometry Boolean Operators
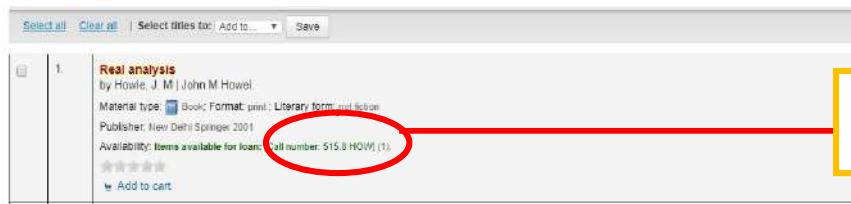
b. Result of the searching by

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

After searching the books on WEB OPAC the question is How to Locate a Book on the Shelves?

Once you find the required book in the OPAC note down the call number which helps to locate the book in the library.

Once you note down the call number you can search in library. In library the books will be arranged by using Dewey Decimal Classification it helps to arrange the resources in order according to this classification scheme books are arranged from 001 to 999.
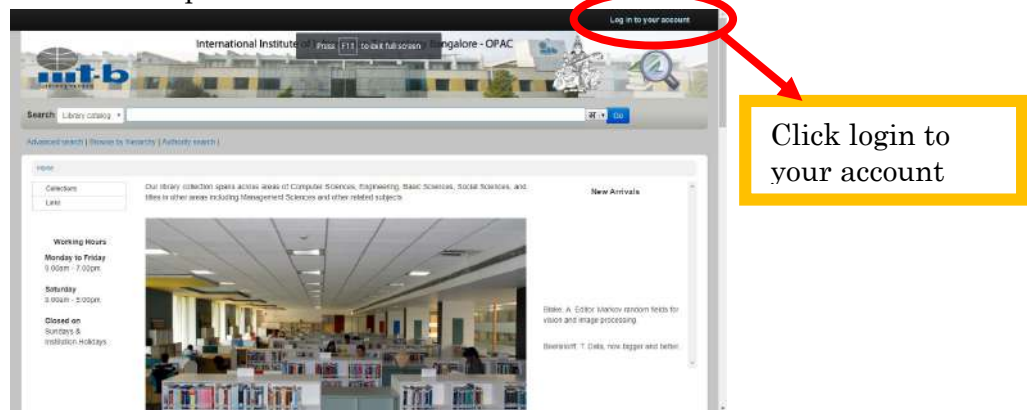
Class Number (denoting subject of the book)
3letters of Author sur name

Accession Number (unique serial number of each document)
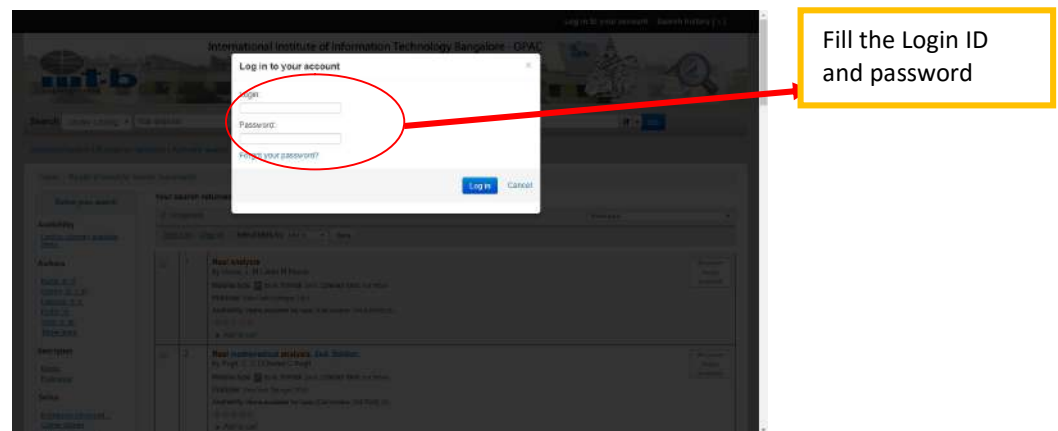
Course Reserve Book

REFERENCE BOOK

Log-in KOHA Web-OPAC Account

User Log-in

By default your login ID is your Roll No. MT2018001 and password is me@iiitb Users are requested to change their default password at first session.
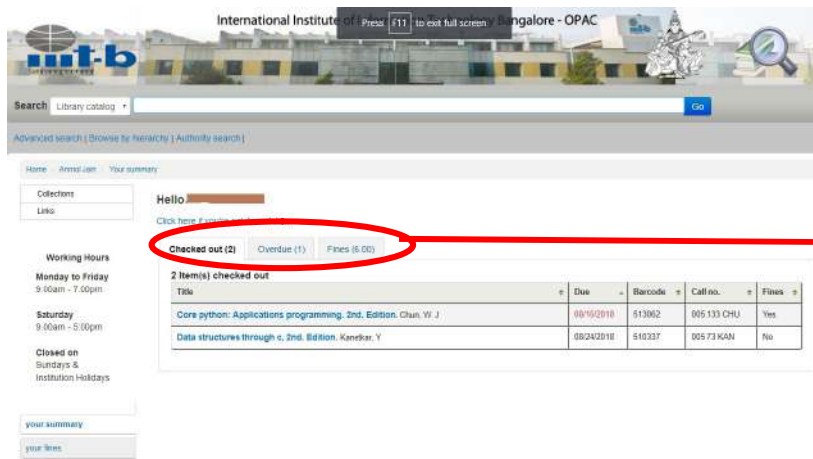

Log-in in Web-OPAC

(Enter your Default login id and Password for access your Web-OPAC Account)

How to use My Account

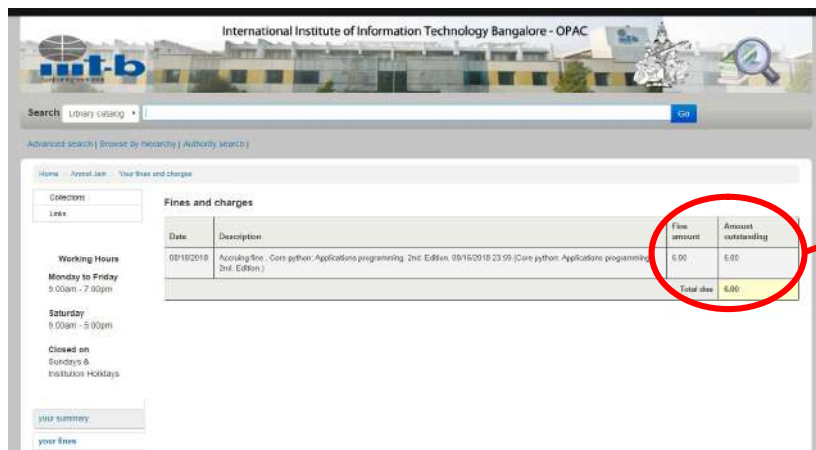OPAC helps to log in and access your personal information from any computer, on or off campus.

My Summary: Once logged in, you can see your account summary; how many items are borrowed; when they are due.

You can see the details of Check Out, Overdue and fine list of your account.

Current Fines: Fines tab appears next to the **My Summery** tab in **My Summary**, the amount presented is the current fine, which you owe to the library. You can also check the history of your Fines at My Fines tab.
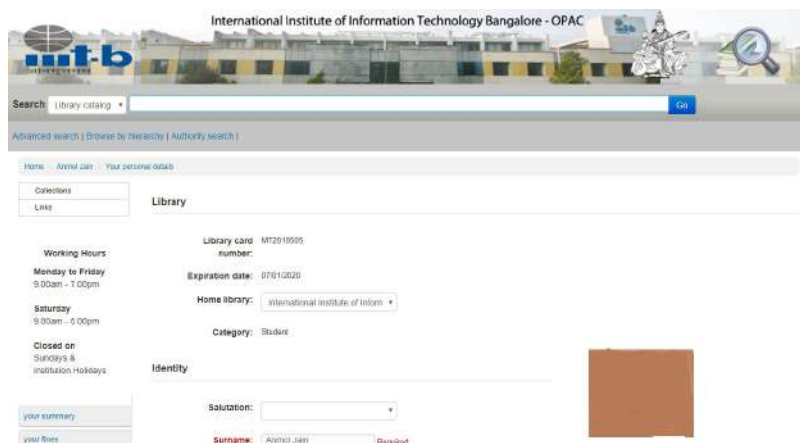

You can see the details of your fine here.

NOTE: If the Overdue tab appears as well, it means that you have overdue item(s) on loan and the fine will continue to increase until you return the item(s) back to the library.
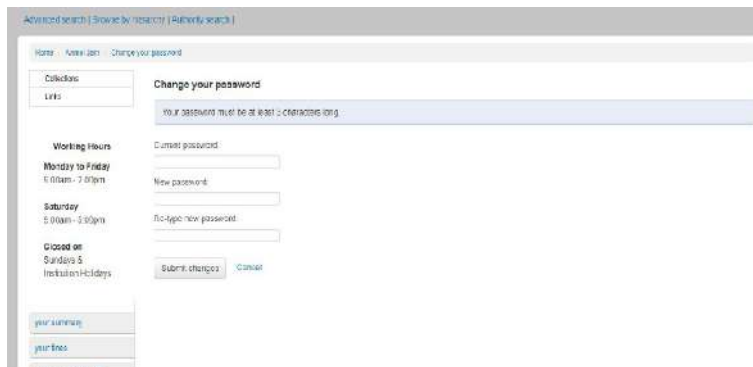
Your Personal Details:
In **your personal details** tab appears next to the **your fines** tab in **My Summary**, Here you can see your personal details like: card number, surname, name contact details. If you want to any change in this part you can contact or update your details given at footer of this guide.
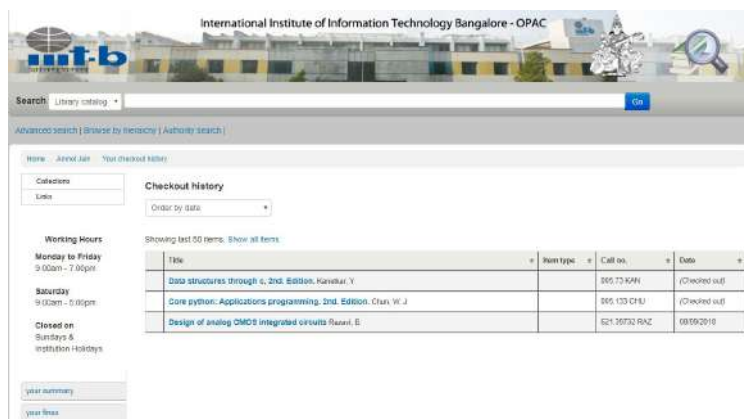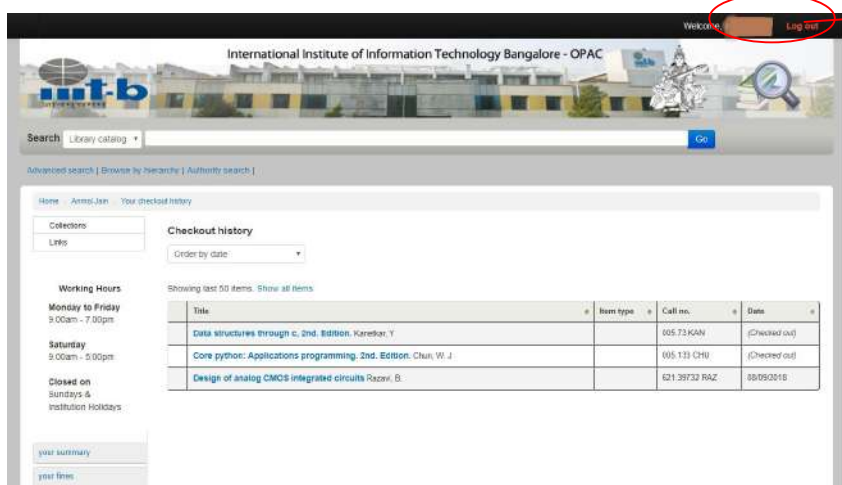
Change your Password: Change your password tab appears next to **your tags** tab, in this tab user can change default password and create new log in password for security purpose.

My Reading History: The **My Reading History** tab reveals your entire check out history. It could be useful especially when looking for details of item(s) you may wish to borrow again.

How to Log-Out

Click the Log Out option in the right corner on top of the screen

If you have any queries in USAGE of WEB OPAC please write a mail to us

THANK YOU