

## Web-OPAC

The IIPS Library wants its users to make best use of its online resources. In order to facilitate efficient and effective searching of information through our catalogue the following few lines will be useful. This will help you in making the search pinpointed and specific so that desired and relevant information is retrieved fast.

At present the information about the library information resources i.e. Books, Bound Volumes of Periodicals, Reprints, Research Articles from Periodicals and Edited Books, CD-ROMs are bibliographic in nature.

Web-OPAC provides search option on two levels.

(1) Simple Search and (2) Advance Search

The search query can either upper case or lower case the software accept for searching but please be extra cautious while mentioning the queries as incorrect spelling or extra spaces can stop your access further.

Class number search is based on Dewey Decimal Classification 18<sup>th</sup> Edition. And to provide in-depth search in population studies and family welfare, special schedule, index prepared on the basis of the DDC and used in the database.

### **WebSlim21 offers you following facilities:**

#### **1. Word Search**

Word Search is a simple search, which allows you to search any word anywhere. Word search can include phrase also search as 'mass communication'.

Type the word to be searched in the **Word Search** text box and click **Word Search**. The search engine will search the word in all the access points and the result will be displayed according to the match found.

#### **2. Advanced Search**

Unlike simple search (word search) advance search is a Structured Search with Boolean operator.

You can structure your search as follows.

- a) **Search For**- Specify your search string such as Sharma
- b) **Select Field**- Catalogue menu lists allow you to select a catalogue.

A catalogue has index entries, which speed up the search. For example, the Author catalogue has names of authors (usually surname or last name first.)

- c) **Specify Position in the field**- Can specify position of field as specified below

Anywhere in the Field	This conducts the search for the word (s) you enter through library item detail description and the catalogue entries. Searching Bjarne through Author will fetch items by "Stroustrup, Bjarne".
At The Beginning of the Field	Use this if you are searching for an author by surname, a key word by the leading term. The catalogues and the item details are also available for browsing. A browse through the key word catalogue gives a good idea of the subjects covered by the library collection.
Exactly Matches The Field	This is useful if a search using an exact match is required.

Click **Search**

The search engine will search the word as specified criteria and the result will be displayed according to the match found.

Can combine above search with Boolean Operator search as AND, OR and NOT. With **More** option can add more criteria to the search in advance search.

For above search you can also specify different selection criteria for further filtering your search such as

**a) Range of Accession Dates**

Accession Date is the date on which the library acquires the item. By default all items are considered for inclusion in the search, regardless of the date of accession. It is possible to define a range of dates, for example: 01/04/1999 and 31/08/99. That is items acquired between first of April and 31st of August in year 1999. (format is dd/mm/yyyy, both the dates in the range are needed).

**b) Range of Accession Numbers**

Accession Number is the unique number given to an item. By default all accession numbers are taken into consideration in the search. But can filter your search by specifying accession number range.

**c) Range of Year of Publication**

By default all items are selected regardless of the publication year. You can provide a range of publication years such as 1996 and 1999 (4 digits, all numeric, provide both the upper and the lower limit). When a range is specified, items with publication years within this range are considered for inclusion in the result set.

**d) Select Item Types**

Select one or more material types for eg. You would like to search only article or Journal articles etc.

**e) Digital Material Only**

If you check Digital Material Only, the search result will include only those items having **Multimedia Links** associated with them.

Search result is displayed in tabular format. Click at the accession number to view details of the item.

You can navigate the search by clicking at the hyper linked object.

Search result can be viewed in Bibliography or publication format by selecting the respective format.

### 3. Catalogue Browser

This page displays the list of all the access points in the current catalogue.

**Select Catalogue**- Allows you to select catalogue search as Title, author, Keyword etc. It lists all the entries in the selected catalogue.

**Select Script**- Allows you to select scripts if have collection is entered in different script.

**Search For**- Allows you to search catalogues specified in search for text box. For eg. If you want to search all Titles starting with 'T' than type 'T' in search for and click **Display**. This will display all Titles starting with T. Click the item which you want to see the detail entry.

### 4. Recent Arrivals

To view the Recent Additions to the library collection, click **Recent Arrivals**. The items list will appear, which will display the items acquired in the library in the last 30 days. Arrivals. Can select the Item Types, which has arrived recently.

### 5. Contact Librarian

To see the library contact information, click **Library**. Phone number and a link to the librarian's e-mail address will be displayed. To send an e-mail to the librarian, click the **link**. This will open the default mail client where you can type your message and send an e-mail to the librarian.

### 6. My Info (ignore, still it is not active)

My info will allow a user to see his account, which allow him to see his loans, reserve a book etc. But for accessing his accounts he need to login.

To Log in as a user, click **MyInfo** on the home page. Type the User ID and Password and click **Log In**. To change your password, click **Change Password**. Type User ID, Old Password and New Password. Click **Change**. Following operations are possible for the Logged in Borrower:

#### a) Loans

To view the loans in the your name, click **Loans**. List of Loans will be displayed. To **Reissue** the item, click on the serial number. To view the reservation queue for the item, click the Reservations count in the Current Reservations column.

**b) Reservation**

To view the reservations by the borrower, click **Reservation**. The details of the item reserved by the logged in borrower will be displayed. To see the reservation queue for the item, click the **Accession number**. To cancel the claim, click 'X' in the delete column.

**c) Recent Additions**

To view the Recent Additions to the library collection, click **Recent Additions**. The items list will appear, which will display the items acquired in the library in the last 30 days. You can specify the number of days and whether you want to see the items for All Subjects or My subjects (defined in SDI as the subjects of interest).

**d) Readings**

To view the details of the books, that the logged in borrower has read earlier, click **Readings**. To view the log, you can specify the date range or number of days and the item types and click **Apply** . Eg. If you select the number of days as 30, the result set will show the title, author and read count of items read by the logged in borrower in the last 30 days. To view the circulation details, click serial number of the item. If want to know transaction when that item was taken check show transaction and click apply. This will show transaction details.

**e) Subjects**

Allow you to select subject of your interest so that Recent Additions will lists items only of your subject interest.

**f) Rules**

To view the Lending Policies applicable to the category of the logged in borrower, click **Rules**.

**g) Log Out**

To end the session, click **Logout**.