



DELHI TECHNOLOGICAL UNIVERSITY FORMERLY DCE



OPAC USER MANUAL

PREFACE

Welcome to the user manual for the Online Public Access Catalog (OPAC) of Delhi Technological University (DTU) Central Library. This guide serves as a comprehensive resource to help faculty, students, and researchers effectively navigate and utilize OPAC, an advanced digital catalog designed to streamline access to DTU's extensive collection of academic materials.

As a part of DTU Library's commitment to advancing as a 21st-century knowledge hub, OPAC has been developed to provide seamless access to bibliographic records, digital resources, and research materials. This manual is intended to assist users in:

- Accessing OPAC through the intranet and internet.
- Searching for and retrieving library resources efficiently.
- Managing personal accounts and tracking borrowing history.
- Understanding library policies, circulation rules, and usage guidelines.

We encourage all Heads of Departments, faculty members, and students to actively engage with OPAC to maximize its potential as a vital tool for academic research and learning. By leveraging this digital system, we collectively contribute to strengthening DTU's role as a center for knowledge, innovation, and excellence in engineering and technology.

Together, let us enhance DTU's academic and research ecosystem by preserving, accessing, and sharing knowledge effectively through OPAC.

TABLE OF CONTENT

- Introduction
- Accessing OPAC
- Search Techniques
 - Basic Search
 - Advanced Search
 - Browse Categories
 - Popular & New Arrivals
- User Account & Patron Services
- Additional Features
- Library Information
- Contact Information

OPAC
Online Public Access Catalog



Techopedia Explains
**Online Public Access
Catalog (OPAC)**

INTRODUCTION

The Online Public Access Catalog (OPAC) at Delhi Technological University (DTU) operates using Koha, an open-source Integrated Library System (ILS). Koha provides an efficient and user-friendly way to search and access bibliographic records of library resources, including books, e-books, journals, and other academic materials.

Why Use OPAC?

- Efficiently locate books across different library sections.
- Find books using various search parameters.
- Check book availability and circulation status.
- Reserve books and track borrowing history.
- Access e-resources and other digital materials.

Access OPAC

[OPAC LINK](#)

Accessing OPAC

- Users can access OPAC via any web browser.
- Login using institutional credentials for personalized features. (Login ID - Written behind ID Card, Password-1234)

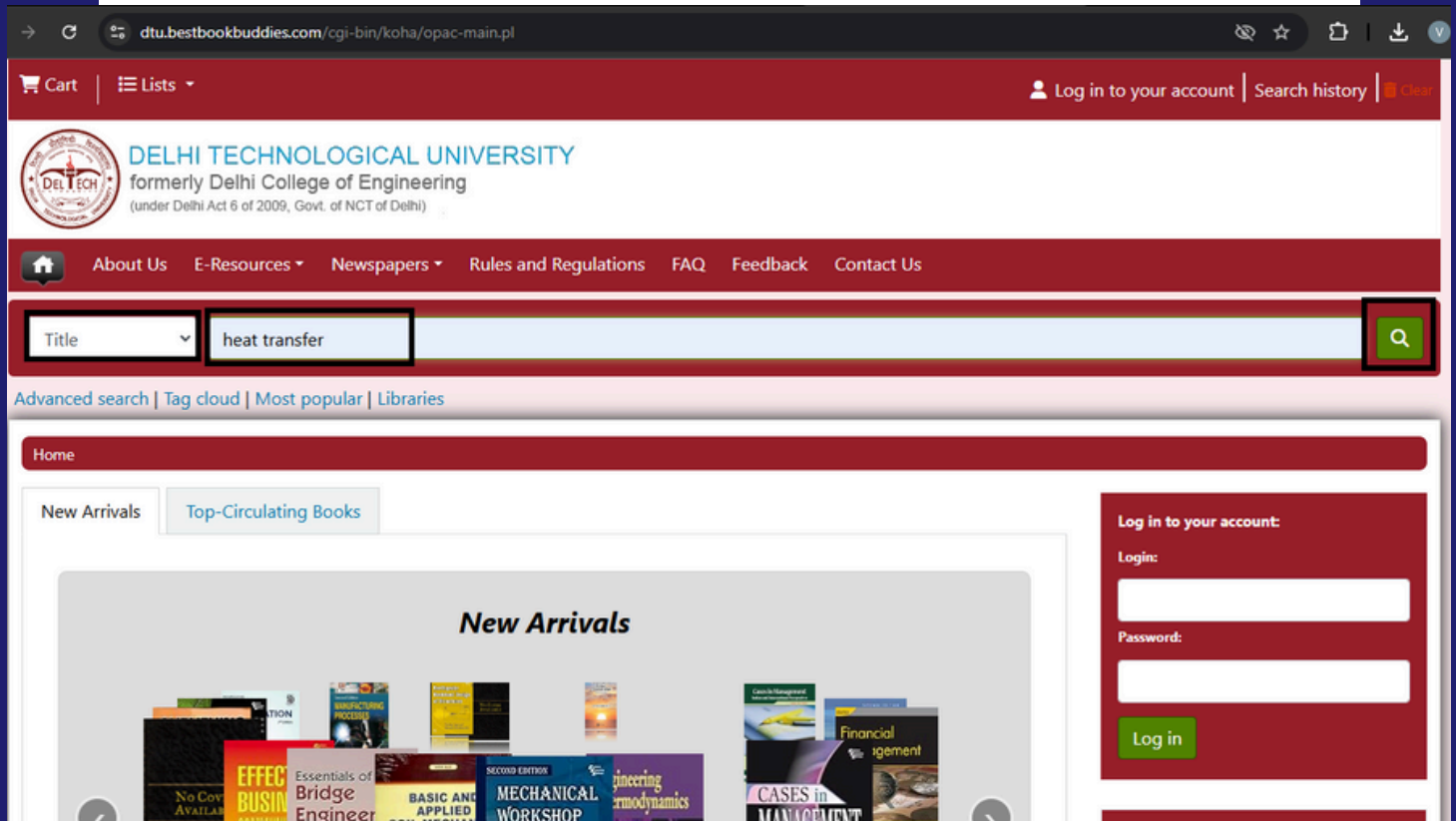
The screenshot displays the OPAC (Online Public Access Catalog) interface for Delhi Technological University. The browser address bar shows the URL: `dtu.bestbookbuddies.com/cgi-bin/koha/opac-main.pl`. The page features a dark red header with navigation links for 'Cart' and 'Lists', and a 'Log in to your account' button highlighted with a black box. Below the header, the university's logo and name are displayed, along with a navigation menu including 'About Us', 'E-Resources', 'Newspapers', 'Rules and Regulations', 'FAQ', 'Feedback', and 'Contact Us'. A search bar is present with a dropdown menu set to 'Library catalog' and a search icon. Below the search bar, there are links for 'Advanced search', 'Tag cloud', 'Most popular', and 'Libraries'. The main content area is titled 'Home' and includes tabs for 'New Arrivals' and 'Top-Circulating Books'. A 'New Arrivals' section displays a carousel of book covers, including titles like 'Principles of Solar Engineering' and 'Manufacturing Processes'. On the right side, a 'Log in to your account' form is highlighted with a black box, featuring input fields for 'Login:' and 'Password:', and a 'Log in' button.

Search Techniques

The Koha OPAC system provides multiple search methods:

Basic Search

- Enter a book title, author name, or subject directly in the search bar.
- The system retrieves relevant results based on the provided query.



The screenshot displays the Koha OPAC system interface. The browser address bar shows the URL: dtu.bestbookbuddies.com/cgi-bin/koha/opac-main.pl. The page header includes a shopping cart icon, a lists menu, and a login prompt: "Log in to your account | Search history | Clear". The main header features the Delhi Technological University logo and name, along with navigation links: "About Us", "E-Resources", "Newspapers", "Rules and Regulations", "FAQ", "Feedback", and "Contact Us". A search bar is prominently displayed with a dropdown menu set to "Title" and the text "heat transfer" entered. A search icon is visible on the right side of the search bar. Below the search bar, there are links for "Advanced search", "Tag cloud", "Most popular", and "Libraries". The main content area is titled "Home" and includes tabs for "New Arrivals" and "Top-Circulating Books". The "New Arrivals" section shows a carousel of book covers, including titles like "Essentials of Bridge Engineering", "MECHANICAL WORKSHOP", and "Engineering Aerodynamics". On the right side, there is a "Log in to your account" section with fields for "Login:" and "Password:", and a "Log in" button.

Advanced Search

This function helps in making an advance search. The data fields are.

1. Keyword Search:

The interface allows users to input search terms (keywords) in multiple fields, connected by logical operators like "and". This feature enables a targeted search by specifying more than one keyword for refined results.

2. Boolean Operators:

The "and" connectors between the keyword fields imply the use of Boolean logic, which combines search terms to filter results.

For example:

AND: Includes results containing all specified keywords.

The screenshot displays the advanced search interface on the website dtu.bestbookbuddies.com. The page header includes the DTU logo and navigation links such as 'About Us', 'E-Resources', 'Newspapers', 'Rules and Regulations', 'FAQ', 'Feedback', and 'Contact Us'. The main search area is titled 'Advanced search' and contains a 'Search for:' section with three input fields. The first field is labeled 'Title' and contains the text 'heat transfer'. The second field is labeled 'Author' and contains 'Hilbert Schenck'. The third field is labeled 'Keyword' and is currently empty. The search fields are connected by 'and' operators. Below the search fields, there is a green 'Search' button, a 'More options' button, and a 'New search' button. At the bottom of the page, there is a section titled 'Item type' with the instruction 'Limit to any of the following:'. This section contains a grid of checkboxes and icons for various media types: Audio Cassette, Departmental Library, Elec. Thesis & Dissertation, Book Bank, Departmental Project, SC Books, Books, Donation Books, Student Fund, CD ROM, Donation Books of East Campus, and Video Cassette.

The screenshot displays the advanced search page of the Delhi Technological University library system. At the top, the university's name and logo are visible. Below the navigation menu, the search interface includes three keyword input fields with dropdown menus for selecting search criteria. A red box highlights the 'Item type' section, which contains a grid of checkboxes for various resource formats: Audio Cassette, Departmental Library, Elec. Thesis & Dissertation, e-BOOKS, Book Bank, Departmental Project, SC Books, Books, Donation Books, Student Fund, CD ROM, Donation Books of East Campus, and Video Cassette. Below this, there are four filter boxes: 'Location and availability' (set to 'All libraries'), 'Sort by' (set to 'Relevance'), 'Publication date range' (with a text input field and a note on date syntax), and 'Language' (set to 'No limit').

Advanced Search Options:

Additional fields for multiple keywords provide flexibility in structuring a query.

Item Type Filtering:

Below the keyword section, the search allows filtering based on Item Type, such as:

- Audio Cassette
- Book Bank
- Books
- Donation Books
- e-Books
- Video Cassette
- CD ROM
- Departmental Project
- Electronic Thesis & Dissertation

This helps narrow down results to specific formats or resources.

The screenshot displays the advanced search page of the Delhi Technological University library system. The page is titled "Advanced search" and features a search form with three keyword fields. Below the search form, there are several filter options:

- Item type:** A section titled "Limit to any of the following:" with checkboxes for Audio Cassette, Departmental Library, Elec. Thesis & Dissertation, e-BOOKS, Book Bank, Departmental Project, SC Books, Books, Donation Books, Student Fund, CD ROM, Donation Books of East Campus, and Video Cassette.
- Location and availability:** A dropdown menu for "All libraries" and a checkbox for "Only items currently available for loan or reference".
- Sort by:** A dropdown menu set to "Relevance".
- Publication date range:** A text input field with a note: "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."
- Language:** A dropdown menu set to "No limit".

At the bottom of the search form, there are three buttons: "Search", "More options", and "New search".

Search Actions:

Search: Executes the query.

More Options: Provides further filtering or customization.

New Search: Resets the query fields for a fresh search.

These techniques offer a combination of basic and advanced search functionalities to enhance the user experience in locating library resources.

Multiple Languages Available:

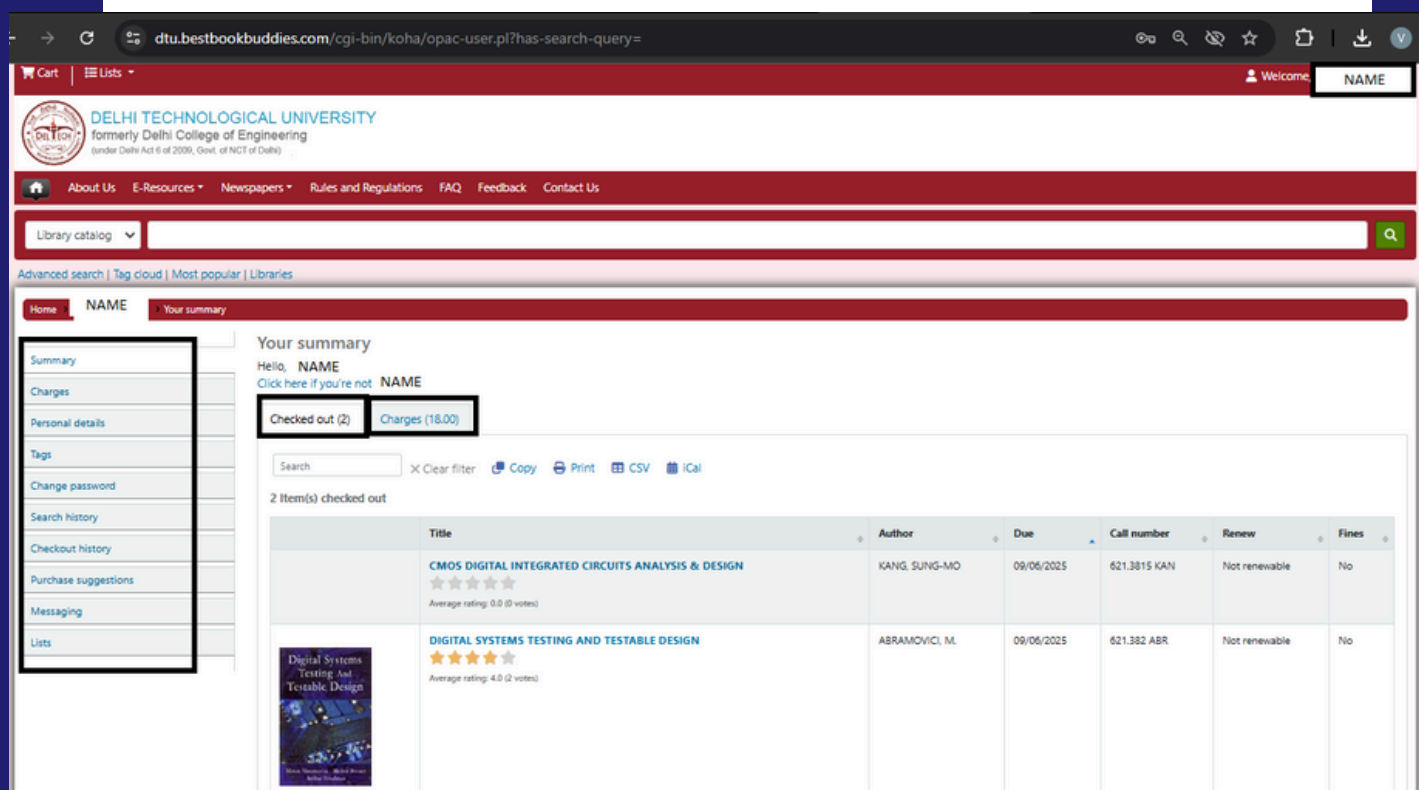
This action allows to search by languages.

User Account & Patron Services

TAG CLOUD

Here we can see all tags books .

- Checked Out Items: Displays the number of currently borrowed items.
- Your Fines: Detailed view of penalties and dues.
- Your Personal Details: Access or update user profile information.
- Your Tags: Manage tags for borrowed or saved items.
- Change Password: Update library account password.
- Your Reading History: Log of previously accessed resources.
- Purchase Suggestions: Suggest new items for library acquisition.
- Your Messaging: View or manage notifications from the library.
- Your Lists: Create and manage lists of resources.



The screenshot shows the user account page for Delhi Technological University (DTU). The page is titled "Your summary" and displays the user's name as "NAME". The user has 2 items checked out and owes charges of 18.00. The checked out items are listed in a table below.

Title	Author	Due	Call number	Renew	Fines
CMOS DIGITAL INTEGRATED CIRCUITS ANALYSIS & DESIGN Average rating: 0.0 (0 votes)	KANG, SUNG-MO	09/06/2025	621.3815 KAN	Not renewable	No
DIGITAL SYSTEMS TESTING AND TESTABLE DESIGN Average rating: 4.0 (2 votes)	ABRAMOVICI, M.	09/06/2025	621.382 ABR	Not renewable	No

Accessing Documents Beyond Our Library

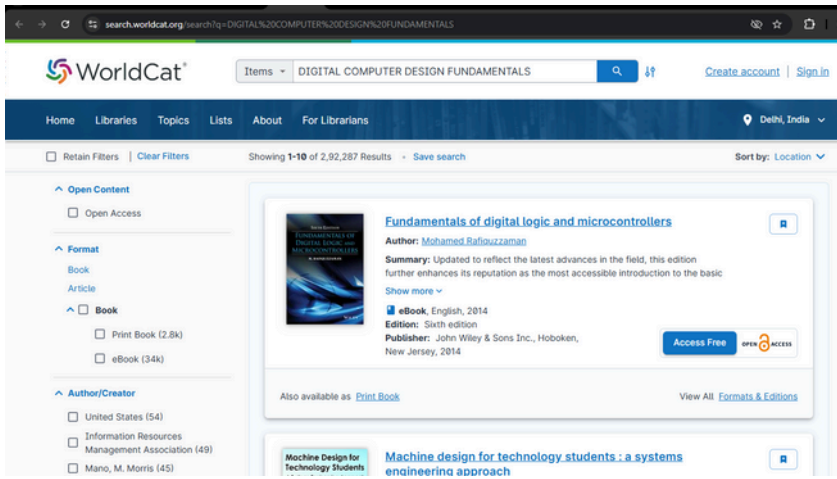
If you are unable to find or access a document in our collection, you can explore other options using the More Searches feature. This feature allows you to search in external libraries, databases, and online stores, ensuring you find the resources you need.

Alternative Search Options:

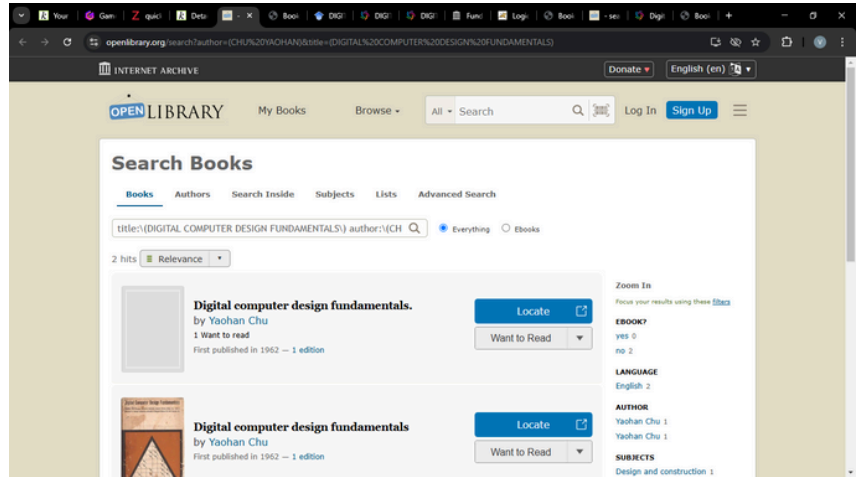
- 1. Other Libraries (worldcat.org)** – A global catalog of library collections, where you can find books, articles, and research papers available in libraries worldwide.
- 2. Open Library (openlibrary.org)** – A digital library that provides free access to millions of books. You can search for and download PDFs of many documents at no cost.
- 3. Other Databases** – Access various academic and research databases to find related content, including journal articles, research papers, and e-books.
- 4. Online Stores** – If the document is not available for free, you can browse e-commerce websites to purchase a copy.

Using these resources, you can expand your search beyond the library's collection and access the document you need efficiently.

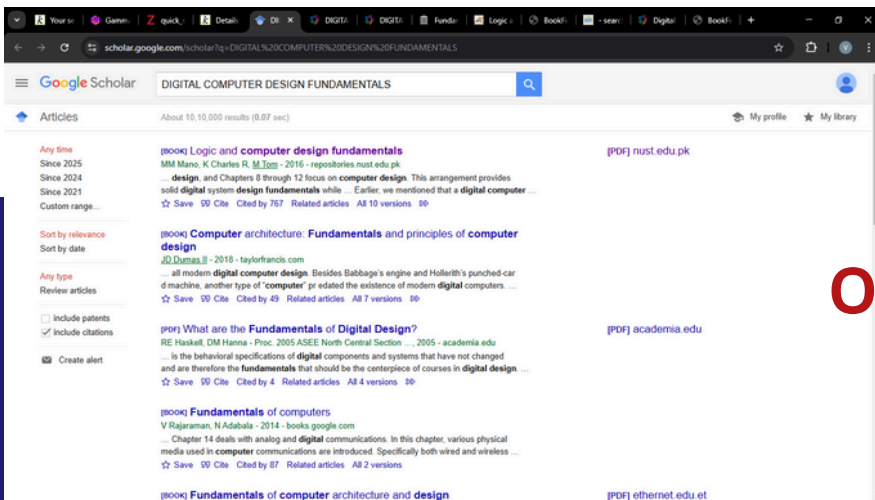
The screenshot shows a library catalog interface. At the top, there are navigation links: "Advanced search | Tag cloud | Most popular | Libraries". The main heading is "DIGITAL COMPUTER DESIGN FUNDAMENTALS" by "By: CHU YAOHAN". Below this, there are details: "Material type: Text", "Publication details: NEW YORK MCGRAW HILL 1962", and "Description: 481". There are also "Holdings (1)" and "Comments (0)" sections. A table of holdings is visible at the bottom, with columns for "Item type", "Current library", "Call number", "Status", "Date due", and "Barcode". The "Current library" is "Delhi" and the "Status" is "Withdrawn". A "Print" button is located on the right side. A "More searches" dropdown menu is open, showing options: "Other Libraries (WorldCat)", "Other Databases (Google Scholar)", "Online Stores (Bookfinder.com)", and "Open Library (openlibrary.org)".



Other Libraries



Open Library



Online Databases



Online Stores

Additional Features

New Arrivals

- Displays the latest books and resources added to the library collection.

The screenshot displays the library website interface. At the top, there is a navigation bar with a cart icon, a lists menu, and a login link. Below this is the university's logo and name: DELHI TECHNOLOGICAL UNIVERSITY, formerly Delhi College of Engineering. A secondary navigation bar contains links for About Us, E-Resources, Newspapers, Rules and Regulations, FAQ, Feedback, and Contact Us. A search bar is prominently featured with a dropdown menu set to 'Library catalog'. Below the search bar are links for 'Advanced search', 'Tag cloud', 'Most popular', and 'Libraries'. The main content area has a 'Home' breadcrumb and two tabs: 'New Arrivals' (which is selected) and 'Top-Circulating Books'. The 'New Arrivals' section features a carousel of book covers, including titles like 'MECHANICAL WORKSHOP PRACTICE', 'Engineering Thermodynamics', 'MECHANICAL WORKSHOP PRACTICE', 'BASIC AND APPLIED SOIL MECHANICS', 'Essentials of Bridge Engineering', 'EFFECTIVE BUSINESS COMMUNICATION', and 'Cases in Management'. To the right of the carousel is a 'Log in to your account' form with fields for 'Login:' and 'Password:', and a 'Log in' button. Below the login form is a 'Library Statistics' table.

Library Statistics	
Total Titles	88729
Total Copies	235935
Total Users	56241

Quote of the Day
When you treat others as you want them to treat you, you liberate yourself. ~ Silo - www.silo.net

Additional Features

Top Circulating Books

- Highlights frequently borrowed books.
- Helps users discover popular academic materials.

The screenshot displays the library's website interface. At the top, the browser address bar shows the URL `dtu.bestbookbuddies.com/cgi-bin/koha/opac-main.pl?logout.x=1`. The website header includes the DTU logo and name: **DELHI TECHNOLOGICAL UNIVERSITY** (formerly Delhi College of Engineering). Navigation links include [Home](#), [About Us](#), [E-Resources](#), [Newspapers](#), [Rules and Regulations](#), [FAQ](#), [Feedback](#), and [Contact Us](#). A search bar is present with a dropdown menu set to "Library catalog".

The main content area features a "Top-Circulating Books" section. The title "Top-Circulating Books" is centered above a row of seven book covers. From left to right, the books are: "Object Oriented Programming with Go", "Microelectronic Circuits", "DIGITAL DESIGN", "Microelectronic Circuits", "BASIC AND APPLIED SOIL MECHANICS", "OPERATING SYSTEM CONCEPTS", and "ABC of Electrical Engineering".

On the right side of the page, there is a "Log in to your account" section with input fields for "Login:" and "Password:", and a green "Log in" button. Below this is a "Library Statistics" table:

Library Statistics	
Total Titles	88729
Total Copies	235935
Total Users	56241

At the bottom of the page, a "Quote of the Day" box contains the text: "When you treat others as you want them to treat you, you liberate yourself. ~ Silo – www.silo.net"

Library Information


- **About Us:** Details about the DTU Library and its services.
- **E-Resources:** Access to digital books, journals, and academic databases.
- **Newspapers:** Links to digital or archived newspapers.
- **Rules and Regulations:** Guidelines for using library resources.
- **FAQs:** Answers to common queries.
- **Contact Us:** Library contact details for inquiries.
- **Feedback:** Submit feedback regarding library services.

The screenshot displays the DTU Library website. The browser address bar shows the URL `dtu.bestbookbuddies.com/cgi-bin/koha/opac-main.pl`. The website header includes a navigation menu with links for **Cart**, **Lists**, **Log in to your account**, **Search history**, and **Clear**. The main header features the **DELHI TECHNOLOGICAL UNIVERSITY** logo and name, along with the text "formerly Delhi College of Engineering (under Delhi Act 6 of 2009, Govt. of NCT of Delhi)". Below this is a secondary navigation menu with links for **About Us**, **E-Resources**, **Newspapers**, **Rules and Regulations**, **FAQ**, **Feedback**, and **Contact Us**. A search bar is present with a dropdown menu set to "Library catalog" and a search icon. Below the search bar are links for **Advanced search**, **Tag cloud**, **Most popular**, and **Libraries**. The main content area is titled "Home" and features a "New Arrivals" section with a carousel of book covers, including titles like "Cases in Management", "Principles of Solar Engineering", "Manufacturing Processes", and "Seismic Design". A "Log in to your account" form is located on the right side of the page, with fields for **Login:** and **Password:**, and a **Log in** button.


Thank You

Need assistance? Get in touch with us!

 Visit Us: DTU Central Library, Shahbad Daultpur,
Delhi-110042

 Email Us: library@dtu.ac.in

 Explore More: [DTU Library Website](#)


 Call Us: +91-11-27871018

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Created by Vinita Joshi
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