DELHI TECHNOLOGICAL UNIVERSITY

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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.

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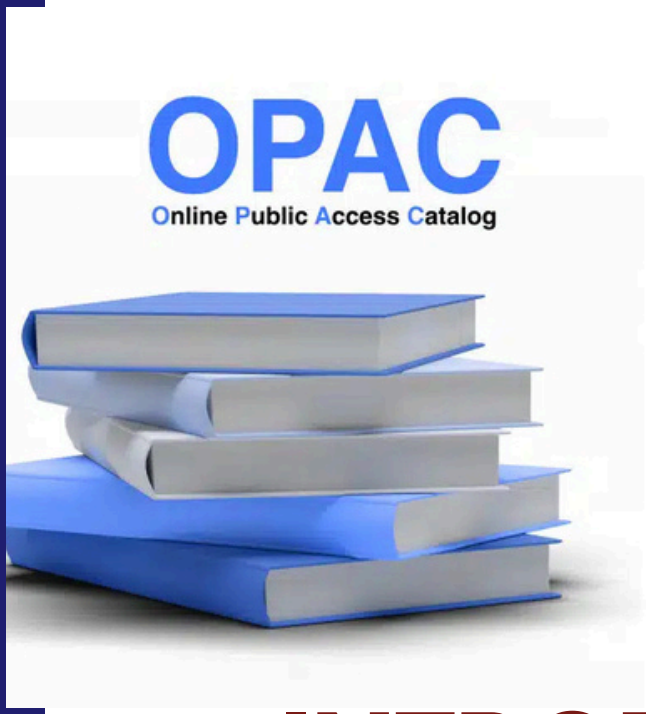
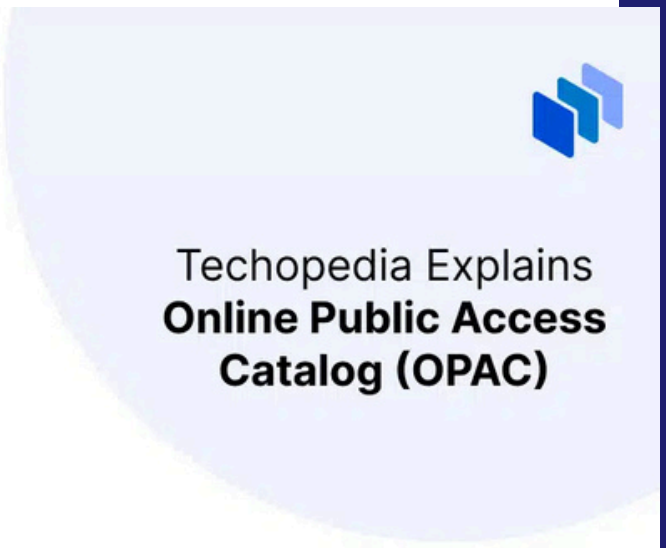




INTRODUCTION

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?

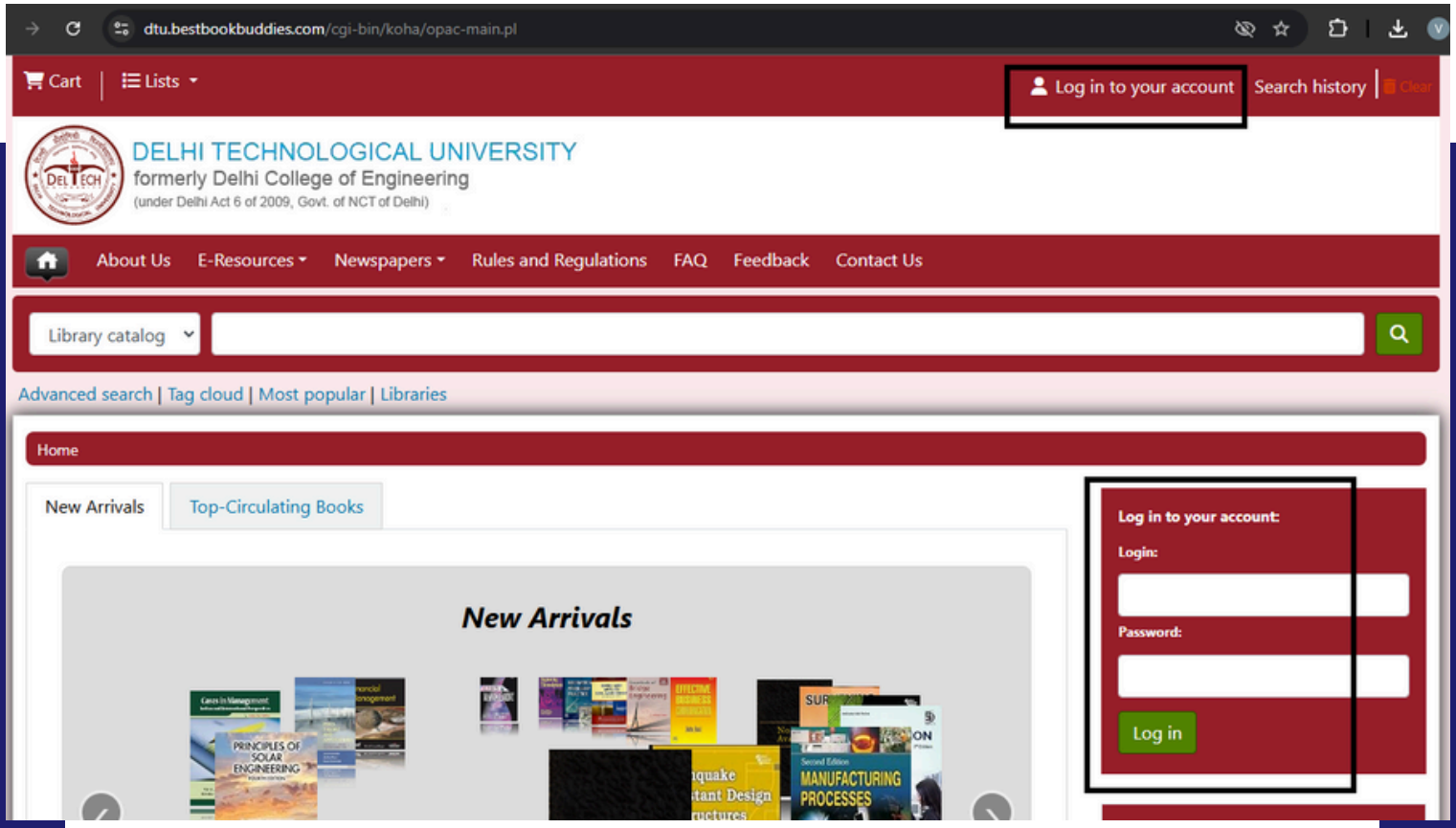
- **Efficiently locate books across different library sections.**
- **Find books using various search parameters.**
- **Check book availability and circulation status.**
- **Reserve books and track borrowing history.**
- **Access e-resources and other digital materials.**

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)

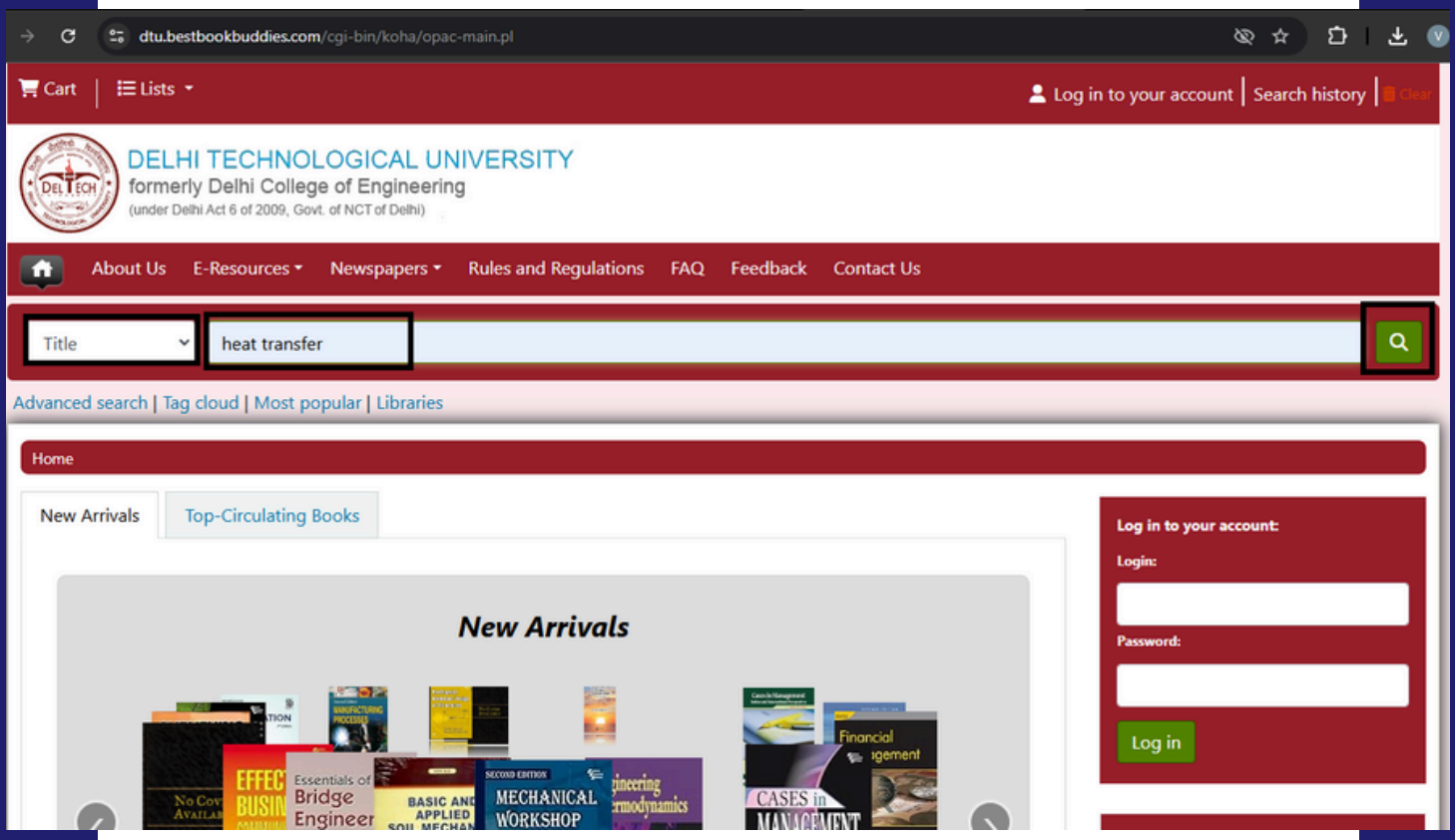


Search Techniques

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.



Advanced Search

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

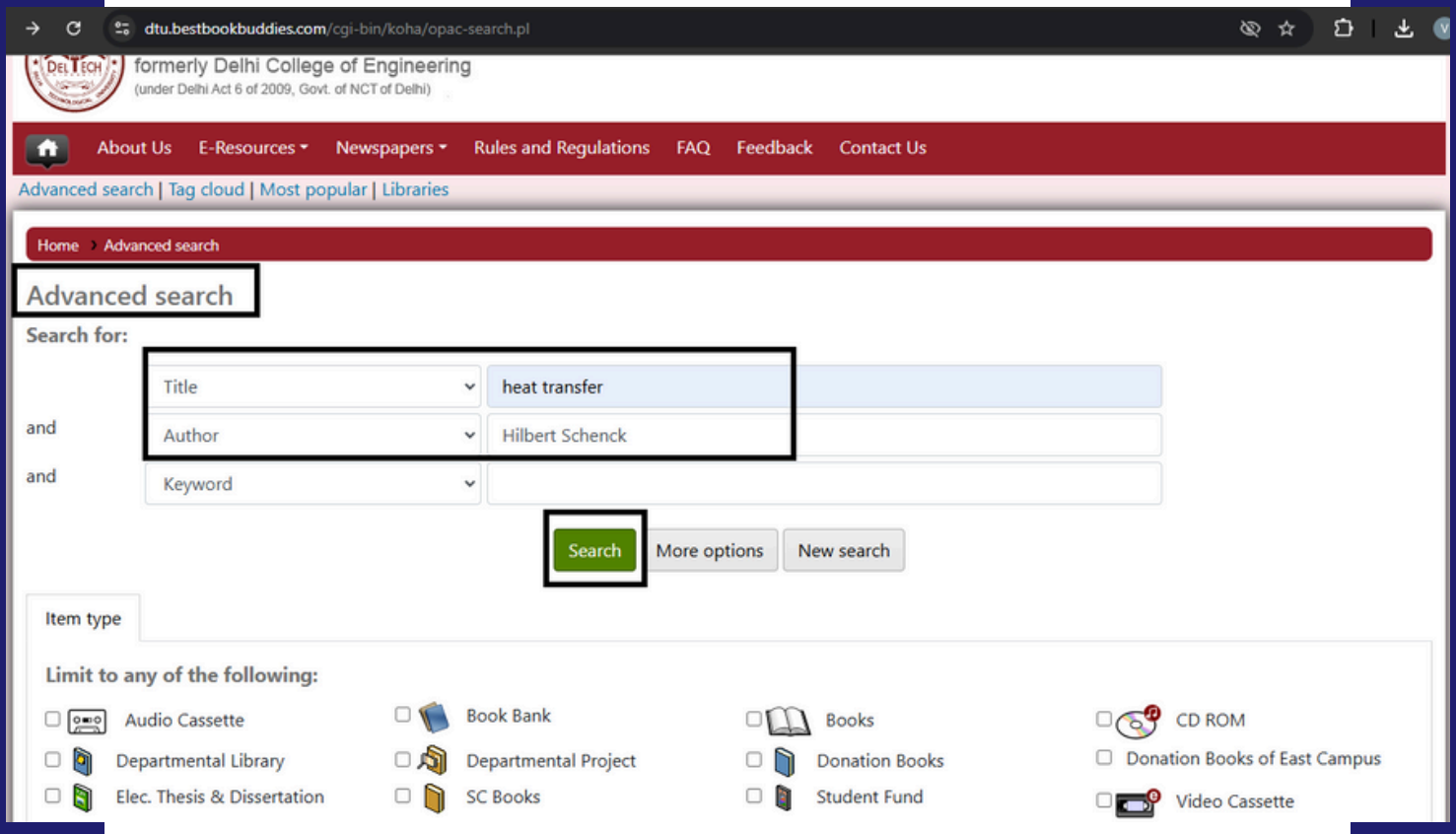
1. Keyword Search:

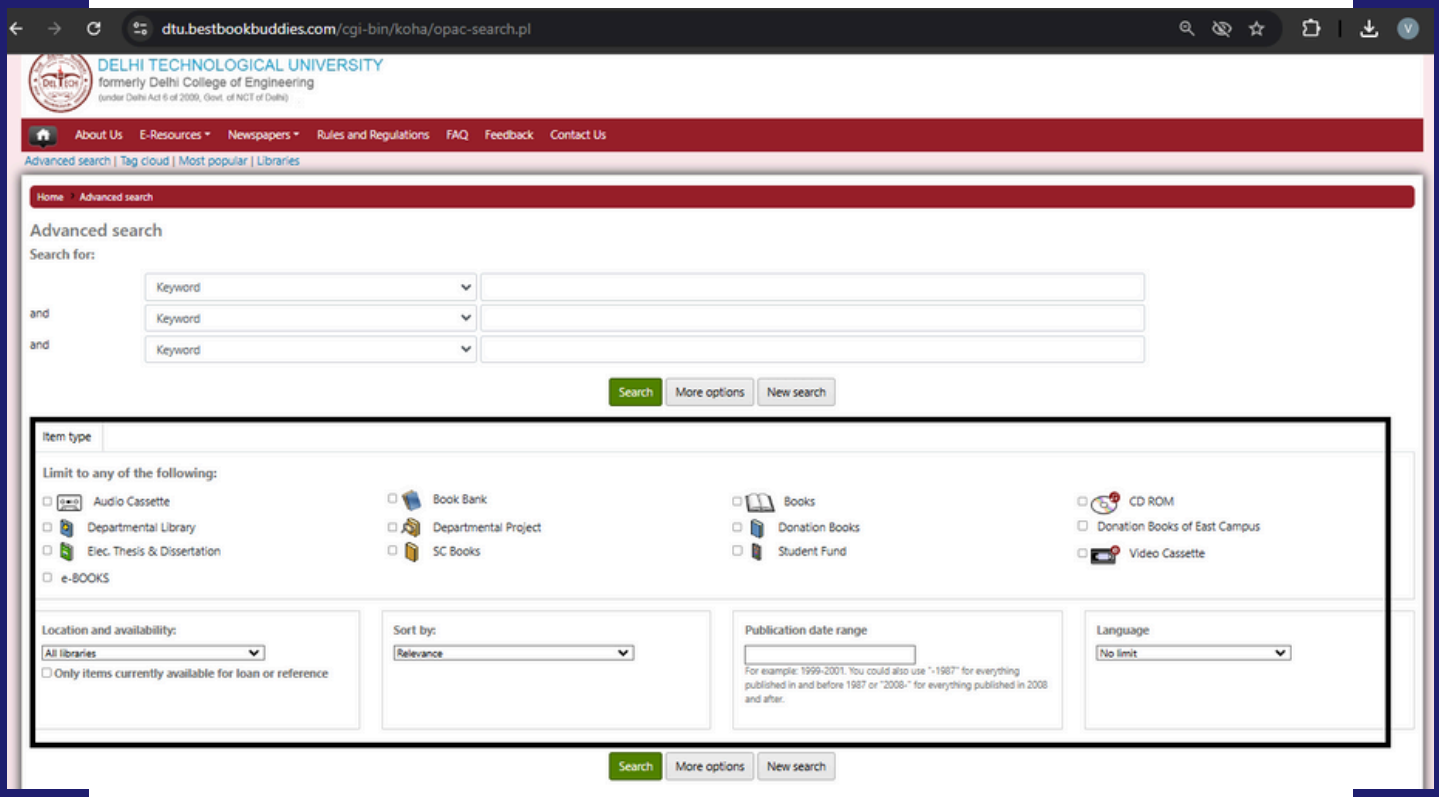
The interface allows users to input search terms (keywords) in multiple fields, connected by logical operators like "and". This feature enables a targeted search by specifying more than one keyword for refined results.

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.





Advanced Search Options:

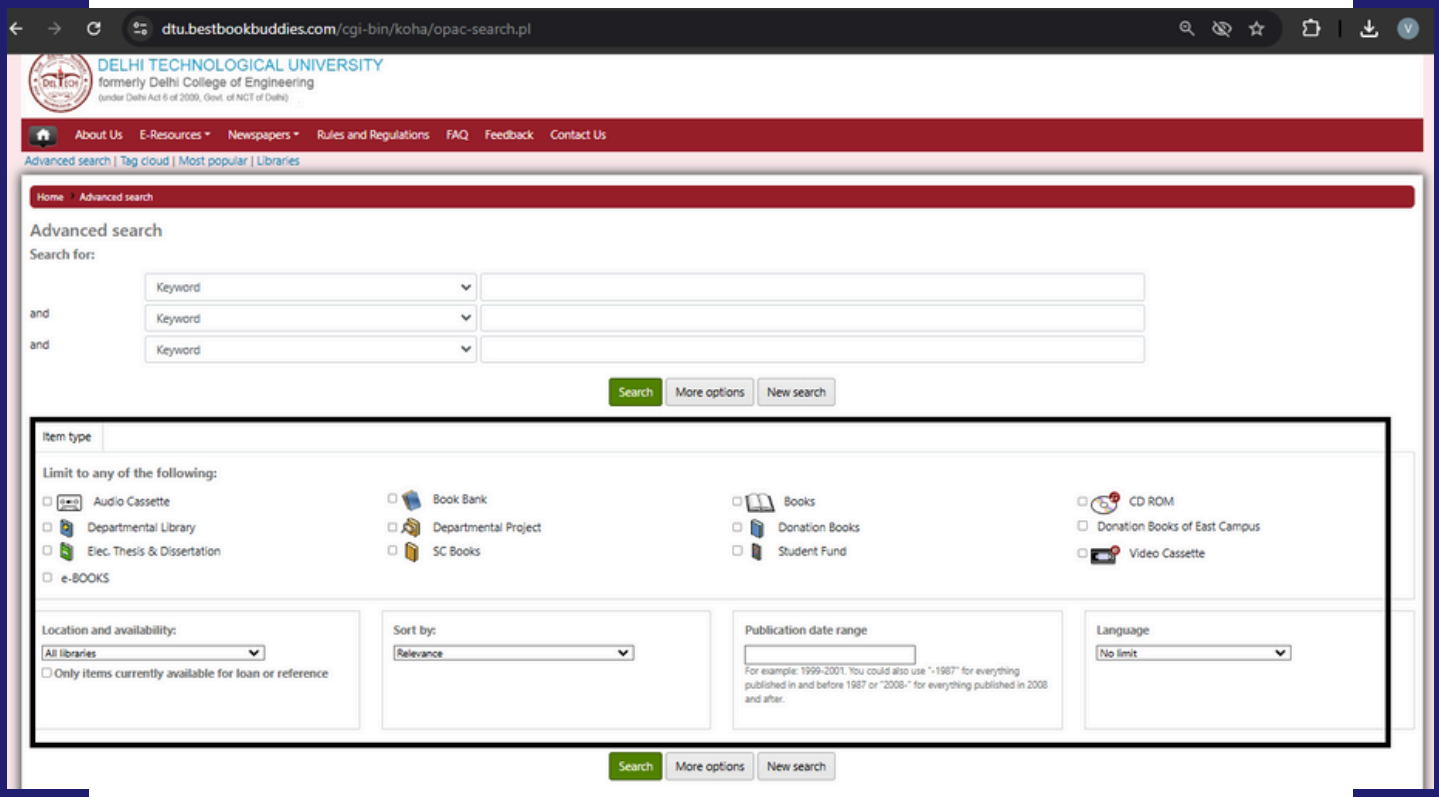
Additional fields for multiple keywords provide flexibility in structuring a query.

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.



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.

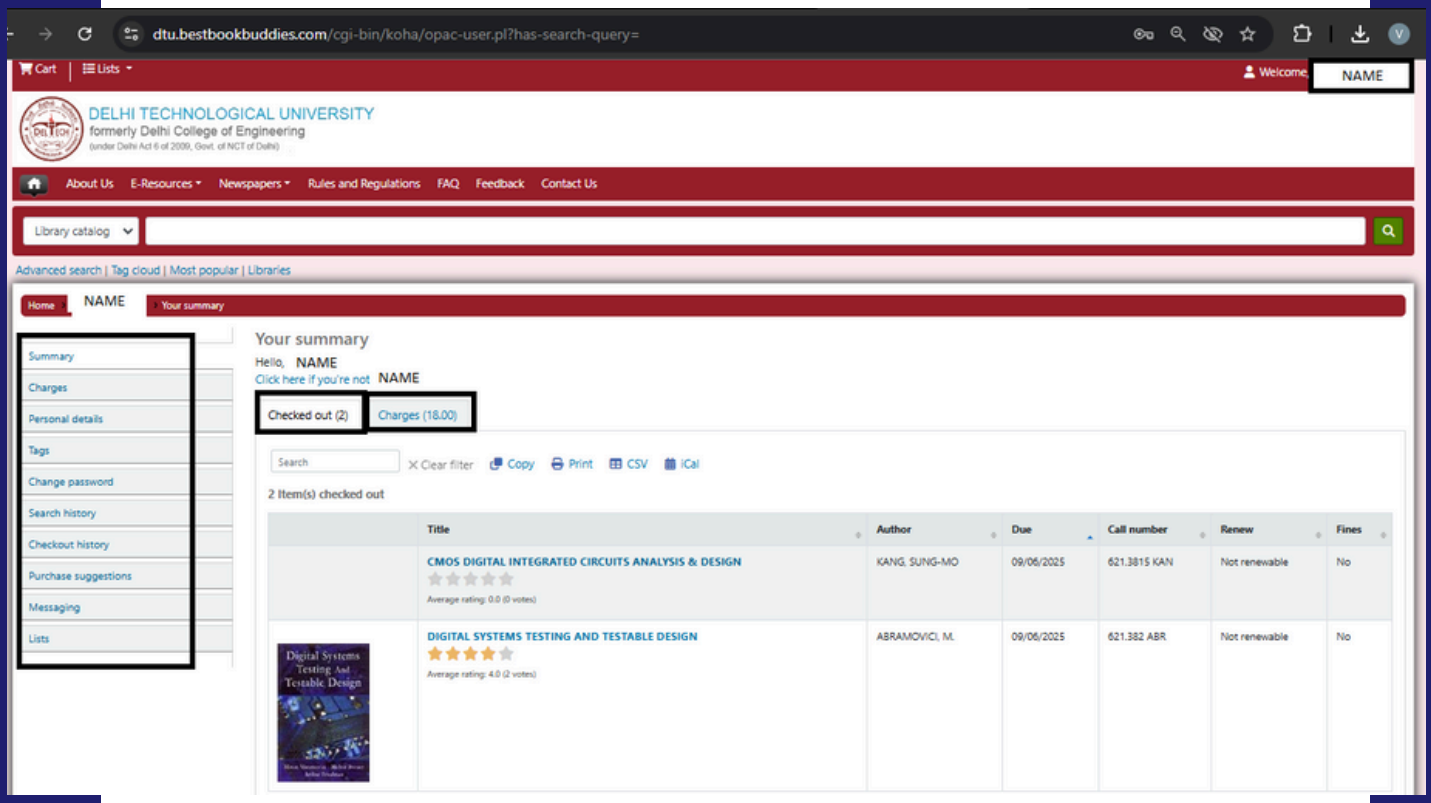
·Change Password: Update library account password.

·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.



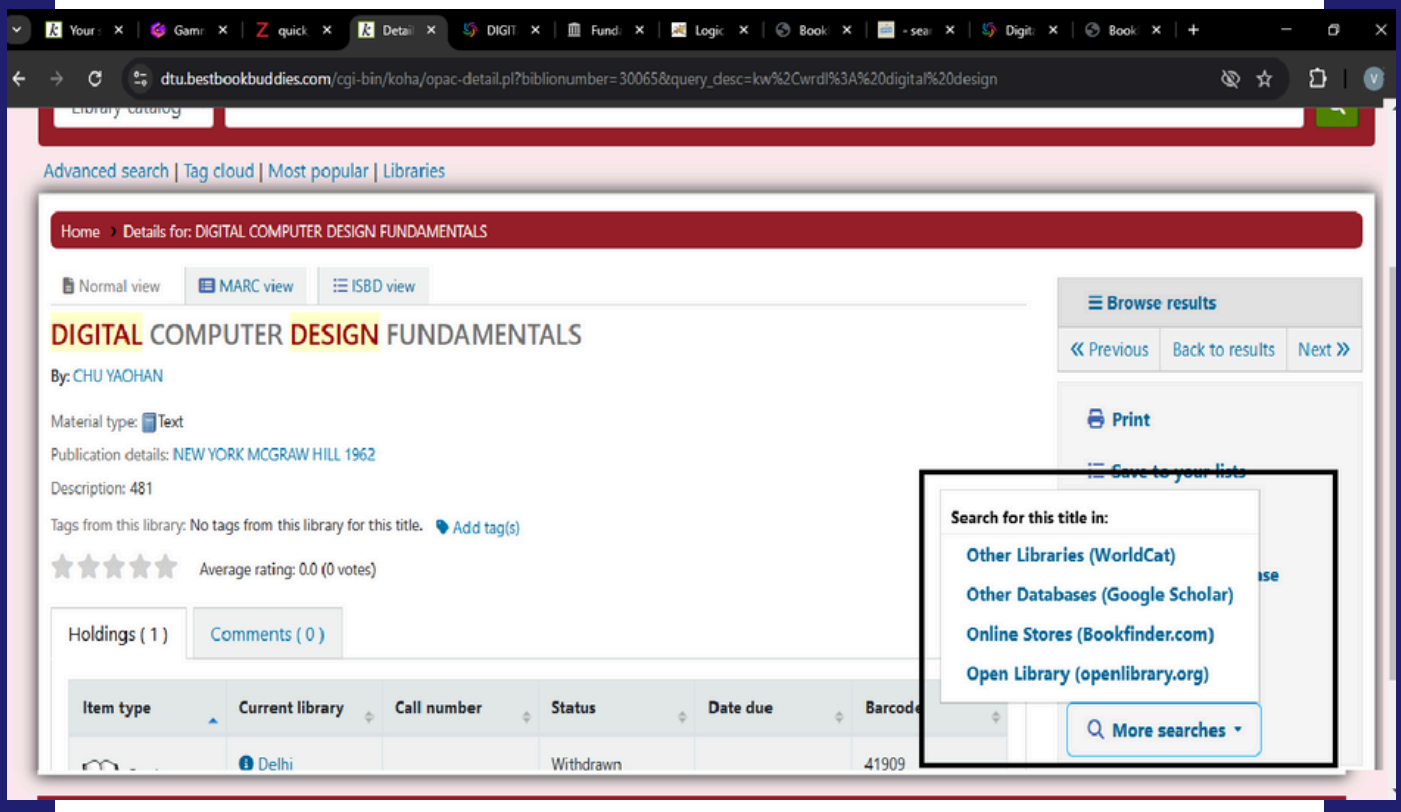
Accessing Documents Beyond Our Library

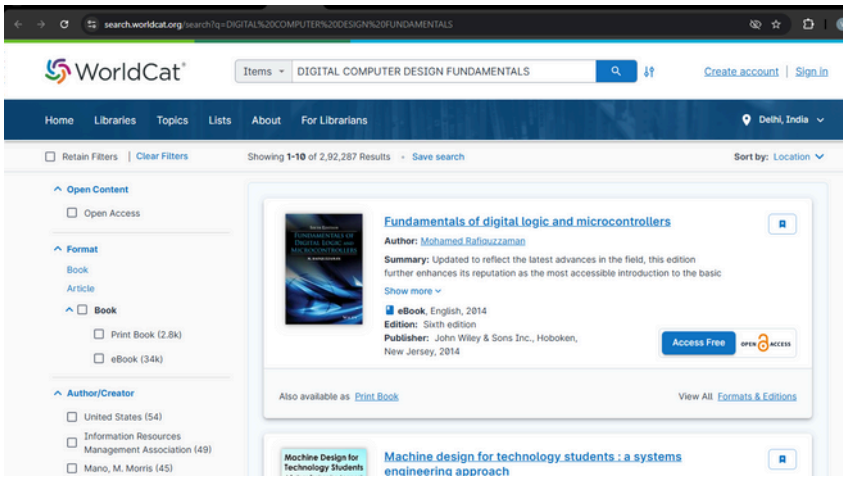
If you are unable to find or access a document in our collection, you can explore other options using the More Searches feature. This feature allows you to search in external libraries, databases, and online stores, ensuring you find the resources you need.

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.**

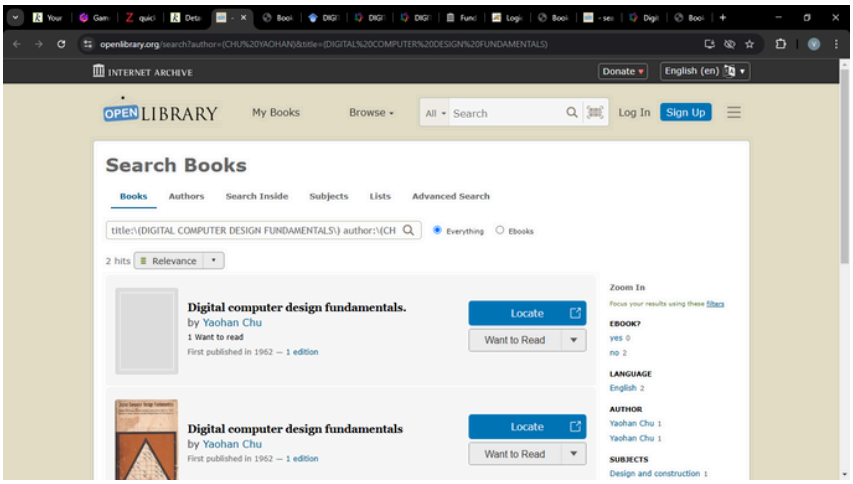
Using these resources, you can expand your search beyond the library's collection and access the document you need efficiently.

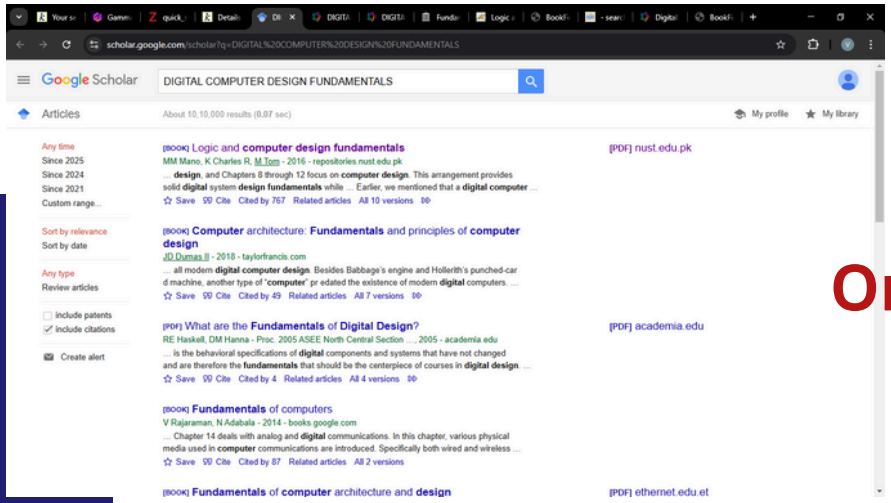




Other Libraries

Open Library





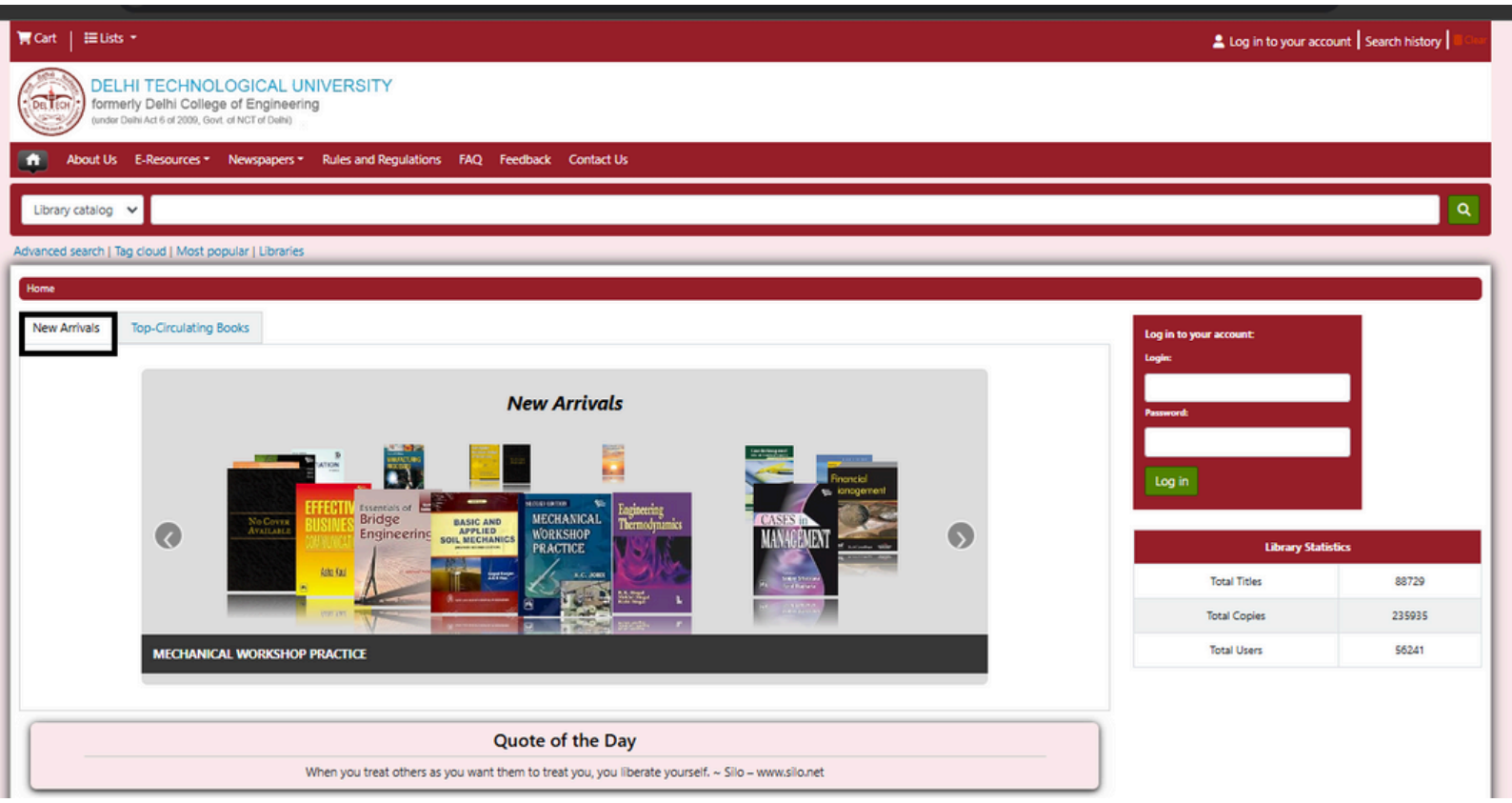
Online Databases

Online Stores

Additional Features

New Arrivals

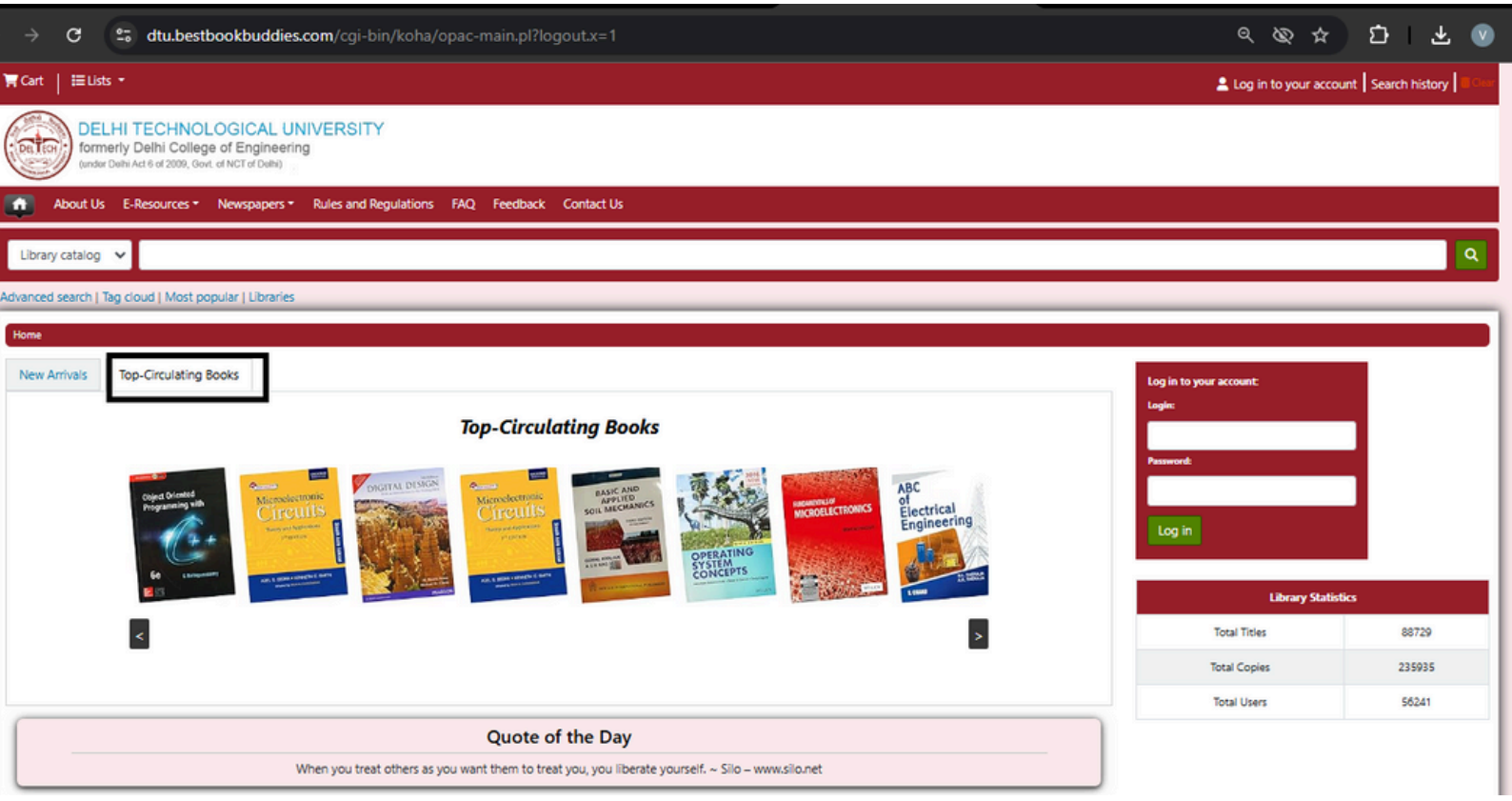
- Displays the latest books and resources added to the library collection.



Additional Features

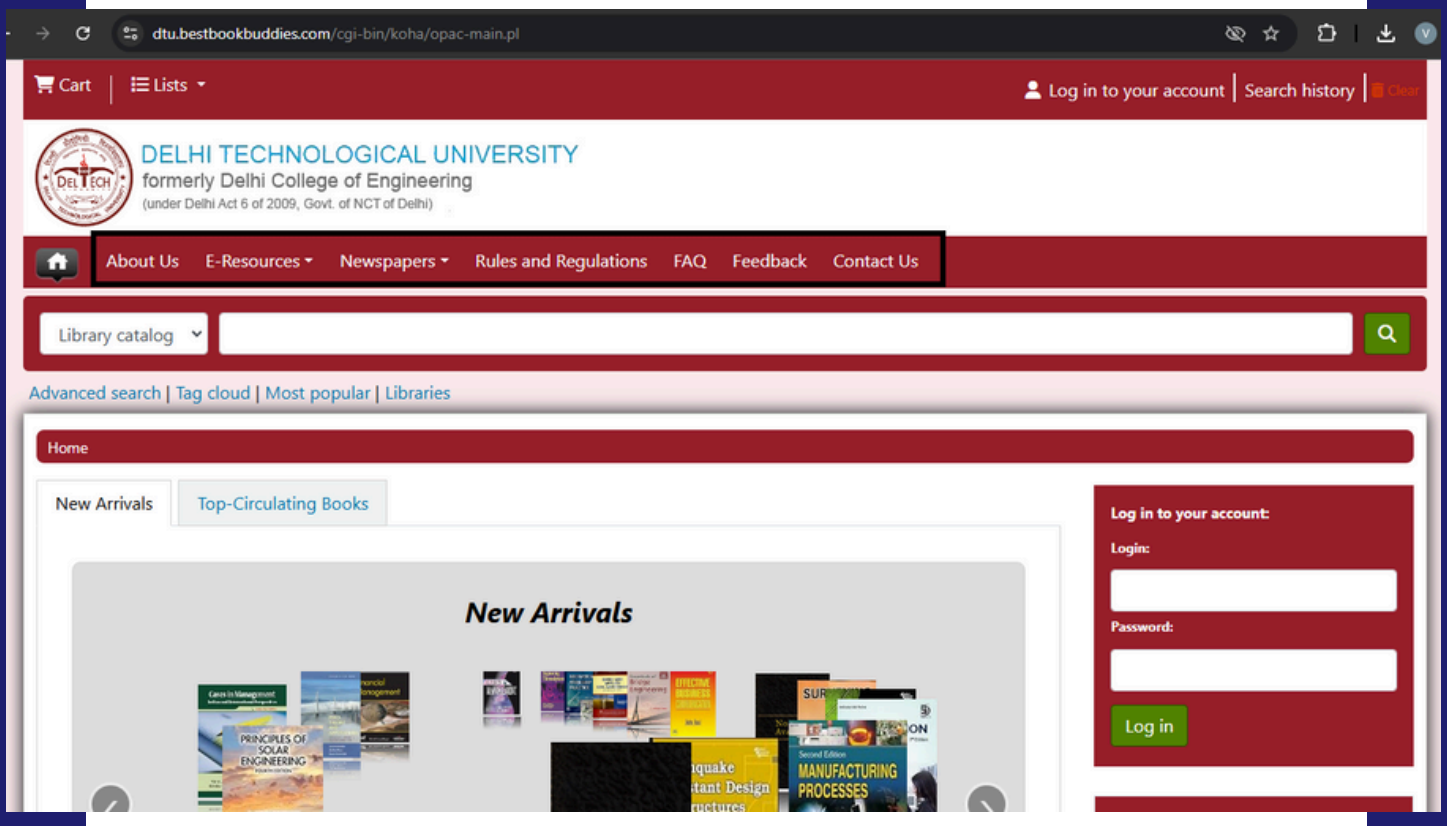
Top Circulating Books

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



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.**



Thank You

Need assistance? Get in touch with us!

📍 Visit Us: DTU Central Library, Shahbad Daulatpur, Delhi-110042

✉️ Email Us: library@dtu.ac.in

🌐 Explore More: DTU Library Website

📞 Call Us: +91-11-27871018

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