HOW TO USE ONLINE PUBLIC ACCESS CATALOG (OPAC)
INTRODUCTION TO OPAC

OPAC stands for Online Public Access Catalog. It is also known as the catalog, PAC, WebPAC, library catalog, and online catalog. OPACs generally contain records of all the items that a library catalogs, such as: books (print and/or electronic); journals (print and/or electronic); databases; maps; manuscript collections; etc. An OPAC is public (anyone can use it), and it allows the patron to search the library's collection, check course reserves, and check one's own library records -- from any computer connected to the internet.

THE BASICS OF SEARCHING

Certain search techniques are standard to all OPAC interfaces, although their presentation may vary slightly from vendor to vendor. Two common techniques are described below:

1. Boolean Operators.
2. Truncation.

**Boolean Operators**

Database and online searching, including OPAC keyword searches, make use of Boolean logic, which uses three basic operators:

**AND** is used to narrow the results to only those records that contain both search terms: e.g. (online catalog AND academic libraries).

**OR** is used to expand the search using like-terms: e.g. (online catalog OR opac OR pac).

**NOT** is used to exclude an element from the search set: e.g. (online catalog NOT public libraries).

For the most precise search, you can combine multiple sets of search terms using Boolean operators: e.g. (children OR boys OR girls) AND (television OR tv).
**Truncation**

Truncation uses a symbol at a word stem to retrieve all variations of that word. Truncation symbols vary according to the database; the Simmons OPAC uses the (*) asterisk. E.g. Librar* will retrieve library, libraries, library’s, librarian, librarians, librarianship, etc.

**BASIC SEARCH**

- **Author**: Last name, first name; capitalization not necessary.
- **Title**: Complete or partial first part of book or journal title; definite and indefinite articles (e.g., "a", "the") are not necessary. In Basic Search, the order of the title words searched for must mirror the order in the title; in Advanced Search, the order of the search terms does not matter.
- **Subject**: Controlled vocabulary search (note: this is not natural language, but descriptor language, i.e. Library of Congress Subject Headings).
- **Keyword**: Offers the most options for narrowing or broadening your search.
- **Call Number**: Search by Library of Congress call number.
STEP 1
Log on to Pustaka Negeri Sarawak (http://www.pustaka-sarawak.com) official website. Click SERVICES then Online Services and choose Online Catalogue (OPAC).
STEP 2
Select libraries or All Libraries to search holdings of all libraries in Sarawak.
Guidelines to using OPAC

LibraryNet OPAC consist of 3 types of searches. They are the Basic Search, Keyword Search and Browse Search.

Searching resources of a specific library

To search for all resources catalogued within a specific library, you only need to select a library name in the “You are now searching in” field at the top. To search for resources available in all the participating libraries, select “All Libraries”.

Basic searches allows you to search based on specific criteria like the title, author or subject names or the combinations of a few of them. You can extend your search to include other fields like ISBN numbers, ISSN numbers, publisher names and many more by clicking on the "More search options >>"
Keyword Search

Keyword searches in where you can just enter a single phrase or word to search for within all the catalogues. Just as the basic search, you can choose to enter more search criterias in this section.

Browse Search

Browse search option enables you to search for either author name, subject or publisher name and then list out all the author names, subjects or publisher names that have your search criteria within them. From there you can choose the exact one you meant from your search and followed by viewing all the library resources that is related to the item you browse on – all resources related to the author name, subject or publisher names.
Search Results Listing

The search result list will only be displayed if there is any resources matching your search word or phrase. The number of records listed on the list is depending on the “Hits per page” value that you have selected before starting your search. You may order/sort your search results according to author names, title or publish years before you start your search through the “Sort by” selection.

The icons on the right side of each search results indicate the material type and the special collection they are in if any.

Resource details

The resource details will only be viewable after you have selected a title from the search result list as mentioned above. There are four parts to the details view where you can get more information regarding the resource. They are Brief records, Full record, Full Marc and Item (as in items information).
Brief Record

Waiting for the tide : or, scraps and scrawls from Sarawak [digitized material].

Type of Material: Books
Title: Waiting for the tide : or, scraps and scrawls from Sarawak [digitized material].
Imprint: Kuching [Crocker & Chapman], 1875.
Abstract: The first illustrated book printed in Borneo. An old custom which originated in the time of James Brooke was that all officers able to leave their outstations should travel to Kuching to celebrate Christmas and New Year together.
AE:Pers Name: Crocker, William M.
E-Location & Access:

Brief records consist of basic informations that is normally understandable by the patrons or users. There are links on the author names, subjects and others. By clicking on them, you will get to view a listing of all resources related to the word/link that you have clicked.

Full Record

Waiting for the tide : or, scraps and scrawls from Sarawak [digitized material].

Type of Material: Books
MARC Leader: 01201cam 22001937ar4500
Control #: 3
Date & time: 20040303115145.0
Title: Waiting for the tide : or, scraps and scrawls from Sarawak [digitized material].
Imprint: Kuching [Crocker & Chapman], 1875.
Note:General: "Edited by W. M. Crocker."
Planned as an annual. No more published.
L.C. copy is inscribed, "W. T> Hornaday with one of the author's compliment [sic] Decr. 1878," and its contents leaf is corrected in ms. to give the authors' real names.
Note:Content: A pirate story, by W. Fraser (i.e. Crocker)--A jungle heroine, by A. Perry (i.e. Houghton)--Men with tails, by T. Skipwith (i.e. Chapman)--To the rescue, by O. C. Vene (i.e. St. John)--Adventure with an alligator, by H. Roscoe
Abstract: The first illustrated book printed in Borneo. An old custom which originated in the time of James Brooke was that all officers able to leave their outstations should travel to Kuching to celebrate Christmas and New Year together.
AE:Pers Name: Crocker, William M.
AE:Title Dif: Scraps and scrawls from Sarawak.
E-Location & Access:
Product: SARAWAKIANA
Just like in the Brief Record above, you can see details of the resource that you have selected. The additional fields available in this view are those that are more complicated and may not be meaningful to you unless to those who are well versed with library operation knowledge.

**Full Marc**

```
Waiting for the tide : or, scraps and scrawls from Sarawak [digitized material].
```

```
Tag Ind. Subfields
000 ## 01201cam 22001937ar4500
001 ## 3
005 ## 20040303115145.0
024 00 a Waiting for the tide : b or, scraps and scrawls from Sarawak h [digitized material].
260 0# a Kuching b [Crocker & Chapman]. c 1875.
300 ## a [58] p. : b plates ; c 25 cm.
500 ## a *Edited by W. M. Crocker,*
500 ## a Planned as an annual. No more published.
500 ## a L.C. copy is inscribed, "W. T> Hornaday with one of the author's compliment [sic] Decr. 1878," and its contents leaf is corrected in ms. to give the authors' real names.
505 0# a A pirate story, by W. Fraser (i.e. Crocker) -- A jungle heroine, by A. Perry (i.e. Houghton) -- Men with tails, by T. Skipwith (i.e. Chapman) -- To the rescue, by O. C. Vane (i.e. St. John) -- Adventure with an alligator, by H. Roscoe
520 0# a The first illustrated book printed in Borneo. An old custom which originated in the time of James Brooke was that all officers able to leave their outstations should travel to Kuching to celebrate Christmas and New Year together.
700 1# a Crocker, William M.
740 1# b Scraps and scrawls from Sarawak.
856 7# a doc_viewer.sarawakiana
999 ## a SARAWAKIANA
```

The Full Marc are the display of all the information on the resource according to the MARC21 standard's categorisation of the records.
Item view list all the available resources with the same title and information as selected in all the participating libraries, listing the CALL number and the number of copies. If you click further on a specific library name, it will display the status of the resources within the library whether they are available or not.
Reservation

Within the Items view for a specific library, you can also perform reservations. Reservation is only available if all the resources in that specific library is not available and only if you are a member of the specific library.

If a resource is not available in the library, the “reserve” link will be available for you to check. If you are not signed in, the OPAC system will ask you to do so, so that it will know you are the one who is reserving this resource.
After signing in, you have to read the reservation information which includes reservation queue and confirm whether you wish to wait for this resource.