

**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

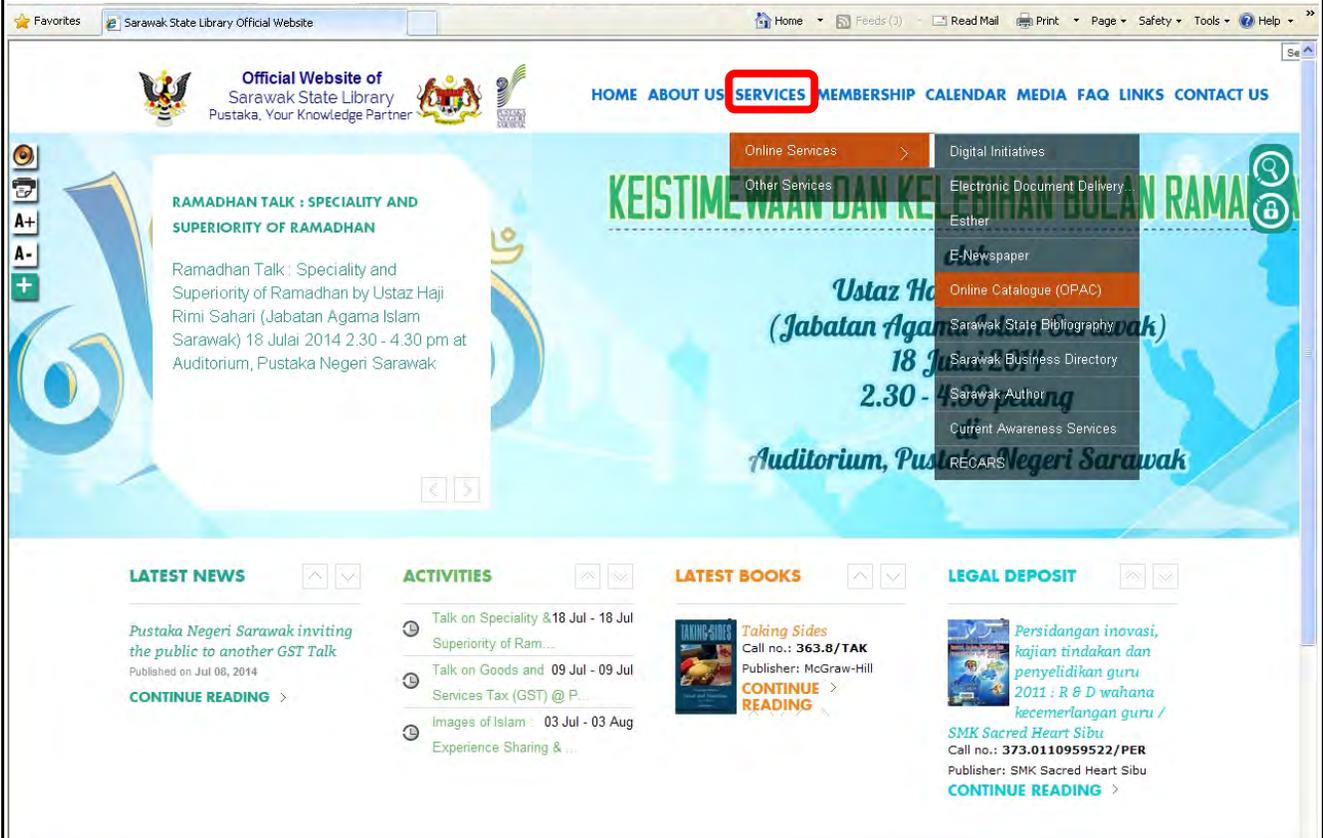
Truncation uses a symbol at a word stem to retrieve all variations of that word. Truncation symbols vary according to the database; the Simmons OPAC uses the (\*) asterisk. E.g. Librar\* will retrieve library, libraries, library's, librarian, librarians, librarianship, etc.

## **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.
- **ISSN/ISBN:** Search by International Standard Serial Number or International Standard Book Number.

## STEP 1

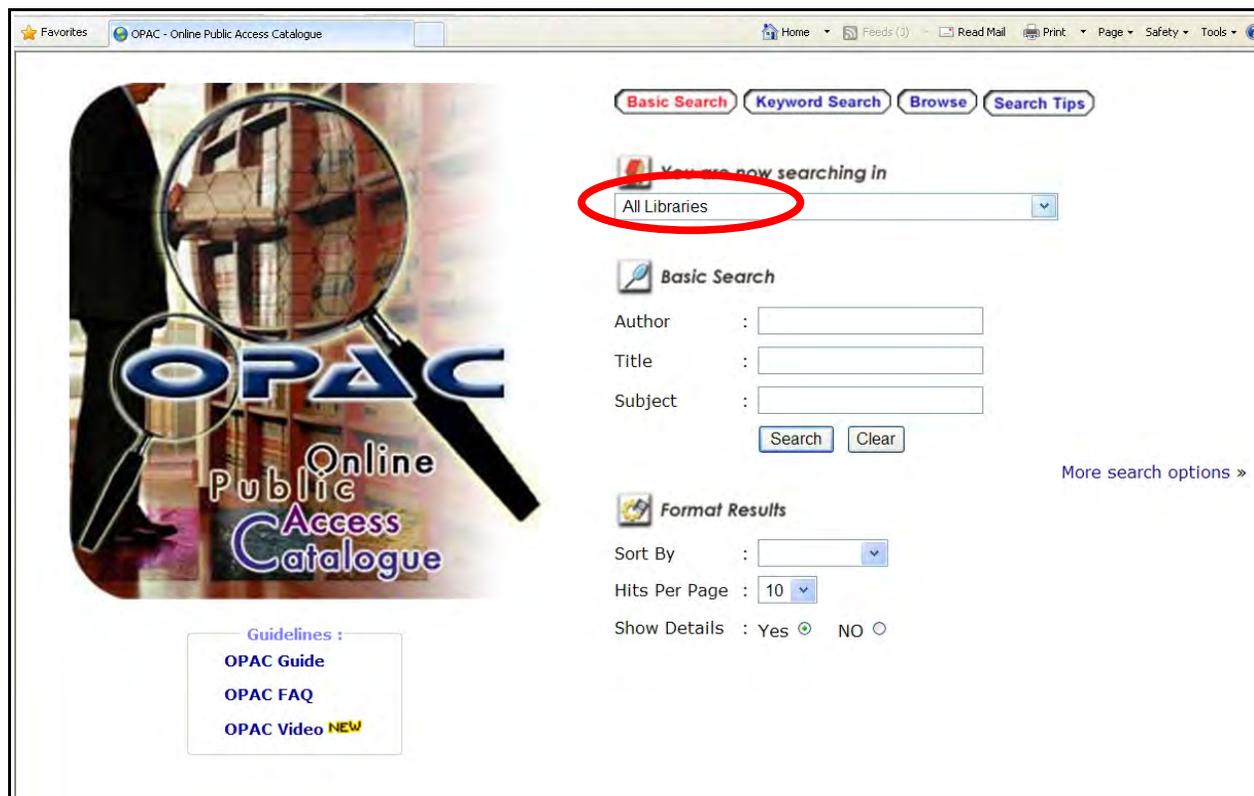
Log on to Pustaka Negeri Sarawak (<http://www.pustaka-sarawak.com>) official website. Click SERVICES then Online Services and choose Online Catalogue (OPAC).



The screenshot shows the Sarawak State Library Official Website. The browser's address bar displays "Sarawak State Library Official Website". The website's header includes the logo and the text "Official Website of Sarawak State Library Pustaka, Your Knowledge Partner". The navigation menu consists of links: HOME, ABOUT US, SERVICES (highlighted with a red box), MEMBERSHIP, CALENDAR, MEDIA, FAQ, LINKS, and CONTACT US. A sidebar on the left contains a search icon, a magnifying glass, and a plus sign. The main content area features a large banner for "RAMADHAN TALK : SPECIALITY AND SUPERIORITY OF RAMADHAN" by Ustaz Haji Rimi Sahari, scheduled for 18 July 2014 at 2.30 - 4.30 pm at the Auditorium, Pustaka Negeri Sarawak. Below the banner, there are four sections: LATEST NEWS, ACTIVITIES, LATEST BOOKS, and LEGAL DEPOSIT. The LATEST NEWS section includes a link to "Pustaka Negeri Sarawak inviting the public to another GST Talk". The ACTIVITIES section lists "Talk on Speciality & 18 Jul - 18 Jul Superiority of Ram...", "Talk on Goods and 09 Jul - 09 Jul Services Tax (GST) @ P...", and "Images of Islam : 03 Jul - 03 Aug Experience Sharing & ...". The LATEST BOOKS section features "Taking Sides" by McGraw-Hill and "Persidangan inovasi, kajian tindakan dan penyelidikan guru 2011 : R & D wahana kecemerlangan guru / SMK Sacred Heart Sib". The LEGAL DEPOSIT section includes "SMK Sacred Heart Sib" with contact information and a "CONTINUE READING" link.

## STEP 2

Select libraries or **All Libraries** to search holdings of all libraries in Sarawak.



OPAC - Online Public Access Catalogue

Home Feeds (3) Read Mail Print Page Safety Tools

[Basic Search](#) [Keyword Search](#) [Browse](#) [Search Tips](#)

You are now searching in

All Libraries

**OPAC**  
Online  
Public  
Access  
Catalogue

Guidelines :  
[OPAC Guide](#)  
[OPAC FAQ](#)  
[OPAC Video](#) **NEW**

**Basic Search**

Author :

Title :

Subject :

[More search options >](#)

**Format Results**

Sort By :

Hits Per Page : 10

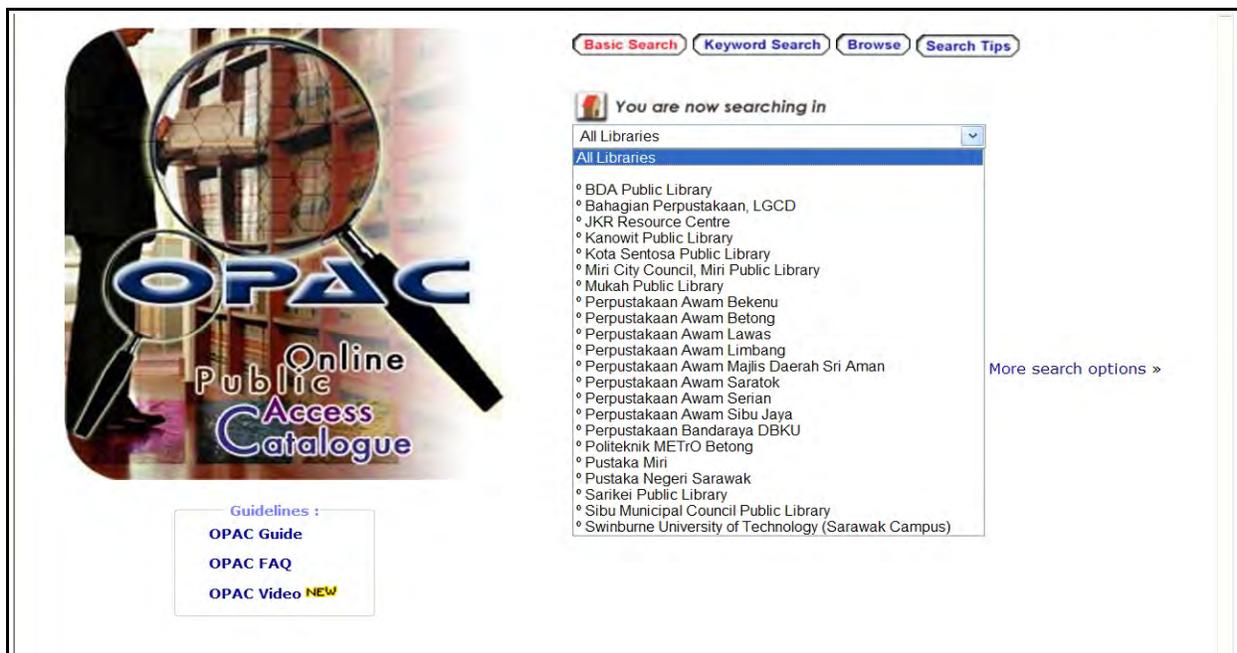
Show Details : Yes  NO

## Guidelines to using OPAC



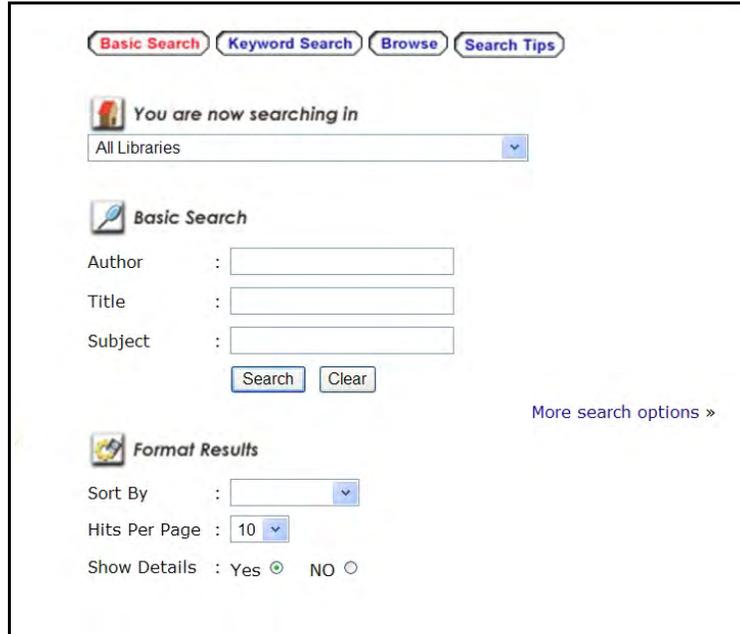
LibraryNet OPAC consist of 3 types of searches. They are the **Basic Search**, **Keyword Search** and **Browse Search**.

## Searching resources of a specific library

A screenshot of the OPAC search interface. On the left, there is a graphic with a magnifying glass over a bookshelf and the text 'OPAC Public Online Access Catalogue'. Below this is a box with 'Guidelines : OPAC Guide OPAC FAQ OPAC Video NEW'. On the right, there are search buttons: 'Basic Search', 'Keyword Search', 'Browse', and 'Search Tips'. Below these is a dropdown menu titled 'You are now searching in' with 'All Libraries' selected. A list of libraries follows, including BDA Public Library, Bahagian Perpustakaan, LGCD, JKR Resource Centre, Kanowit Public Library, Kota Sentosa Public Library, Miri City Council, Miri Public Library, Mukah Public Library, Perpustakaan Awam Bekenu, Perpustakaan Awam Betong, Perpustakaan Awam Lawas, Perpustakaan Awam Limbang, Perpustakaan Awam Majlis Daerah Sri Aman, Perpustakaan Awam Saratok, Perpustakaan Awam Serian, Perpustakaan Awam Sibu Jaya, Perpustakaan Bandaraya DBKU, Politeknik METrO Betong, Pustaka Miri, Pustaka Negeri Sarawak, Sarikei Public Library, Sibu Municipal Council Public Library, and Swinburne University of Technology (Sarawak Campus). A 'More search options >' link is also present.

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 Search



The screenshot displays a search interface with the following elements:

- Navigation tabs: **Basic Search** (highlighted), **Keyword Search**, **Browse**, and **Search Tips**.
- Search scope: "You are now searching in" with a dropdown menu set to "All Libraries".
- Search fields: "Basic Search" section with input boxes for **Author**, **Title**, and **Subject**.
- Buttons: **Search** and **Clear** buttons.
- Options: **Format Results** section with a **Sort By** dropdown, **Hits Per Page** dropdown (set to 10), and **Show Details** radio buttons (Yes selected, NO unselected).
- Link: [More search options >>](#)

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 >>"*

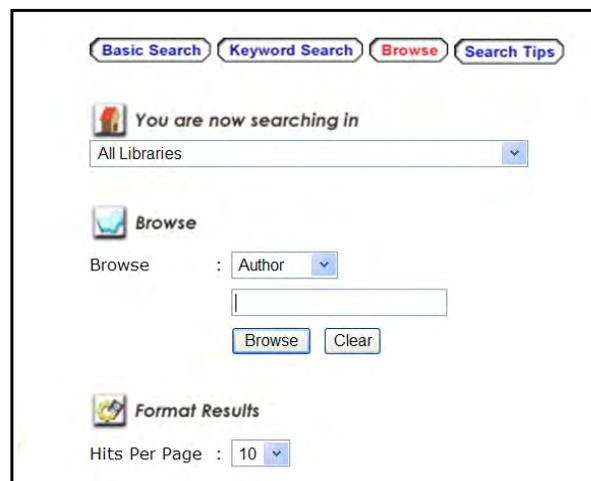
## Keyword Search



The screenshot shows the 'Keyword Search' section of a library website. At the top, there are four navigation tabs: 'Basic Search', 'Keyword Search' (which is highlighted in red), 'Browse', and 'Search Tips'. Below the tabs, there is a section titled 'You are now searching in' with a dropdown menu set to 'All Libraries'. The main section is titled 'Keyword Search' and features a text input field for a keyword, followed by 'Search' and 'Clear' buttons. To the right of the input field is a link that says 'More search options >'. Below this is the 'Format Results' section, which includes a 'Sort By' dropdown menu, a 'Hits Per Page' dropdown menu set to '10', and radio buttons for 'Show Details' (set to 'Yes') and 'NO'.

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



The screenshot shows the 'Browse Search' section of a library website. At the top, there are four navigation tabs: 'Basic Search', 'Keyword Search', 'Browse' (which is highlighted in red), and 'Search Tips'. Below the tabs, there is a section titled 'You are now searching in' with a dropdown menu set to 'All Libraries'. The main section is titled 'Browse' and features a dropdown menu for 'Browse' set to 'Author', followed by a text input field, and 'Browse' and 'Clear' buttons. Below this is the 'Format Results' section, which includes a 'Hits Per Page' dropdown menu set to '10'.

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 screenshot shows a search interface with the following details:

- Search In:** All Libraries
- Search By:** Title = "sarawak"
- Results:** 1 - 10 of 5235 Records Found
- Navigation:** 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next >>

The results list contains 10 items, each with a title, author/publisher information, and a set of icons on the right:

- Waiting for the tide : or, scraps and scrawls from Sarawak [digitized material].**  
- : Kuching [Crocker & Chapman], 1875. (Icons: blue diamond, yellow star)
- Views in Borneo Sarawak Labuan [digitized material]/ [J.A. St. John]**  
- : [S.l.] : [s.n.], [1847?] (Icons: blue diamond, yellow star)
- Sarawak ethnic groups oral tradition audio [sound recording] : Iban section**  
- : Kuching : Pustaka Negeri Sarawak, c1999. (Icons: musical note, yellow star)
- Sarawak ethnic groups oral tradition audio [sound recording] : Iban section**  
- : Kuching : Pustaka Negeri Sarawak, c1999. (Icons: musical note, yellow star)
- Sarawak ethnic groups oral tradition audio [sound recording] : Iban section**  
- : Kuching : Pustaka Negeri Sarawak, c1999. (Icons: musical note, yellow star)
- Sarawak ethnic groups oral tradition audio [sound recording] : Orang Ulu section**  
- : Kuching : Pustaka Negeri Sarawak, c1999. (Icons: musical note, yellow star)
- Sarawak ethnic groups oral tradition audio [sound recording] : Orang Ulu section**  
- : Kuching : Pustaka Negeri Sarawak, c1999. (Icons: musical note, yellow star)
- Mr. Brooke's Bungalow at Sarawak/ Hugh Low.**  
Low, Hugh : Sarawak : Inhabitants and Productions, 1848. (Icons: book, yellow star)
- Dayak suspension bridge, Sarawak/ Captain Bethune**  
Bethune, D., Capt. : London : Thos McLean, 1847. (Icons: book, yellow star)
- Dayak bridge, Sarawak/ Captain Bethune**  
Bethune, D., Capt. : London : Thos McLean, 1847. (Icons: book, yellow star)

**Navigation:** 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next >>

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].**

[Brief Record](#) [Full Record](#) [Full Marc](#) [Item](#)

**Type of Material:** Books

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

**Imprint:** Kuching [Crocker & Chapman], 1875.

**Phys Descript:** [58] p. : plates. ; 25 cm.

**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].**

[Brief Record](#) [Full Record](#) [Full Marc](#) [Item](#)

**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.

**Phys Descript:** [58] p. : plates. ; 25 cm.

**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. Vane (i.e. St. John)--Adventure with an alligatore, 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].**

[Brief Record](#) [Full Record](#) [Full Marc](#) [Item](#)

**Tag Ind. Subfields**

**000 ##** 01201cam 22001937ar4500

**001 ##** 3

**005 ##** 20040303115145.0

**245 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 alligatore, 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#** a 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

**Sarawak linguistics and development problems / edited by Maria D. Zamora**

Brief Record Full Record Full Marc **Item**

Items Information		
Library	Call No.	Total copies
Perpustakaan Awam Majlis Daerah Sri Aman	306.44/SAR	1
Pustaka Negeri Sarawak	R959.522/SAR	4

Library: Pustaka Negeri Sarawak

Title: Sarawak linguistics and development problems / edited by Maria D. Zamora

Item type: **Ref. Books** Reserve

Barcode	Vol.	Collection	Location	Status
3200000008422		Sarawakiana (Close Stack)		Available
3200000008550		Sarawakiana (Close Stack)		Available
3200000008551		Sarawakiana (Open Stack)		Available

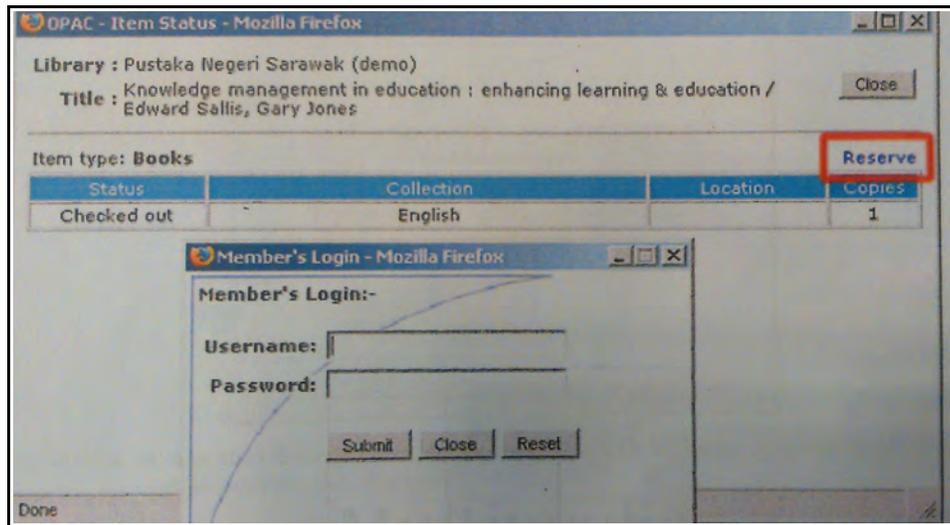
Item type: **Books** Reserve

Barcode	Vol.	Collection	Location	Status
32000000064524		English		Available

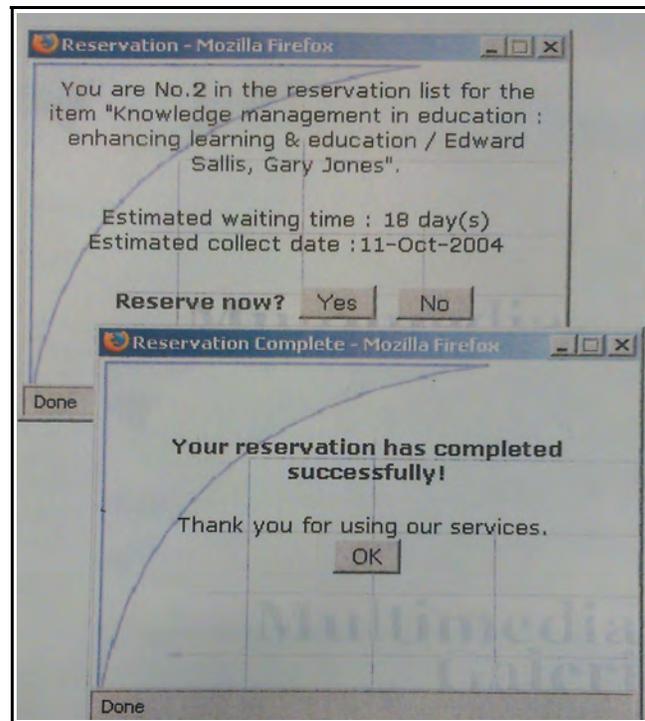
Item view list all the available resources with the same title and information as selected in all the participating libraries, listing the CALL number and the number of copies. If you click further on a specific library name, it will display the status of the resources within the library whether they 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.