

1.0 INTRODUCTION

The online catalogue (OPAC) is a comprehensive source of information on all resources available in the RIC library collection. It is a **FINDING AID** or a **SEARCH TOOL** to assist you in locating books of your interest.

This guide will help you to understand

- how you can perform searches on the Library (Online Public Access Catalogue – OPAC)
- how to interpret the results
- how to access your personal account.

2.0 SEARCHING the OPAC :

The OPAC will help you to

- a. Find the availability and the location of any specific books you are looking for.***
 - It will also tell you whether a copy of the book is available for borrowing
 - If all copies are on loan, then the OPAC will allow you to reserve a copy. *(Immediately when the copy becomes available you will be notified through e-mail.)*
- b. Find all books on a SUBJECT or AUTHOR of your choice.***

You can select the item/s you need from the resulting list and find their location and availability for loan.

The OPAC through the RIC Library at

<http://10.1.1.147/> within the Royal Institute Colombo (RIC) Premises

2.1 BASIC SEARCH (Simple search)

- Do a simple keyword search by entering one word in the search box. eg. Enter 'Wilson' in the search box (see fig 1). The system will retrieve a list of books.

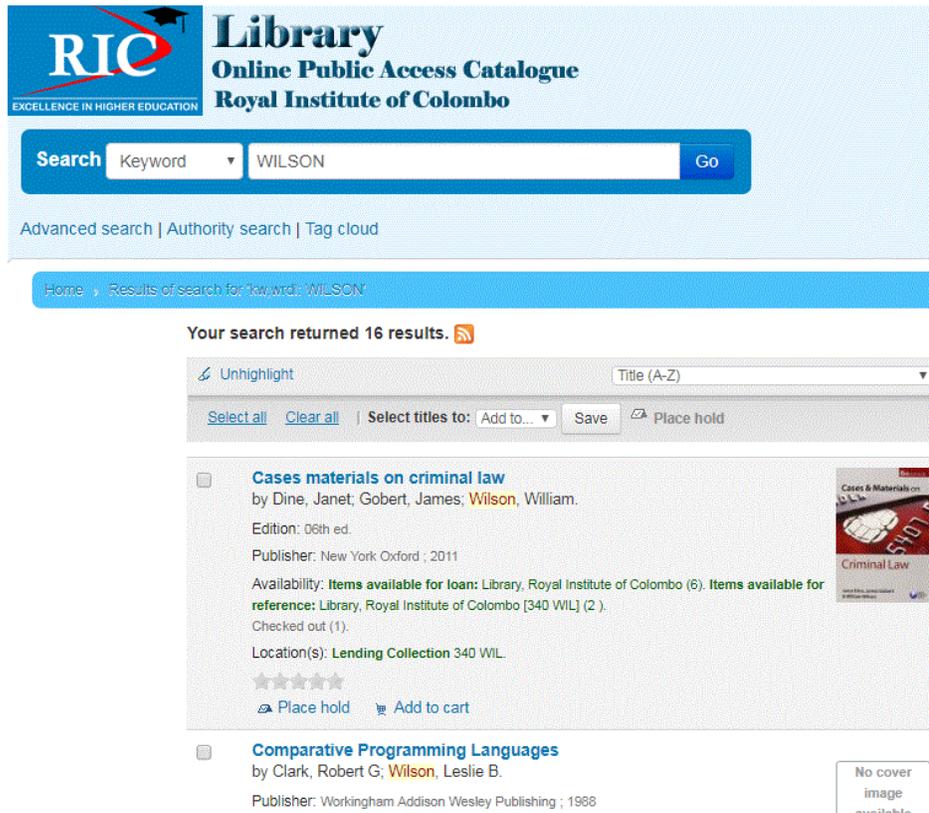


Fig 1

The search on 'Wilson' has retrieved a long list of 16 titles (fig 2 - only top part of the screen is given here)).

- The number of items retrieved is indicated at the top of the list. (By default they are sorted and arranged by relevance. However depending on your preference, you can sort by Title, Author, Dates etc. for easy tracing of the required items.)

Note the first item in the list '**Cases and materials on Criminal law**'. Following information are given.

- Complete details of each book (author, Title, Edition, Publisher, copy right date etc.)
- The location of the book in the library- it is located at **340 WIL** in the shelf on **CRIMINAL LAW**
- Total number of copies of the book in the library collection (*09 copies*)

- Availability of each copy for loan and/or reference (02 copies - checked out / 02 Reference copies / 05 lending copies)
- Facility to RESEARCH a copy for borrowing (use the PLACE HOLD' button)
- Facility to SAVE the record into a list for later use.

Browse through the list and select the item of your interest and click on the title eg. click on the first title. The screen gives information on the status of each copy of the book. Copy 1 in the list has been checked out and copy 2 is available for loan.

The screenshot shows a library catalog record for the book "Cases materials on criminal law" by Dine, Janet; Gobert, James; Wilson, William. The record includes a cover image, publication details (New York: Oxford, 2011), and a table of holdings. The table shows two copies: one checked out and one available.

Item type	Current location	Call number	Status	Date due	Barcode
Lending Book	Library, Royal Institute of Colombo Lending Collection	340 WIL (Browse shelf)	Checked out	2017-09-11	11852
Lending Book	Library, Royal Institute of Colombo Lending Collection	340 WIL (Browse shelf)	Available		11853

Fig. 2.0

How to borrow a book - You can borrow the book at the circulation desk (Submit your RIC ID card which will serve as the Library membership card).

Reservation of a copy :On occasions that all copies of the book have been checked out (*except for reference copies*), then you can reserve the item by clicking on **PLACE HOLD** button. You will be asked to be logged into the system (*see [section 4.0](#) for **log in** instructions*) to make the reservation. Once the item is returned to the library by the previous borrower, you will be informed to collect the item. Reservation can be cancelled by clicking on the **CANCEL** button if necessary.

How to Narrow down a search

At the **BASIC SEARCH** level, there are two ways to avoid long results lists.

- (a) A field level search and (b) [multiple term search](#) will avoid resulting with long lists.

2.1.1 FIELD LEVEL SEARCH

- The basic search offers the option to conduct a more specific search by limiting your search to one field. Select the relevant search field from the drop down menu near the search box .eg. Search for books authored by Wilson on *the Author search field*.

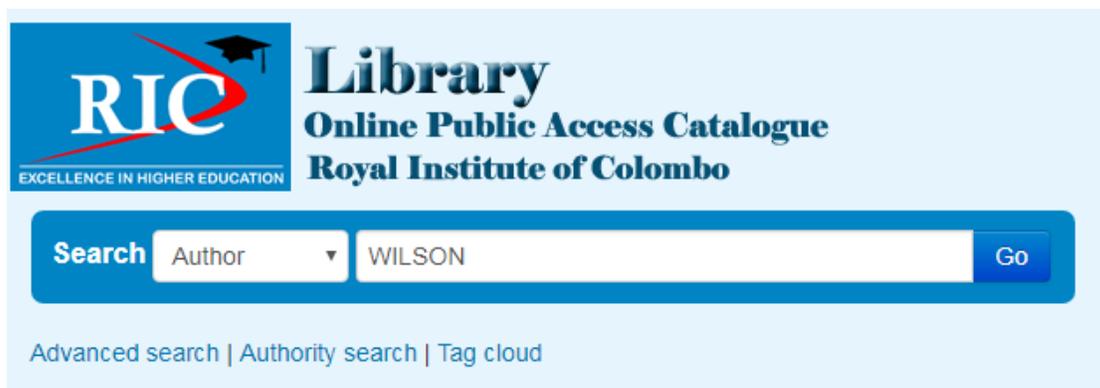


Fig. 3.0

2.1.2 MULTIPLE TERM SEARCH

- When multiple words are entered in the basic search box a **more specific search** could be carried out. The system by default combines all terms with Boolean 'AND' so that records which include all terms will be retrieved.

eg. Select the KEYWORD search field and enter the search terms

CRIMINAL LAW/WILSON/5 Ed

The system will combine all three terms with Boolean 'AND'. Note the results. The search has retrieved the record of the item matching the specific requirements.

The screenshot shows a library search interface. At the top, a search bar contains the text 'CRIMINAL LAW WILSON 5 ED' with a 'Go' button. Below the search bar are links for 'Advanced search', 'Authority search', and 'Tag cloud'. The main content area displays the book details for 'Criminal law' by 'Wilson, William'. The publisher is 'United Kingdom Pearson Education ; 2014', the edition is '5th ed.', and the description is 'xliii, 642p.'. The ISBN is '9781292001944'. The subject is 'Criminal Law | Defences | Property Offences' and the DDC classification is '345'. There are options to 'Place hold', 'Print', 'Add to your cart', 'Save record', and 'More searches'. A 'Tweet' button is also present. Below the book details, there are tabs for 'Holdings (19)' and 'Comments (0)'. A table shows the holdings for the book.

Item type	Current location	Call number	Status	Date due	Barcode
Lending Book	Library, Royal Institute of Colombo Lending Collection	345 WIL (Browse shelf)	Checked out	2017-09-04	13892
Lending	Library, Royal Institute of Colombo	345 WIL (Browse shelf)	Checked out	2017-09-04	12552

Fig. 4.0

3.0 ADVANCED SEARCH

For more specific searches use the Advanced search option. eg. Search for a particular title by a particular author - **CRIMINAL LAW** (Title) AND **WILSON** (Author). The Search screen for books by author 'Wilson' with the title phrase 'Criminal law' in the title is given in *fig. 5.0*

Search for:

Title phrase

and

[\[+\]](#) [\[-\]](#)

and

[\[+\]](#) [\[-\]](#)

Limit to any of the following:

Fiction Lending Book Reference Book Serial

Special Book

Fig. 5.0

See the results screen (Fig. 6.0). Four records complying to the specifications of the search have been retrieved. Complete details with respect to each title including the following are indicated

- location in the library ,
- number of copies available for **Reference**
- number of copies available for **Loan** and
- number of copies **checked out**.

Note the status of lending copies in the first two titles in the list.

- First title - '*Cases and materials on Criminal law*' has six (05) copies for loan. 01 copy has been checked out
- Second title '*Criminal law – 5th ed.*' 15 lending copies have been checked out. Only one is available for loan Reference copies are available for consultation. If all copies are checked out you can reserve your copy by clicking on the '**PLACE HOLD**' button. If you are not logged into the system, you will be asked to log in to reserve the copy. See [section 4.0 for log in instructions](#).

The search can be further refined based on the shelving location or ITEM TYPE.

Your search returned 4 results.

[Return to the last advanced search](#)

Unhighlight Popularity (most to least)

[Select all](#) [Clear all](#) | **Select titles to:** [Add to...](#) [Save](#) [Place hold](#)

Cases materials on criminal law
 by Dine, Janet; Gobert, James; Wilson, William.
 Edition: 06th ed.
 Publisher: New York Oxford ; 2011
 Availability: **Items available for loan:** Library, Royal Institute of Colombo (5). **Items available for reference:** Library, Royal Institute of Colombo [340 WIL] (2).
 Checked out (2).
 Location(s): **Lending Collection 340 WIL.**
 ★★★★★
[Place hold](#) [Add to cart](#)

Criminal law
 by Wilson, William.
 Edition: 5th ed
 Publisher: United Kingdom Pearson Education ; 2014
 Availability: **Items available for loan:** Library, Royal Institute of Colombo (1). **Items available for reference:** Library, Royal Institute of Colombo [345 WIL] (3).
 Checked out (15).
 Location(s): **Lending Collection 345 WIL.**
 ★★★★★
[Place hold](#) [Add to cart](#)

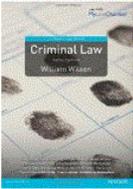
Criminal Law doctrine and theory

Fig. 6.0

A Click on the title of your interest will open a new screen (fig. 8.0) with details on the status of the availability of each copy of this title (*Only the first section of the results screen is given here.*)

Home > Details for: Criminal law

[Normal view](#) [MARC view](#) [ISBD view](#)



Criminal law
by **Wilson, William.**

Publisher: United Kingdom Pearson Education ; 2014
Edition: 5th ed.
Description: xliii, 642p.
ISBN: 9781292001944.

Subject(s): [Criminal Law](#) | [Defences](#) | [Property Offences](#)
DDC classification: 345
Tags from this library: No tags from this library for this title. [Add tag\(s\)](#)
[Log in to add tags.](#)
★★★★★ average rating: 0.0 (0 votes)

[Browse results](#)

[« Previous](#)

[Back to results](#)

[Next »](#)

[Place hold](#)

[Print](#)

[Add to your cart](#)

[Unhighlight](#)

[Save record](#) ▾

[More searches](#) ▾

Share [f](#) [in](#) [e](#) [G+](#)

[Tweet](#)

Holdings (19) [Comments \(0 \)](#)

Item type	Current location	Call number	Status	Date due	Barcode
Lending Book	Library, Royal Institute of Colombo <i>Lending Collection</i>	345 WIL (Browse shelf)	Checked out	2017-09-04	13892
Lending	Library, Royal Institute of Colombo	345 WIL (Browse shelf)	Checked out	2017-09-04	12552

4.0 HOW TO USE MY ACCOUNT

Log in to your personal Account by entering the your **username (your ID number)** and **password**.

At your first **LOG IN** use ' lib' as password.

- Once logged in, you can change the password. Use the facility given at the left side of the screen
- You can make any changes to your user profile such as change of address, change of contact phone numbers etc.
- You can change the method/s you receive messages from the system in relation to your loans.
- **You can also see a summary of the items**
 - borrowed at present and their due dates to be returned,
 - any overdue items and the fines to be paid
 - the history of the items you have borrowed until now.
 - any items you have reserved.
