



THE UNIVERSITY OF THE WEST INDIES
St Augustine Campus Libraries Catalogue

Getting to Know your OPAC

(Online Public Access Catalogue)



Getting to Know Your OPAC

- ◆ Your OPAC tells you what resources your UWI Libraries have:

- Books
- Journals
- Electronic Resources
- Theses
- Maps
- DVDs
-and lots more!



- ◆ Your OPAC tells you where to find those resources:

- Main Library
- Medical Sciences Library
- Reserve
- Reference
- ...and other locations!

What can you do in this OPAC?

The OPAC allows you to:

- ◆ view your loans
- ◆ view your loan history
- ◆ view your fines
- ◆ save your searches – My e-Shelf
- ◆ email your search results
- ◆ customize your display - Preferences
- ◆ create SDI (for Faculty ONLY)
 - *Once you sign in*



... and lots more!

Getting Started with the OPAC

You do not need to *Login* to search the OPAC!

BUT.....



You will need to *Login* to:

- **Verify your patron information**
- **View your personal information**
- **View and customize your display options**

How to *Sign-in* to the OPAC

To *Sign-in*:

1. Enter either your UWI ID or UWI Barcode
2. Enter the default password - date of birth as YYYYMMDD (you can change this at any time)



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Sign-in	End Session	Library Home Page	My Library Account	Other Catalogues	My e-Shelf
Browse	Search	Results List	Previous Searches	Help	Preferences

Sign In to the UWI St. Augustine Campus Libraries Catalogue

You can enter either your UWI ID number or barcode as your login ID. For verification, enter the default password which is your date of birth in the YYYYMMDD format. If you wish to change the default password, you can do so once you have logged in.

UWI ID Number/Barcode:	<input type="text"/>
Verification:	<input type="text"/>
Library Branch:	St. Augustine Campus ▾
<input type="button" value="Log On"/> <input type="button" value="Cancel"/>	

When you Sign-In...you see this

1

Sign In to the UWI St. Augustine Campus Libraries Catalogue

You can enter either your UWI ID number or barcode as your login ID. For verification, enter the default password which is your date of birth in the YYYYMMDD format. If you wish to change the default password, you can do so once you have logged in.

UWI ID Number/Barcode:	<input type="text" value="2667098345"/>
Verification:	<input type="password" value="....."/>
Library Branch:	<input type="text" value="St. Augustine Campus"/> ▾
<input type="button" value="Log On"/> <input type="button" value="Cancel"/>	



THE UNIVERSITY OF THE WEST INDIES
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End Session	Library Home Page	My Library Account	Other Catalogues	My e-Shelf	
Browse	Search	Results List	Previous Searches	Help	Preferences

Basic Search	Combination Search	Expert Search	Collection Search	Course Reserves
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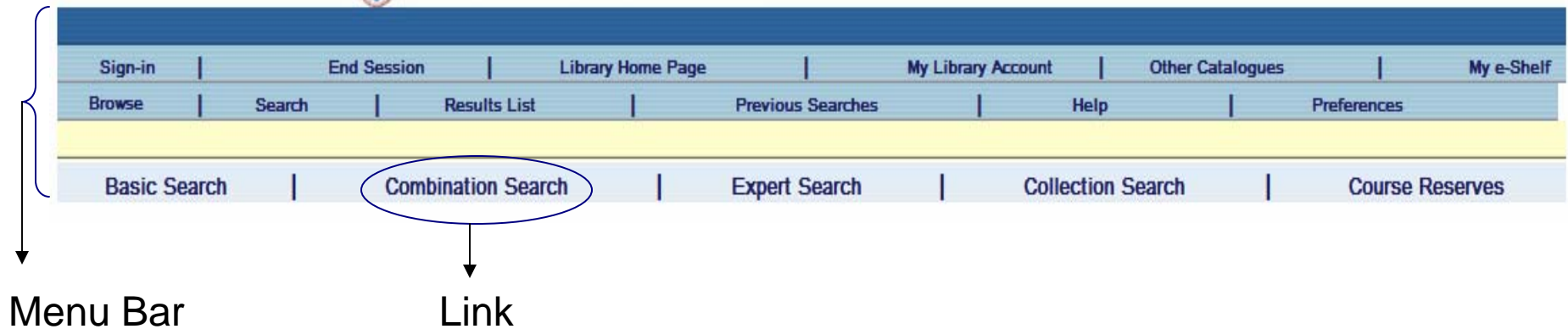
Basic Search (Full Catalogue)

Collection to search	<input type="text" value="All collections"/> ▾	
Search type:	<input type="text" value="Keywords"/> ▾	
Search for:	<input type="text"/>	
Exact phrase?	<input checked="" type="radio"/> No <input type="radio"/> Yes	
<input type="button" value="Go"/>	<input type="button" value="Clear"/>	Search hints

How to Navigate the OPAC



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St Augustine Campus Libraries Catalogue



- ◆ You can navigate the OPAC from anywhere by:
 - Using the *menu bar*
 - Clicking on the *links*
- ◆ You can navigate the OPAC from within the library by:
 - Using shortcuts to move between screens
 - Alt + Left Arrow ← = move to previous screen
 - Alt + Right Arrow → = move to next screen



How to search the OPAC

You can search the OPAC by:

◆ Author

e.g. Best, Lloyd



◆ Title

e.g. Cricketers from the West Indies

◆ Words from Title

e.g. caribbean culture

◆ Keywords

e.g. biodiversity conservation

◆ Subject

e.g. biological diversity conservation

Searching for an Author?

- ◆ Go to *Search type*
- ◆ Select *Author (surname, first)* from the dropdown menu
- ◆ Go to *Search for*
- ◆ Type the name of the author (surname, first name):
 - e.g. Best, Lloyd
- ◆ Go to *Exact phrase* and click *Yes*
- ◆ Click *Go*



Basic Search (Full Catalogue)

Collection to search	All collections
Search type:	Author (surname, first)
Search for:	lloyd,best
Exact phrase?	<input type="radio"/> No <input checked="" type="radio"/> Yes
<input type="button" value="Go"/>	<input type="button" value="Clear"/>
Search hints	

Results - Author Search

Selected records: [View Selected](#) | [Save/Mail](#) | [Create Subset](#) | [Add to My e-Shelf](#) | [SDI Request](#) |
 Whole set: [Select All](#) | [Deselect](#) | [Rank](#) | [Refine](#) | [Filter](#) |

Results for Authors Keywords= lloyd best ADJ; Sorted by: Year, then Author

Sort options: [Author/Year \(D\)](#) [Author/Year \(A\)](#) [Year/Author](#) [Author/Title](#) [Title/Year \(D\)](#) [Title/Year \(A\)](#) [Year/Title](#)

Records 1 - 20 of 38 (maximum display and sort is 1000 records)

Jump to #

[Previous Page](#)

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#	Author	Title	Date	Location	Format
1	<input type="checkbox"/> Best, Lloyd.	Economic and business ideas in the West Indies at the dawn of the 21st century /	2003	ML Reading Room: West Indiana HB3711 .B47 2003	Monograph
2	<input type="checkbox"/> Best, Lloyd.	Independent thought and Caribbean freedom :	2002	ML Reading Room: West Indiana HC155.5 .I53 2002	Mixed Materials
3	<input type="checkbox"/> Lamming, George, 1927-	On the canvas of the world /	1999	ML Reading Room: West Indiana PR9215 .O5 1999 Main Library: General PR9215 .O5 1999	Monograph

Searching for a Title?



Know the *Exact Title*? Then,

- ◆ Go to *Search Type*
- ◆ Select *Exact* (omit initial *a, an, the*) from the dropdown menu
- ◆ Go to *Search for*
- ◆ Type the exact title: e.g. cricketers from the west indies
- ◆ Go to *Exact phrase* and click *Yes*
- ◆ Click *Go*

Basic Search (Full Catalogue)

Collection to search

All collections ▼

Search type:

Exact Title (omit initial a,an, the) ▼

Search for:

cricketers from the west indies

Exact phrase?

No Yes

Go

Clear



[Search hints](#)

Results – Exact Title Search

Full Record View

Choose record view [Full View](#) | [Citation](#) | [MARC tags](#)

Record 1 out of 3

Location	ML Reading Room: West Indiana GV928.W47 C75 
Title	 <u>Cricketers from the West Indies</u> : the 1966 official tour brochure / edited by Gordon Ross.
Published	Cheltenham Printed by Martin Cadbury Ltd., [1966?].
Format	Monograph
Description.	24 p. : ill. ; 25 cm.
Subject	 <u>Cricket -- West Indies.</u>  <u>Cricket -- Tournaments -- England.</u>
Authors	 <u>Ross, Gordon, 1917-</u>

Searching for Words in a Title?

Know one or more words in the *Title*? Then,

- ◆ Go to *Search type*
- ◆ Select *Title Words* from the dropdown menu
- ◆ Go to *Search for*
- ◆ Type the title words: e.g. caribbean culture
- ◆ Click *Go*

Basic Search (Full Catalogue)

Collection to search

All collections

Search type:

Title Words

Search for:

caribbean culture

Exact phrase?

No Yes

Go

Clear

[Search hints](#)

Results –Title Words Search

Selected records: [View Selected](#) | [Save/Mail](#) | [Create Subset](#) | [Add to My e-Shelf](#) | [SDI Request](#) |
 Whole set: [Select All](#) | [Deselect](#) | [Rank](#) | [Refine](#) | [Filter](#) |

Results for Title Keywords= caribbean culture; Sorted by: Year, then Author
 Sort options: [Author/Year \(D\)](#) [Author/Year \(A\)](#) [Year/Author](#) [Author/Title](#) [Title/Year \(D\)](#) [Title/Year \(A\)](#) [Year/Title](#)

Records 1 - 20 of 113 (maximum display and sort is 1000 records)

[Jump to #](#)

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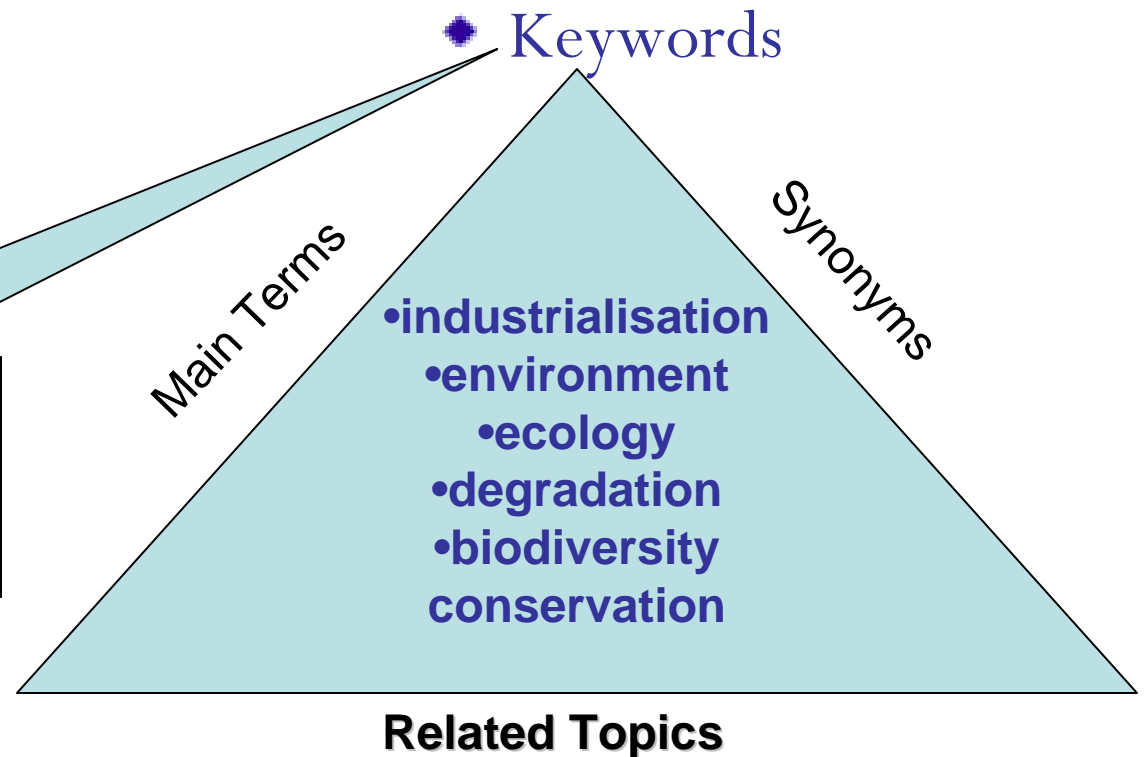
#	Author	Title	Date	Location	Format
1	<input type="checkbox"/> Mustapha, Nasser.	Sociology for Caribbean students.	2007	ML Reading Room: West Indiana HN192.5 M86 2007 Main Library: General HN192.5 M86 2007	Monograph
2	<input type="checkbox"/> Mohammed, Patricia.	Morality and the imagination :	2006	ML Reading Room: AV BL304 .M64 2006	Videorecording
3	<input type="checkbox"/> Seminar on the Acquisition of Latin American Library Materials, Inc.	Celebrating culture	2006	ML Reading Room: West Indiana Z688 .L4 S46 2003	Mixed Materials
4	<input type="checkbox"/> DeLoughrey, Elizabeth M., 1967-	Caribbean literature and the environment :	2005	ML Reading Room: West Indiana PN849.C3 C29 2005 Main Library: General PN849.C3 C29 2005	Monograph

Need to search by a Topic?

- ◆ Break down your topic into *keywords*:
 - List the main terms
 - List synonyms of the main terms
 - List related topics

- ◆ Topic:

**Industrialisation causes
environmental
degradation**



Search by Keyword



- ◆ Go to *Search Type*
- ◆ Select *Keywords* from the dropdown menu
- ◆ Go to *Search for*
- ◆ Type the keyword(s) [use lowercase or uppercase]: e.g. biodiversity conservation
- ◆ Click *Go*

Basic Search (Full Catalogue)

Collection to search: All collections

Search type: Keywords

Search for: biodiversity conservation

Exact phrase? No Yes

[Search hints](#)

For a phrase, (as in the above example) select the *Phrase* option

Results – Keyword Search

Records 1 - 20 of 34 (maximum display and sort is 1000 records)

Jump to #

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#	Author	Title	Date	Location	Format
1	<input type="checkbox"/> Jeffries, Mike J.,	Biodiversity and conservation /	2006	Main Library: General QH541.15 .B56 J44 2006	Monograph
2	<input type="checkbox"/> Hawes, Joseph.	Impacts of landscape level disturbance on Amazonian moth assemblages /	2005	Main Library: General QA77.A43 H39 2005	Dissertation
3	<input type="checkbox"/> Johnson, Elizabeth A. (Elizabeth Ann), 1954 Aug. 29-	Nature in fragments :	2005	Main Library: General QH545 .C545 N38 2005	Mixed Materials
4	<input type="checkbox"/> Silk, Nicole.	A practitioner's guide to freshwater biodiversity conservation /	2005	Main Library: General QH96.8.B53 P73 2005	Monograph
5	<input type="checkbox"/> Frankie, G. W.	Biodiversity conservation in Costa Rica :	2004	Main Library: General QH77.C8 B56 2004	Monograph
6	<input type="checkbox"/> Schroth, G. (Goetz)	Agroforestry and biodiversity conservation in tropical landscapes /	2004	Main Library: General S494.5.A45 A3535 2004	Monograph
7	<input type="checkbox"/> Goodman, Steven M.	The natural history of Madagascar /	2003	Main Library: General QH195.M2 N38 2003	Monograph
8	<input type="checkbox"/> Fowler, Sarah L.	Elasmobranch biodiversity, conservation, and management :	2002	Main Library: General QL638.6 .E43 2002	Mixed Materials
9	<input type="checkbox"/> Maunder, Mike.	Plant conservation in the tropics :	2002	Main Library: General QK86.T73 P53 2002	Monograph

To check the availability of any item, click on its Call Number

Availability / Holdings

Holdings Information

[Back](#)

Jeffries, Mike J., 1958-:


Biodiversity and conservation /Michael J. Jeffries..

London ; New York : Routledge, 2006..

xii, 236 p. : ill., maps ; 26 cm..

<http://www.loc.gov/catdir/toc/ecip056/2005001109.html> ; .

Location Main Library | General | QH541.15 .B56 J44 2006

Electronic Location  <http://www.loc.gov/catdir/toc/ecip056/2005001109.html> ;

Select year Select volume Select sublibrary Hide loaned items

[Previous Page](#)[Next Page](#)

	Description	Loan status	Due date	Due hour	Sublibrary	Collection	Call No	No. of requests	Barcode
Expand		28 Day Loan	On Shelf		Main Library	General	QH541.15 .B56 J44 2006		1700418069

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◆ Due Date:


- gives *due date* once item is on loan
- gives *on the shelf* once item is in the library

Locating Items

- Write down the following carefully before trying to locate the item on the shelf :
 - Title
 - Author
 - Call Number
 - Collection
 - Sublibrary

Holdings Information Back

Jeffries, Mike J., 1958-:
Biodiversity and conservation Michael J. Jeffries
London ; New York : Routledge, 2006..
xii, 236 p. : ill., maps ; 26 cm..
<http://www.loc.gov/catdir/toc/ecip056/2005001109.html> ; .

Location Main Library | General | QH541.15 .B56 J44 2006
Electronic Location  <http://www.loc.gov/catdir/toc/ecip056/2005001109.html> ;

Select year Select volume Select sublibrary Hide loaned items

	Description	Loan status	Due date	Due hour	Sublibrary	Collection	Call No	No. of requests	Barcode
Expand		28 Day Loan	On Shelf		Main Library	General	QH541.15 .B56 J44 2006		1700418069

Subject Search vs Keyword Search

KEYWORD SEARCH

- ◆ allows you to be very flexible
- ◆ allows you to be creative
- ◆ *But it is less precise than a subject search*



SUBJECT SEARCH

- ◆ use only the **prescribed subject terms** in the catalogue
- ◆ prescribed subject terms usually result in a more efficient and effective search. **BUT.....**

Subject Search vs Keyword Search

(cont'd)

KEYWORD

Popular Term

SUBJECT

Prescribed Subject

....the term you have in mind might not be the subject term used in the catalogue!

◆ E-commerce

◆ Nature protection

◆ Biodiversity

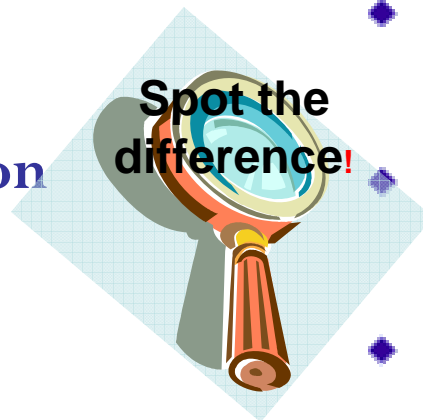
◆ Alternate energy sources

◆ Electronic Commerce

◆ Nature conservation

◆ Biological Diversity

◆ Renewable energy sources



Finding a Prescribed Subject Term

- ◆ First, do a *keyword search* on your topic
- ◆ Identify a relevant record
- ◆ Click on the number in the left column for full record for that item

#	Author	Title	Date	Location	Format
1	<input type="checkbox"/> Jeffries, Mike J.,	Biodiversity and conservation /	2006	Main Library: General QH541.15 .B56 J44 2006	Monograph
2	<input type="checkbox"/> Hawes, Joseph.	Impacts of landscape level disturbance on Amazonian moth assemblages /	2005	Main Library: General QA77.A43 H39 2005	Dissertation
3	<input type="checkbox"/> Johnson, Elizabeth A. (Elizabeth Ann), 1954 Aug. 29-	Nature in fragments :	2005	Main Library: General QH545 .C545 N38 2005	Mixed Materials
4	<input type="checkbox"/> Silk, Nicole.	A practitioner's guide to freshwater biodiversity conservation /	2005	Main Library: General QH96.8.B53 P73 2005	Monograph
5	<input type="checkbox"/> Frankie, G. W.	Biodiversity conservation in Costa Rica :	2004	Main Library: General QH77.C8 B56 2004	Monograph
6	<input type="checkbox"/> Schroth, G. (Goetz)	Agroforestry and biodiversity conservation in tropical landscapes /	2004	Main Library: General S494.5.A45 A3535 2004	Monograph
7	<input type="checkbox"/> Goodman, Steven M.	The natural history of Madagascar /	2003	Main Library: General QH195.M2 N38 2003	Monograph
8	<input type="checkbox"/> Fowler, Sarah L.	Elasmobranch biodiversity, conservation, and management :	2002	Main Library: General QL638.6 .E43 2002	Mixed Materials

Finding a Prescribed Subject Term

Full Record View

Choose record view [Full View](#) | [Citation](#) | [MARC tags](#)

Record 24 out of 34



Location	Main Library: General QH75 .P798 2002 
Title	• Biodiversity, sustainability, and human communities : protecting beyond the protected / edited by Tim O'Riordan and Susanne Stoll-Kleemann.
Published	Cambridge ; New York, NY : Cambridge University Press, 2002.
Format	Monograph
Description.	xvi, 317 p. : ill., maps ; 24 cm.
ISBN	0521813654 (hardback) 0521890527 (pbk.)
Subject	• Biological diversity conservation.  • Sustainable development.
Authors	• O'Riordan, Timothy. • Stoll-Kleemann, Susanne.

- Click on a prescribed subject heading to find other items on the same subject

Other Documents with the Same Subject Heading

ALEPH Services

Find other documents in the database

General Subjects : Biological diversity conservation.

Browse a headings list in the database

General Subjects : Biological diversity conservation.

LC Subjects : Biological diversity conservation.

Service-aut

General Subjects: Biological diversity conservation.

Service-aut

LC Subjects: Biological diversity conservation.

Find related information using search engine

Google Biological diversity conservation.

Other Documents with the Same Subject Heading

(cont'd)

Selected records:		View Selected	Save/Mail	Create Subset	Add to My e-Shelf	SDI Request
Whole set:		Select All	Deselect	Rank	Refine	Filter

Previous	Biological diversity – Congresses.
General Subjects Current	Biological diversity conservation.
Next	Biological diversity conservation – Amazon River Region.

Results for [Biological diversity conservation.](#); Sorted by: Year, then Author
 Sort options: [Author/Year \(D\)](#) [Author/Year \(A\)](#) [Year/Author](#) [Author/Title](#) [Title/Year \(D\)](#) [Title/Year \(A\)](#) [Year/Title](#)

Records 1 - 20 of 73 (maximum display and sort is 1000 records)

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#	Author	Title	Date	Location	Format
1	<input type="checkbox"/> Hill, David A. (David Arnold), 1958-	Handbook of biodiversity methods :	2005	Main Library: General QH541.15.B56 H355 2005	Monograph
2	<input type="checkbox"/> Bennun, Leon A.	State of the world's birds 2004 :	2004	Main Library: General QL676.5 .S72 2004	Computer file
3	<input type="checkbox"/> Sourd, Christine.	Explaining biosphere reserves /	2004	Main Library: General QH75 .S633 2004	Monograph
4	<input type="checkbox"/> Groves, Craig.	Drafting a conservation blueprint :	2003	Main Library: General QH75 .G73 2003	Monograph

Browsing by a Call Number

Remember....you can browse BUT NOT search by Call Number!

- ◆ The Call Number: e.g. TH7687.A1 A44 2005
 - is a unique code assigned to each item in the Library
 - identifies the item in the collection
 - helps you locate the item on the shelves
 - serves to group books together according to subject
- ◆ If you've found an item that is useful, you can use its call number to find other related items.
- ◆ Browsing by call number in the OPAC, virtually allows you to browse the shelves from your computer.

Browsing by a Call Number

(cont'd)

- ◆ To search within a call number range:
 - Use *Browse*
 - Go to *Type word or phrase*
 - Type *Call Number*: e.g. TH7687.A1 A44 2005
 - Select *Index to browse* from drop down menu: e.g. LC Classification
 - Go to *Type word or phrase*
 - Click *Go*

STA Public Catalogue - Browse an Alphabetical Index

Type word or phrase:	<input type="text" value="TH7687.A1 A44 2005"/>
Index to browse:	<input type="text" value="LC Call Number"/> ▼
<input type="button" value="Go"/>	<input type="button" value="Clear"/>

Results – Call Number Browse

Browse List: LC Classification

[Previous Page](#)

No. of Recs	Entry
1	TH7687.A1 A44 2005
1	TH7687.A1 C618 1978
1	TH7687.A1 C62 1974a
1	TH7687.A1 I5242 1973
1	TH7687.A2 A3 1996
1	TH7687 .A25 2002
1	TH7687 .A4833 2001
1	TH7687 .A63
1	TH7687 .A73 1984
1	TH7687 .B38 2003

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Using Collection to Search

- ◆ You can narrow your search to specific sublibraries or collections by using the collection to search option
 - Go to *Collection to search*
 - Select a *collection* from drop down menu: e.g. West Indiana
 - Select a *Search type*: e.g. keywords
 - Go to *Search for and* type word or phrase: e.g. housing caribbean
 - Select *Exact phrase*
 - Click *Go*

Collection to search	<input type="text" value="West Indiana"/>
Search type:	<input type="text" value="Keywords"/>
Search for:	<input type="text" value="housing caribbean"/>
Exact phrase?	<input type="radio"/> No <input checked="" type="radio"/> Yes
<input type="button" value="Go"/>	<input type="button" value="Clear"/>
Search hints	

Results – Collection to Search

#	Author	Title	Date	Location	Format
1	<input type="checkbox"/> Lloyd-Evans, Sally.	Resource sustainability and Caribbean development / edited by Duncan F. M. McGregor, David Barker and Sally Lloyd Evans.	1998	ML Reading Room: West Indiana HC151 .R486 1998 Main Library: General HC151 .R486 1998	Monograph
2	<input type="checkbox"/> Potter, Robert B.	Self-help housing, the poor, and the state in the Caribbean / edited by Robert B. Potter and Dennis Conway.	1997	ML Reading Room: West Indiana HD7287.96.C27 S44 1997 Main Library: General HD7287.96.C27 S44 1997	Monograph
3	<input type="checkbox"/> Caribbean Conference on Housing	Caribbean Conference on Housing , Hilton Hotel, Trinidad, 25-28 May 1983 : [proceedings] / editors Samuel R. Naranjit, Cathy Ann Fuentes, Jerry B. Medford.	1989	ML Reading Room: West Indiana HD7314.A3 C37 1989 Main Library: General HD7314.A3 C37 1989	Mixed Materials
4	<input type="checkbox"/> Singh, Susheela.	Housing in the English-speaking Caribbean : recent conditions and trends / Susheela Singh.	1988	ML Reading Room: West Indiana HD7314.A3 S87 1988	Monograph
5	<input type="checkbox"/> IYSH Sub-Regional Caribbean Conference	The provision of shelter for the homeless in the Caribbean : prospects and constraints : report.	1986	ML Reading Room: West Indiana HD7318.5 .I9 1986 Main Library: General HD7318.5 .I9 1986	Mixed Materials
6	<input type="checkbox"/> Caribbean Development Bank.	Housing / Caribbean Development Bank.	1981	ML Reading Room: West Indiana HD7314 C277 H8 Main Library: General HD7314 C277 H8	Monograph
7	<input type="checkbox"/>	Final report of the UGC Task Force on Halls of Residence and catering operations at the University of the West Indies.	1980	ML Reading Room: West Indiana LE15.W47 F56 1980	Monograph
8	<input type="checkbox"/> Haglund, Elsa.	Housing and home improvement in the Caribbean / By Elsa Haglund.	1958	ML Reading Room: West Indiana HD7314.A3 H3 Main Library: General HD7314.A3 H3	Monograph
9	<input type="checkbox"/> Caribbean Commission.	Aspects of housing in the Caribbean.	1951	ML Reading Room: West Indiana HD7314 C277 A8 Main Library: General HD7314 C277 A8	Monograph

Types of Searches

- Basic Search -

Basic Search | Combination Search | Expert Search | Collection Search | Course Reserves

Basic Search (Full Catalogue)

Collection to search: All collections

Search type: Keywords

Search for:

Exact phrase? No Yes

[Search hints](#)

- ◆ You can choose a field to search such as: Author, Subject, Publication Year, System Number, and so on, and type in the keywords.
- ◆ To retrieve search terms that are next to each other, choose **Yes** for *Exact phrase*.

Types of Searches

- Combination Search -

Basic Search	Combination Search	Expert Search	Collection Search	Course Reserves
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Advanced Search

Combination Search (Full Catalogue)

Field to search	Type word or phrase	Exact Phrase?	No. of records
Keywords	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Keywords	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Keywords	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Collection to search	All collections		
Click Total number of docs to view records.			Total:
<input type="button" value="Go"/>	<input type="button" value="Clear"/>		

Optional Search Limits:

Format:	all	Year from:	<input type="text"/>	Year to:	<input type="text"/>	yyyy (Use ? for truncation when not using from/to)
---------	-----	------------	----------------------	----------	----------------------	--

- Combination Search lets you search the database for keywords present anywhere, it also allows you to combine search terms, e.g. Author/Title or Author/Subject or Keyword/Keyword You can use pull-down menus to specify the search fields which are automatically combined with 'AND'.
- To view a list of records, click on an adjacent link in the No. of records column.

Types of Searches

- Expert Search -

Basic Search | Combination Search | **Expert Search** | Collection Search | Course Reserves

Expert Search (Full Catalogue)

Type command language phrase

Exact Phrase? No Yes

Collection to search: All collections

Go Clear

Optional Search Limits:

Format: all Year from: Year to: yyyy (Use ? for truncation when not using from/to)

- You can use Expert Search to search for words and headings in several different indexes at once. You must specify the code of the word and the heading indexes to be searched. Here are some common codes: TIT – Titles, AUT – Authors, WRD – Words, WTI - Words in title field, WAU - Words in author field.

Here is an example:

((wau=best) and (wti=econ?)) not (wsu=free?)

This search finds anything written by an individual named Best with a word beginning with *econ*, for example, *economic*, *economics*, *economical*, and so on, in any title which has not been assigned a subject beginning with the word *free*, for example, *free*, *freedom*.

Types of Searches

- Collection Search -

Basic Search | Combination Search | Expert Search | **Collection Search** | Course Reserves

Collection Search Multi-base

Type word or phrase

Field to search

Exact Phrase? No Yes

Select collections:

<input type="checkbox"/> All Collections	<input type="checkbox"/> Main Library	<input type="checkbox"/> Audio Visuals
<input type="checkbox"/> Medical Sciences Library	<input type="checkbox"/> West Indiana	<input type="checkbox"/> Course Reserves
<input type="checkbox"/> Electronic Resources	<input type="checkbox"/> UWI Theses	

Optional Search Limits:

Format: Year from: Year to: yyyy (Use ? for truncation when not using from/to)

- You can use the Collection Search to search more than one database at a time. This lets you retrieve a set of records in your selected databases which match your specified criteria. When you click **Go**, the Collection search results page displays. This page contains the list of the searched databases with the number of records retrieved per database. Click the database link in order to view the results of your search in this particular collection.

Types of Searches

- Course Reserves -

Search Course Reserves

Search type:

Search for:

[Sign in](#) - [Log Out](#) || [Search](#) || [Results List](#) - [Previous Searches](#) || [My Library Account](#) - [My e-Shelf](#)

- ◆ You can use Course Reserves to search for items in the Reserve Collection
- ◆ You can search by course title, course number and instructor e.g. BIOL3361 (Applied Biochemistry)

Using Course Reserves Search

- Will give you a list of items in the Reserve Collection for that course
- You can get a list of items in the Reserve Collection for a particular course by using the Course Reserves search
 - Select a *Search type*: e.g. Course Number
 - Go to *Search for and* type word or phrase: e.g. GOVT6003
 - Click *Go*

Search Course Reserves

Search type:

Search for:

[Exit Course Reserves](#)

Results - Course Reserves Search

Results for CNO= "GOVT6003" ADJ; Sorted by: Year then Course

Sort options: [Title/Author](#) • [Author/Title](#) • [Year/Title](#) • [Course/Year](#) • [Instructor/Cour](#) • [Department/Inst](#) • [Year/Course](#)

Records 1 - 13 of 13 (maximum display and sort is 1000 records)

Jump to #

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#	<input type="checkbox"/>	<u>Title</u>	<u>Author</u>	<u>Year</u>	<u>Course</u>	<u>Instructor</u>	<u>Department</u>
1	<input type="checkbox"/>	Globalization and governance: a theoretical analysis.	Farazmand, Ali	—	Political Sciences	La guerre, John	Behavioural Sciences
2	<input type="checkbox"/>	A clash of civilizations or of paradigms?	Chirot, Daniel	—	Political Sciences	La guerre, John	Behavioural Sciences
3	<input type="checkbox"/>	Race and stratification in the Caribbean.		—	Political Sciences	La guerre, John	Behavioural Sciences
4	<input type="checkbox"/>	Pre-industrial stratification systems.		—	Political Sciences	La guerre, John	Behavioural Sciences
5	<input type="checkbox"/>	Anthropological studies of politics.		—	Political Sciences	La guerre, John	Behavioural Sciences
6	<input type="checkbox"/>	The sentinel, Vol. 2 No. 5: United Nations edition		—	Political Sciences	La guerre, John	Behavioural Sciences

How to Construct your Search

- ◆ The Web OPAC supports *and* , *or*, and *not* Boolean operators. *and* is assumed if no operator is present.

- AND = + (plus sign)
- AND = & (ampersand)
- OR = | (pipe sign)
- NOT = ~ (tilde)



- ◆ All searches can be further limited by language, format, years and location. You can define these limits at the bottom of each Search screen.

Example:

- *Carnival AND Trinidad and Tobago NOT Virgin Islands* → This will give all the records in the catalogue about Carnival in Trinidad and Tobago but not the Virgin Islands.



Finding Items

YOU MUST note the location of items you need

- Items with similar call numbers may be located in different collections in the Library e.g. Course Reserves, West Indiana.
- They may also be housed in different libraries e.g. Main Library, Medical Sciences Library, School of Education Library, Institute of International Relations Library, Arthur Lok Jack Graduate School of Business Library.



More About Using the OPAC

Make your searches more productive by:

- ◆ Reading the *Search Hints*
- ◆ Using the online *Help*



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Exact phrase? No Yes

Become a competent OPAC user:

- ◆ Look out for library sessions on OPAC searching

Prepared by:
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