SYMBIOSIS LAW SCHOOL, NOIDA

Learning Resources - Library

HOW TO ACCESS KOHA ONLINE CATALOGUE SERVICES - WEB

SLS, NOIDA Library have a **new catalogue system**, called **KOHA-WEBOPAC**. This guide will help you understand how you can perform either a simple or advanced search, how to interpret the results pages, how to create your own item lists, and how to access your personal account.
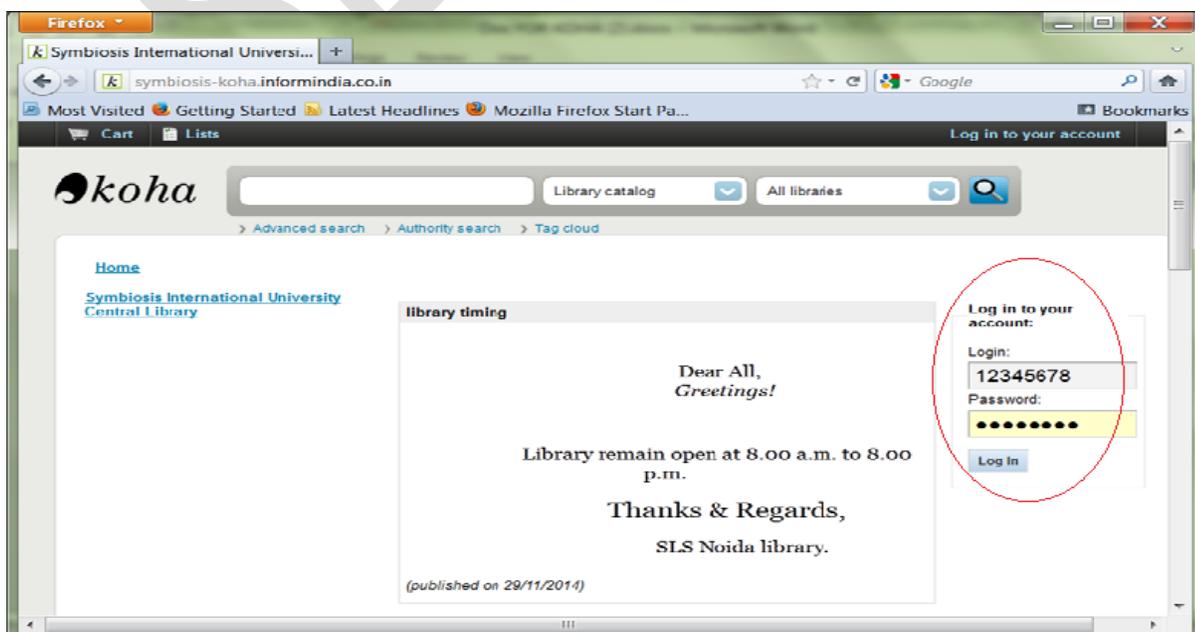
Step-1

You can access our KOHA WEBOPAC Online Public Access Catalogue using **http://symbiosis-koha.informindia.co.in**. The catalogue can be accessed from on and off campus computer with internet access.
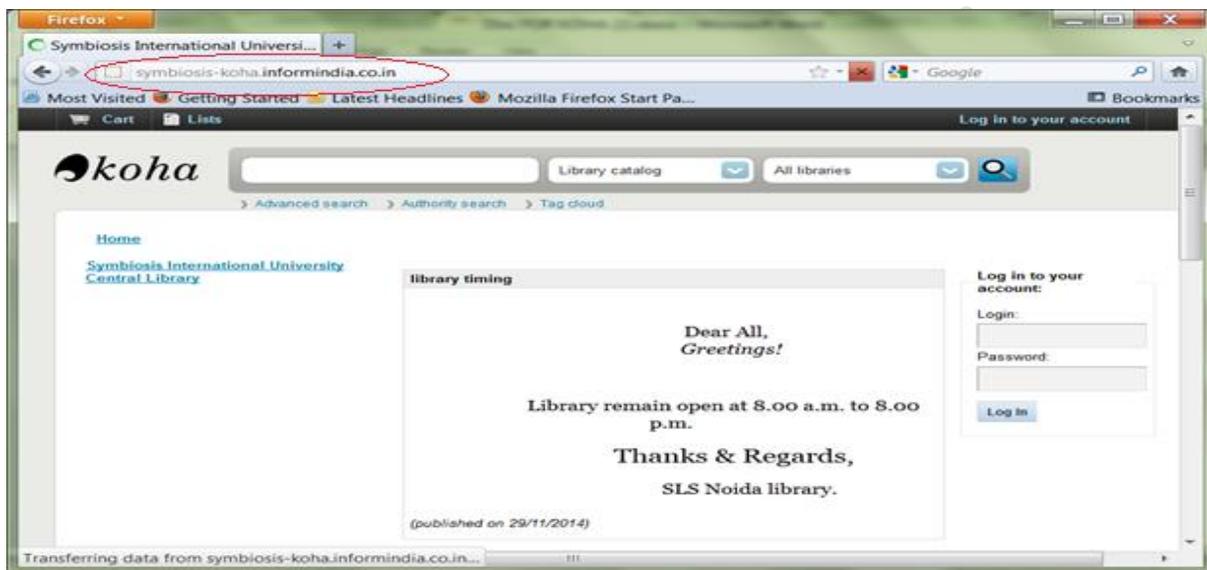
Step-2

Login your Account

By default your login ID and password is your PRN No. Users are requested to change their default password at first session.

KOHA WEBOPAC GUIDE

How to perform a Basic Search

To do a Simple Search, you enter a word or multiple words in the search box. The Simple Search is a keyword search; the system will retrieve results that include the search term(s) at any field in the record.


When you search with more than one word, all the terms will appear in each of the results. Suppose you want to find material about **Company law**. Your search will be as follows:


NOTE: 1.The order of the wording affects the order of the results. Consequently, the search **Company law** will retrieve the same number of results **but** in a different ranking.

2. The library catalog system does not accept the Phrase Search quotation marks (**" "**).
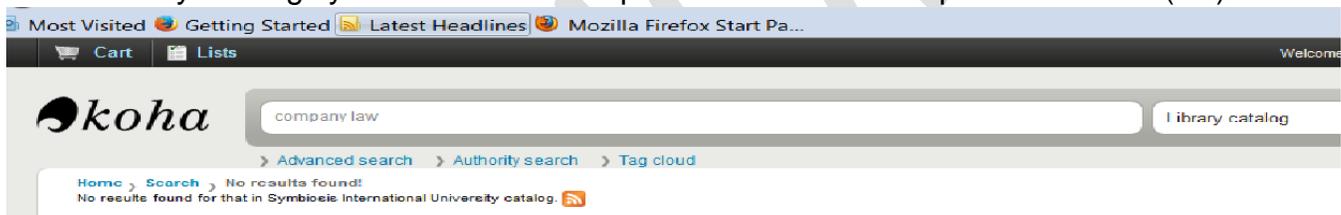
Basic Searching Enhanced

Apart from the option to search using regular keyword, the Basic Search also offers options for searching by Title, Author, Subject, etc. On selecting and searching in a field the system will search the term only in the selected field.
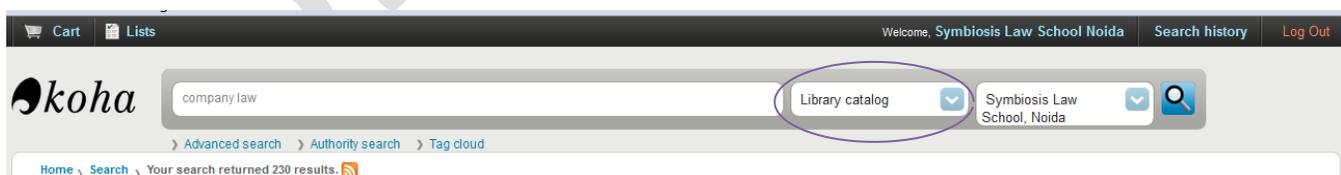
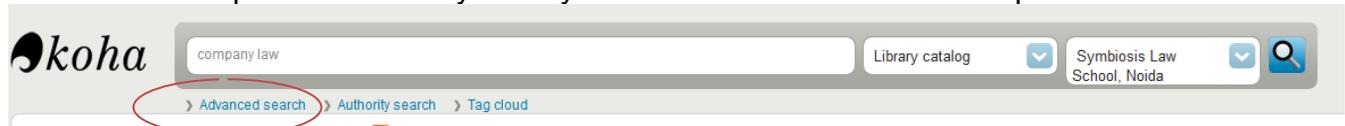Selecting one of the fields helps you narrow down the search results.
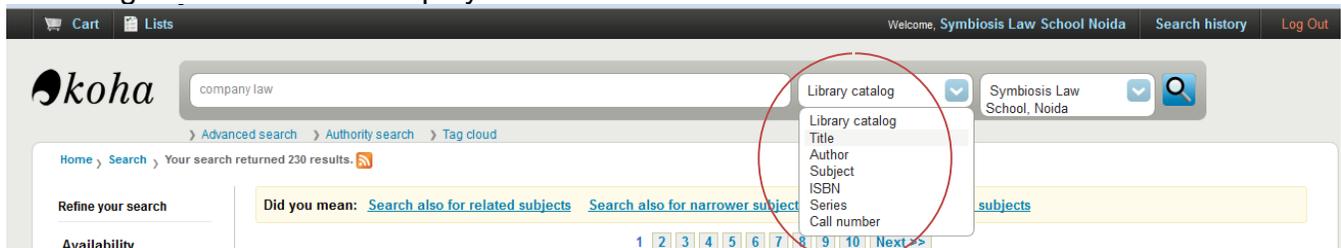
How to Perform an Advanced Search

Advanced Search Options

For a more complicated search you may select the Advanced Search Option.

The Advanced Search page offers many ways to limit the results of your search. You can limit them by using the drop down menus and a combination of the Boolean operators **AND, OR, and NOT**.

For example, if you are searching for the **Patent transactions in the life sciences**, the search could be formulated as in the picture below:

By this strategy, you have searched for the topic **Patent transactions in the life sciences** in the **Title Field only** and for the topic **Patent**, which may appear anywhere in the record. The search could have been performed in a more complicated way, as shown below:

NOTE: The more complicated the search, the higher the chances of returning zero results.

Additional Fields/Limits

The Advanced Search page also shows the multiple kinds of limits that can be applied to your search results.

For date ranges, you will type the year, a range, or a 'greater than (>)' or 'less than (<)' year. For example: **2000-2013**. You could also use **-2000** for everything published before 2000 or **2008-** for everything published after 2008.

Publication date range:

For example: 1999-2001. You could also use "-1987" for everything published in and before 1987 or "2008-" for everything published in 2008 and after.

You may also limit your search to the **Item Type**. Below are shown all the different formats that the libraries possess.
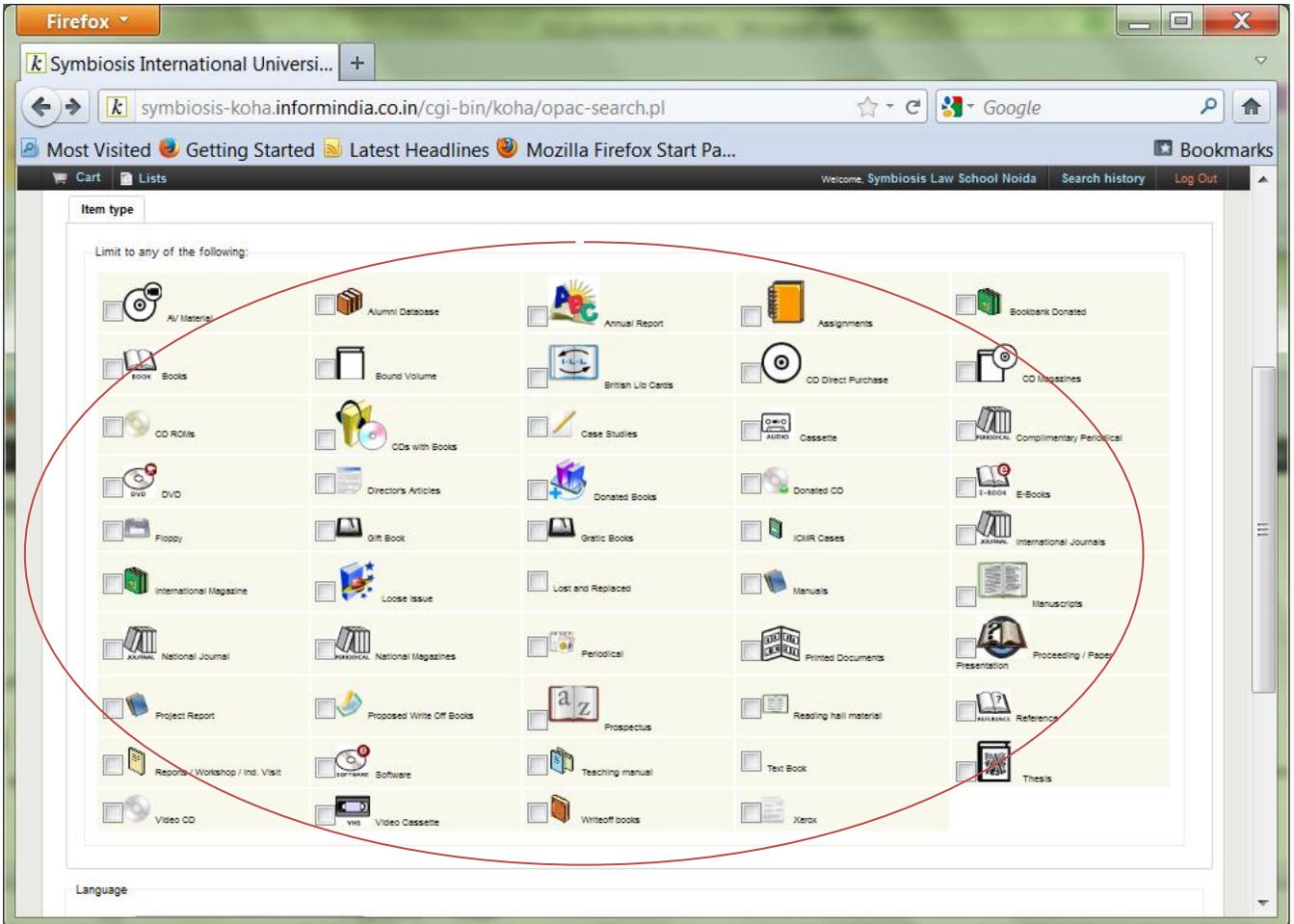
Other useful limiters that can be found on the Advanced Search page are the **Language**, the **Location**, and the **Sorting** features
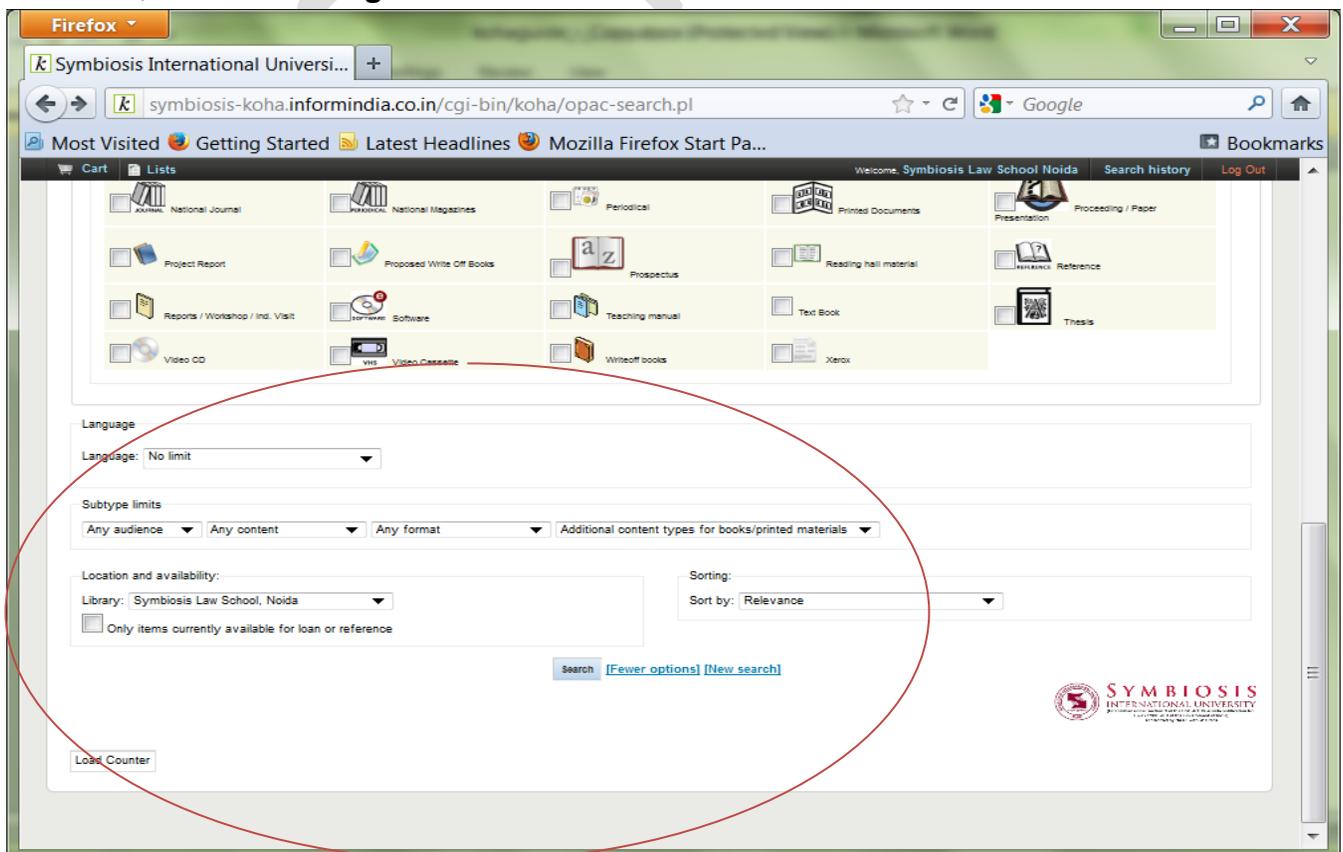
For the location you may select the results to display the holdings of either or both of the libraries. The default **Sort by Relevance** is very useful for **general** **keyword** and **Subject** searches. However, if you are searching by **Title** and you prefer the results in alphabetical

order, you may select as shown below:

Understanding the Search Results

Results overview

The number of results found for your search will appear above the results.
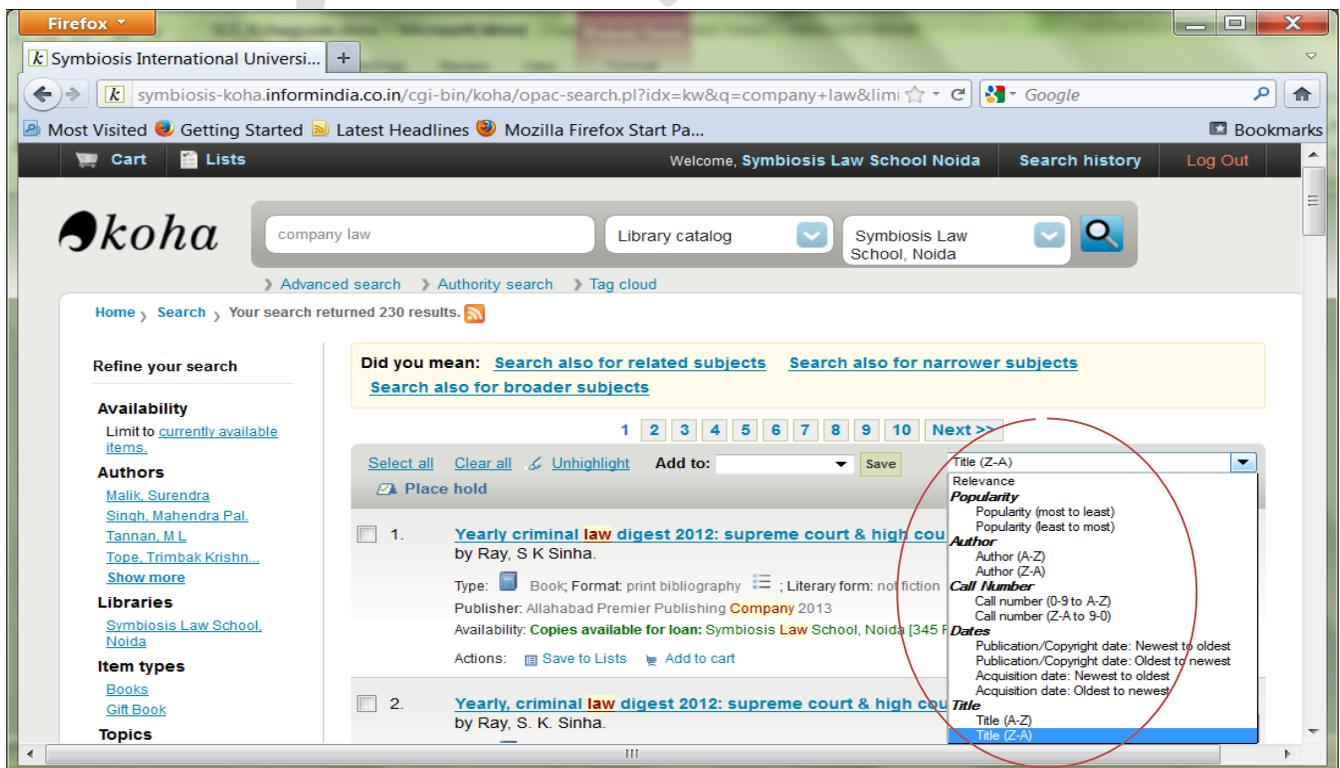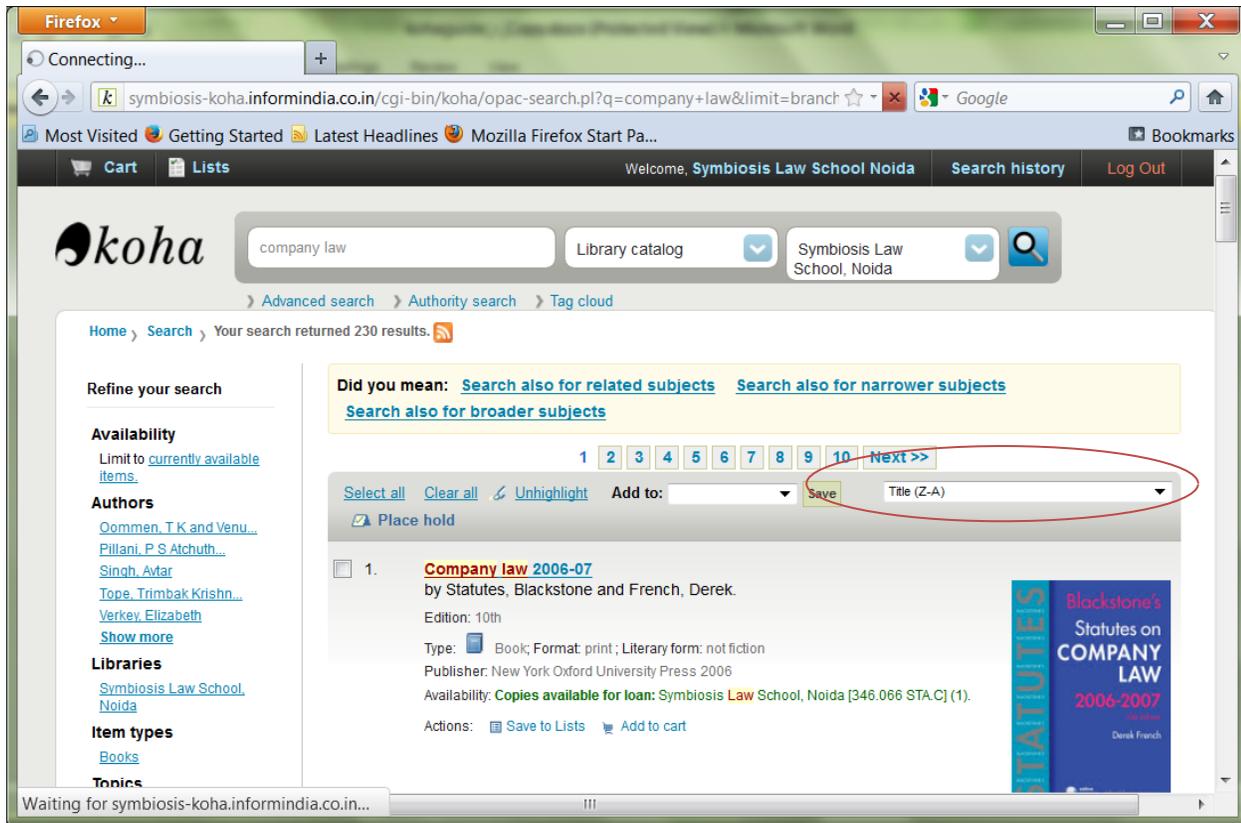
Understanding the Search Results.

Results overview:-

The number of results found for your search will appear above the results.
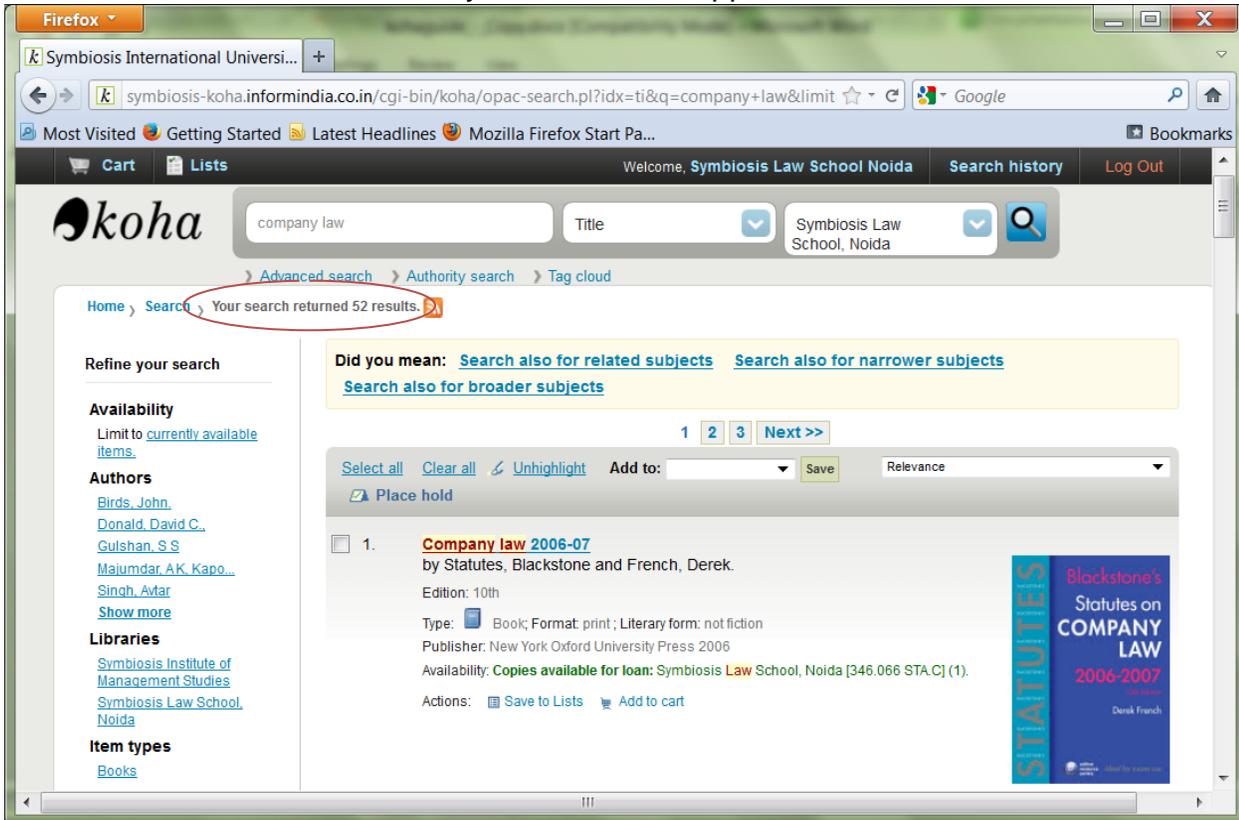
Sorting Results

If not previously selected, the results will be sorted by default by **Relevance**. You can choose to sort by **Author,** by **Title**, by **Call Number**, by **Dates**, or by **Popularity**.

Item availability

You will see the availability of the items attached to the record and also the library that holds the copy/copies.
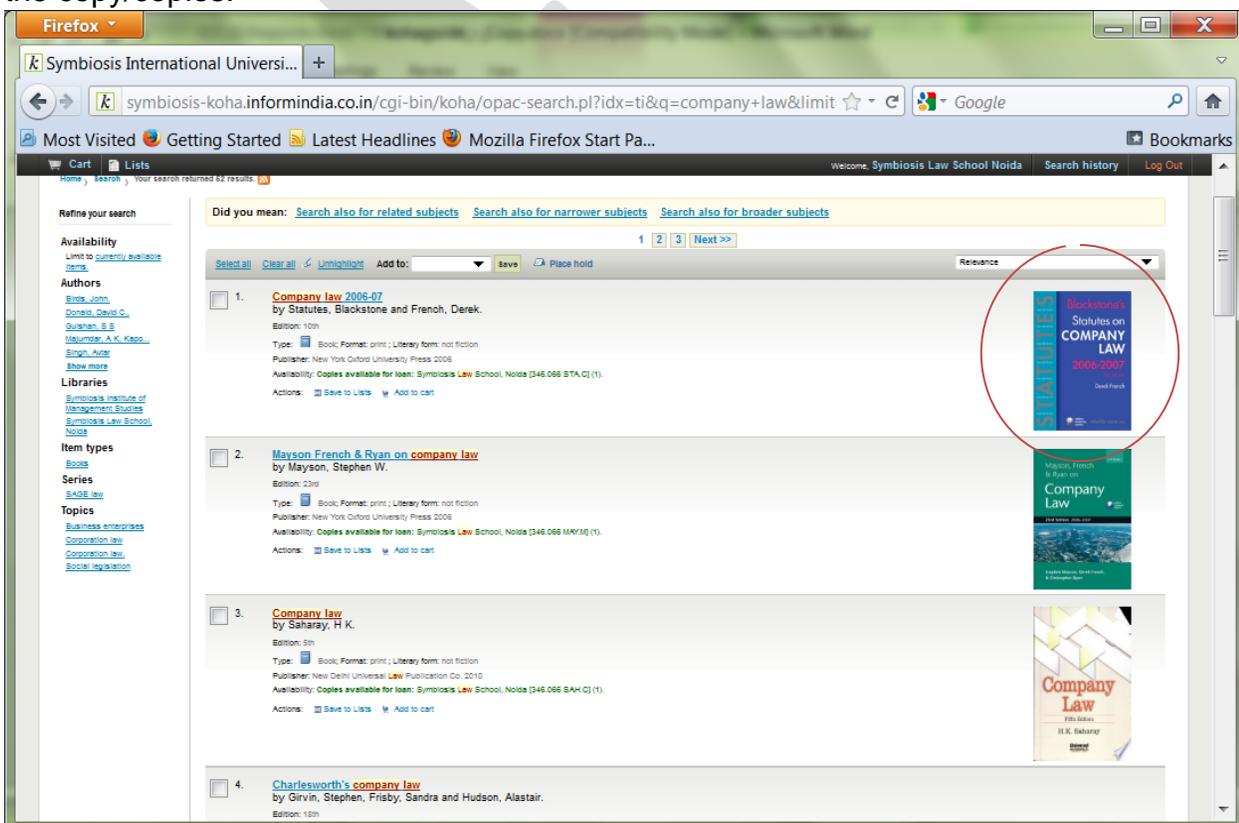
If the item is checked out it will also be indicated on the search results page.

Filters

You may filter your results by selecting from the links that appear at the **Refine Your Search** menu on the left of your screen. The options include **Authors**, **Topics** (Subjects), **Series**, **Libraries**, etc.

Step-7

How to read an Item Record.

When you click on a title from the search results, you will see the bibliographic detail of the record.

Title Information, Author Information

Details of the bibliographical details appears at the selected record are shown below.

Holdings Information

The **Holdings** data comprises the **Item Type** (e.g. book, CD-ROMs, dvd-rom, etc.); the **Location** (i.e. the library where the book can be found, as well as the specific area within the library); the **Collection** (e.g. New Books, Fiction, Non Fiction, etc.); the **Call Number** (where exactly the book is shelved); its **Status** (Checked In or Out); and the **Due Date** (when the book should be returned).

User Actions

To the right of the bibliographic record you can find links to Print the record, or Add it to your Cart *(for information on how to use the Lists and Cart features, please check the my account instructions).*

Lists & Cart

The library catalog system provides two ways to keep track of your searches and wish list for resources: carts and lists.
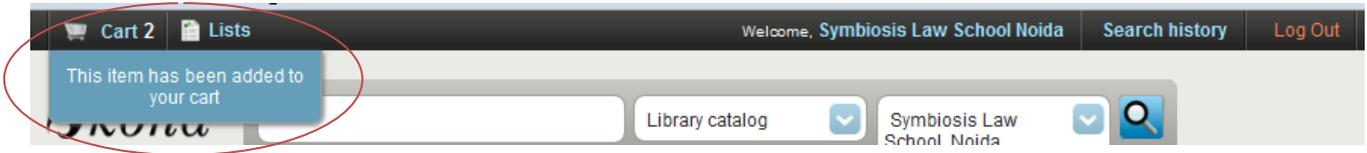
Cart

A cart is a **temporary** holding place for records you are interested in during a search session. In order to add items to your cart, you can do it either from the results list or the page of an individual record, as shown in the previous section. At the results, you can either click at the **Add to your cart** option from the bottom of each item, or select the item by clicking on the **check box**, and then click at the **Add to: Cart** at the top of the results.
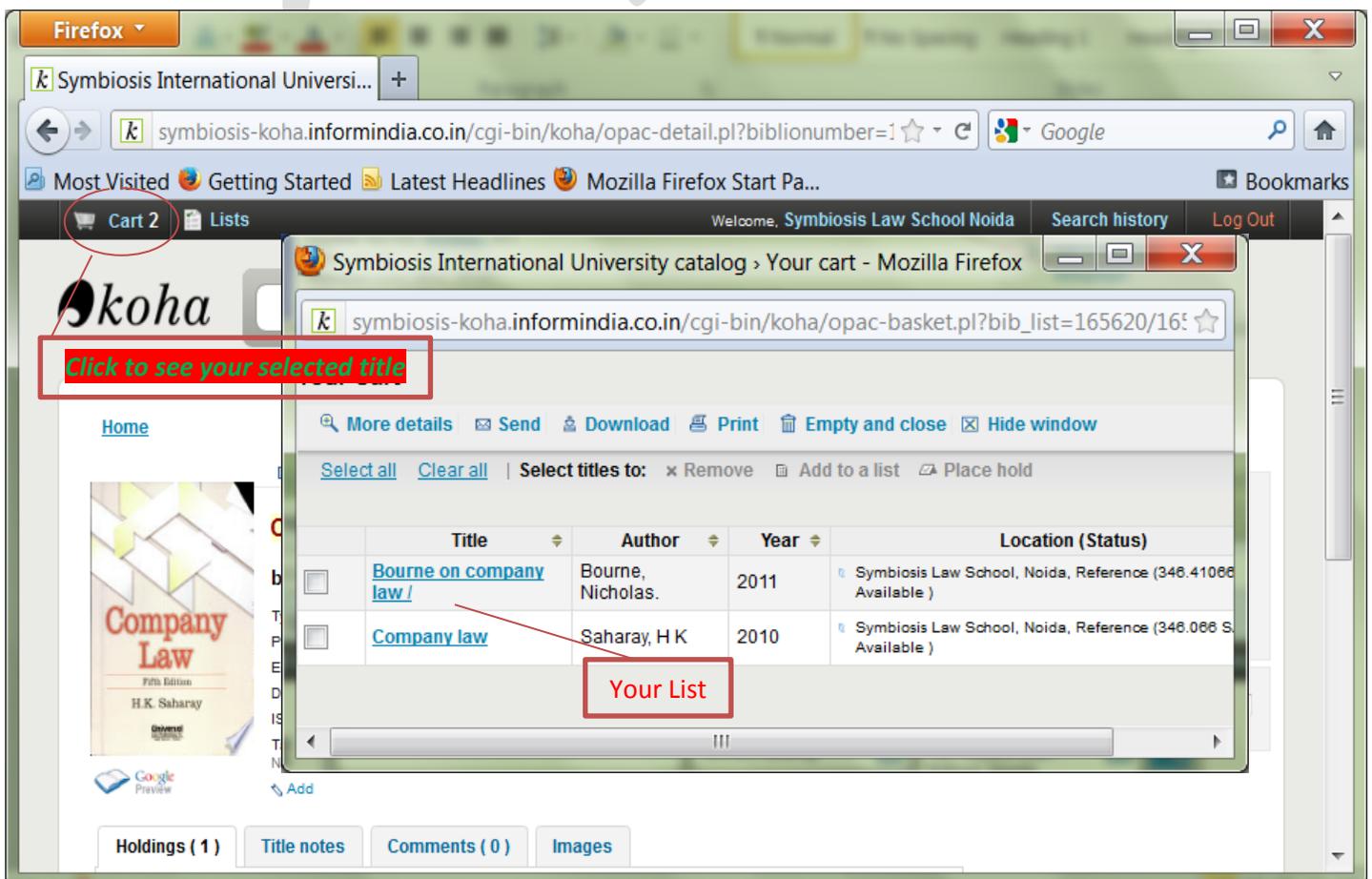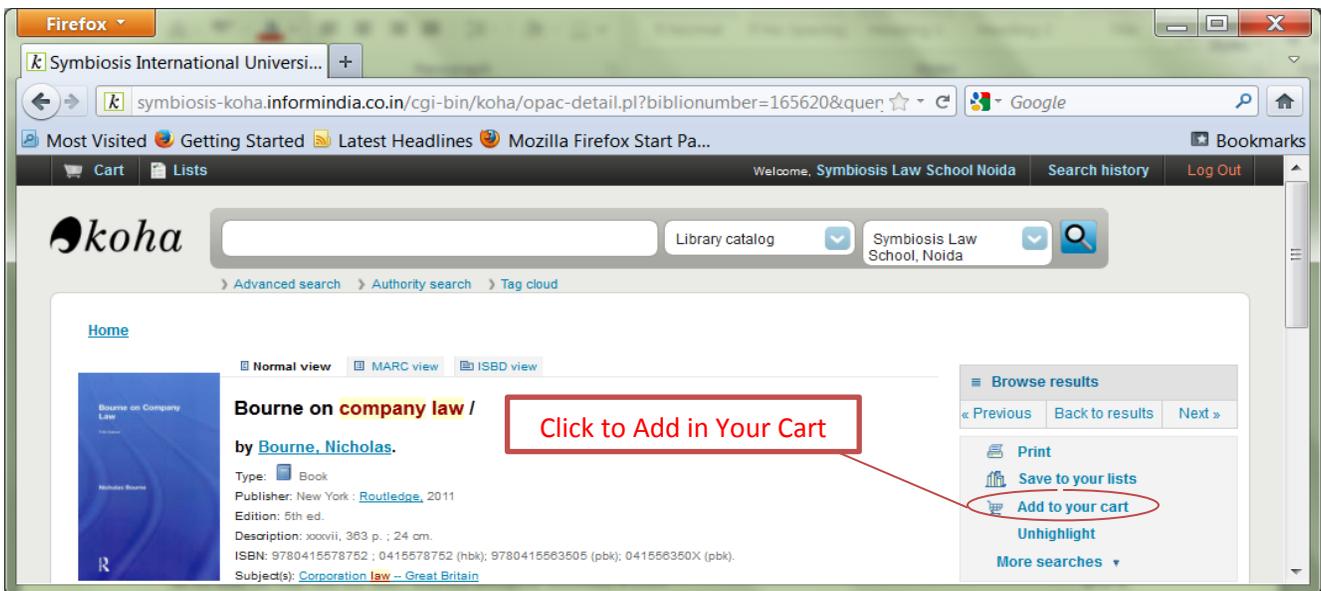
You may see the total number of items added to your cart from the button next to the search

bar.

By clicking that button a pop-up window opens with all the details of the selected items.

Available options are: **Send** via email, **Download** the list, **Print**, **Empty** the cart and **close** the window.

NOTE: *Once you log out or close the browser, you lose the items in your cart.*

Lists

If you want a more permanent location for saving items, use the **List** feature. You need to be logged in to your personal account. For creating or adding to a list you follow the steps for adding items to the Cart, and you click the **Add to a list** after having selected the desired items.
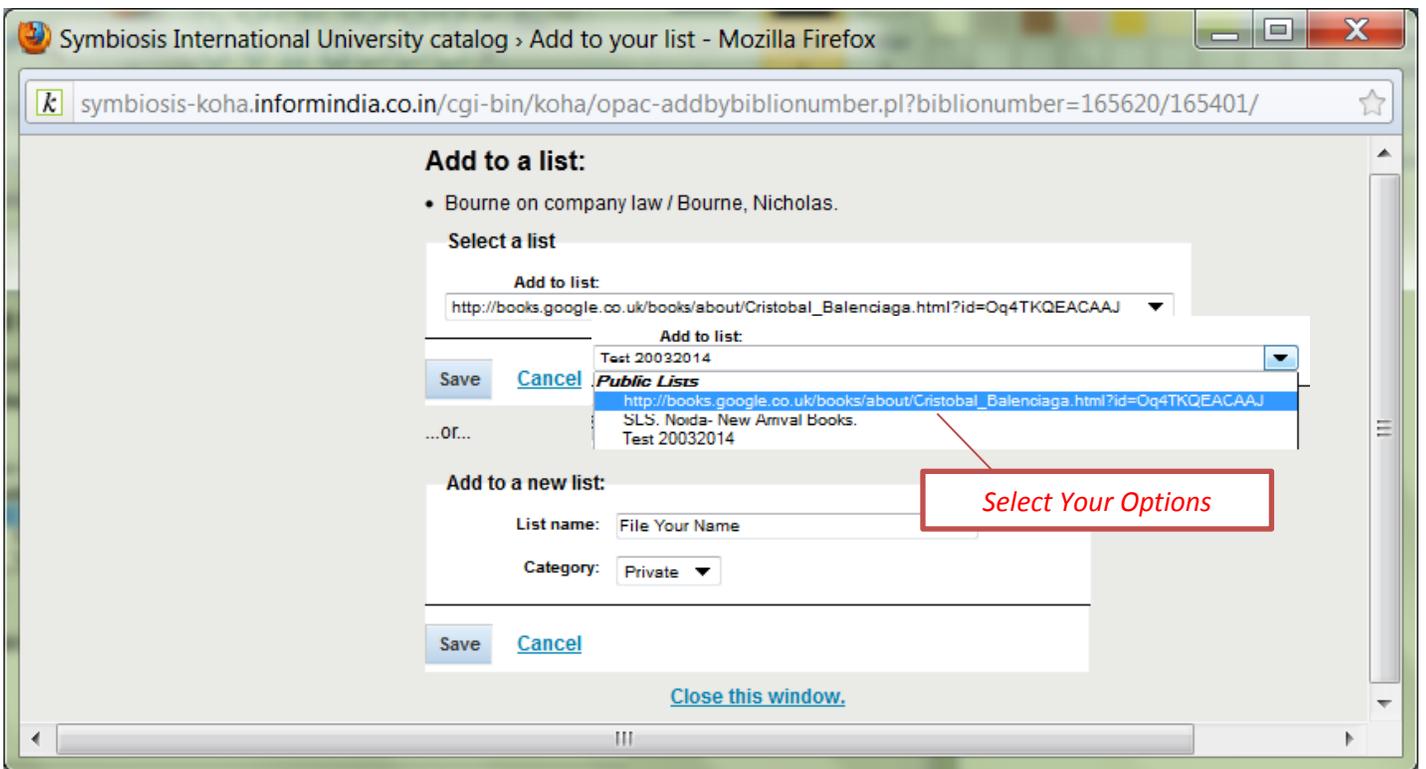
At the new window, you can either select from an existing list or type the title of a new list.

You can Reserve One copy of book on your name, if the document is already issued and no copies are available in Library. Follow the below mentioned option
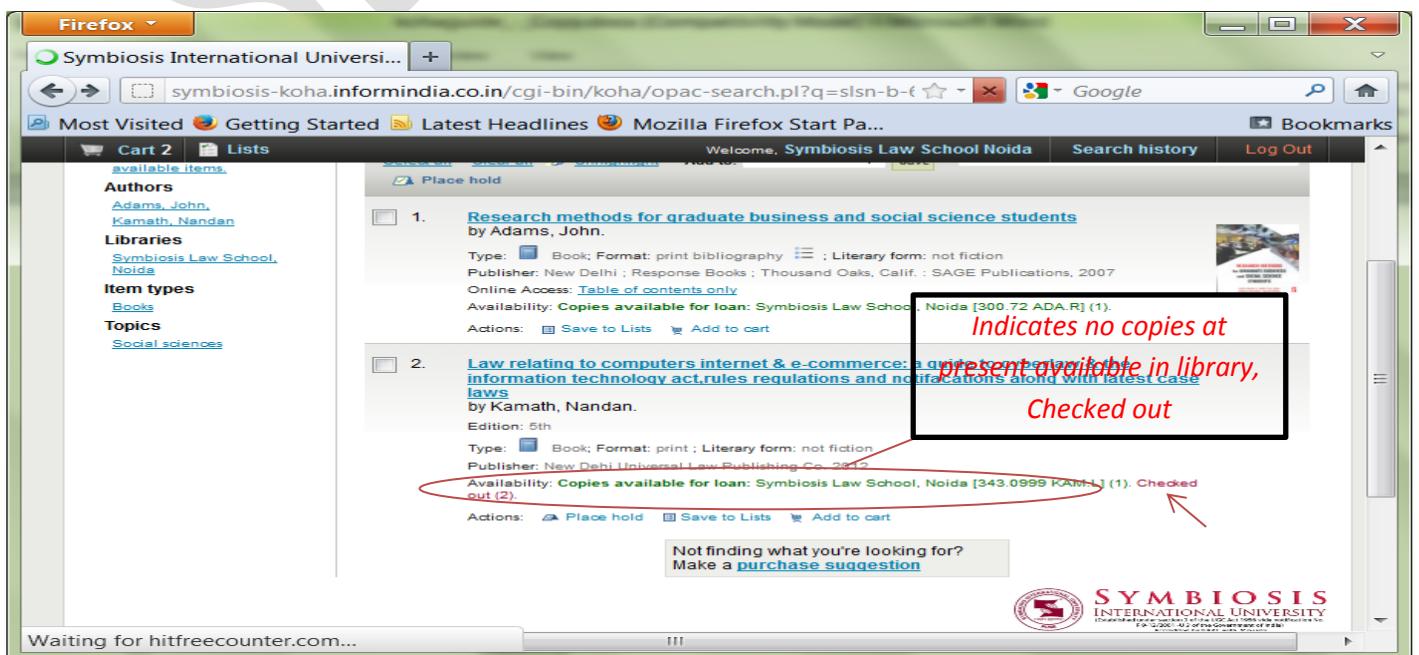
How to Use My Account:-

You can manage your own private lists by visiting the **My lists** section of your account *(see My account).*

You can log in and access your personal information from any computer, on or off campus.

My Summary

Once logged in, you can see your account summary; how many items are borrowed; when they are due (overdue items are highlighted in pink). If you want to see only the overdue items, you may click at the **overdue** tab next to the **Checked Out** tab.

My Fines

Current Fines

If a **Fines** tab appears next to the **Checked out** tab in **My Summary**, the amount presented is the current fine, which you owe to the library.

NOTE: If the Overdue tab appears as well, it means that you have overdue item(s) on loan and the fine will continue to increase until you return the item(s) back to the library.

Fines History

You can check the history of your Fines at My Fines tab

My Search History

You can access your search history via the **My Search History** tab. Clicking on any of the search phrases will re-run the same search. You may delete your search history at any time by clicking on the **Delete your search history** link.


My Reading History

The **My Reading History** tab reveals your entire check out history. It could be useful especially when looking for details of item(s) you may wish to borrow again.

My Purchase Suggestions

If your library allows patrons to make purchase suggestions the next tab will show all suggestions that the patron made to the library and their statuses. To disable this tab and the suggestion functionality set the suggestion preference to 'Don't allow.'
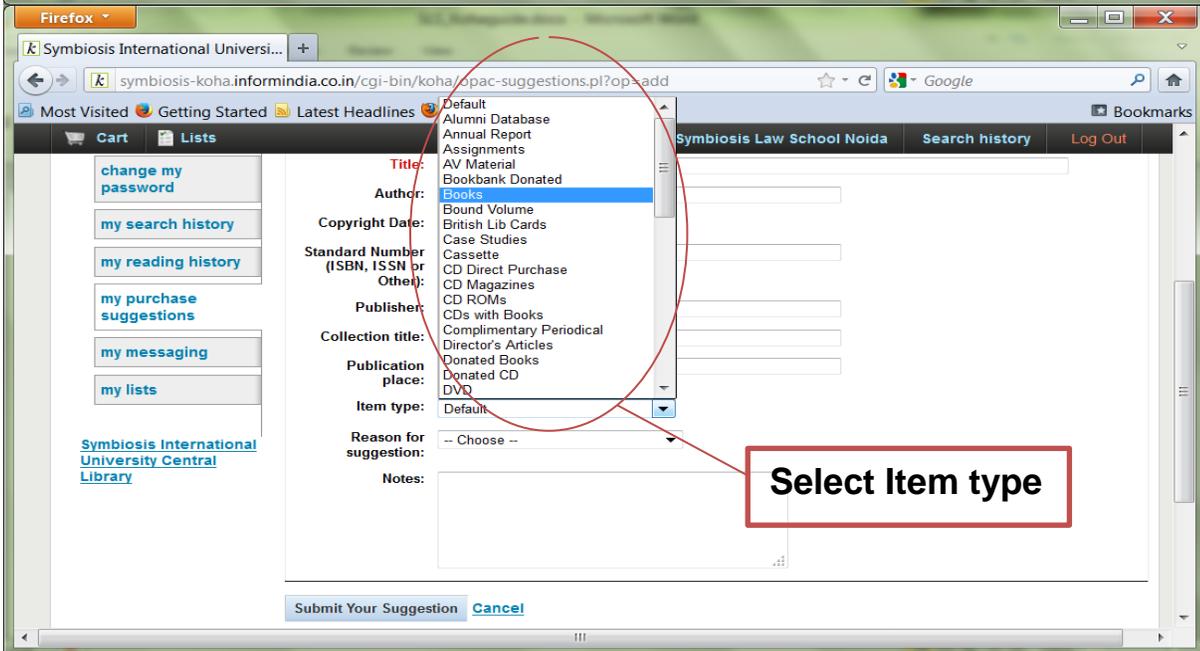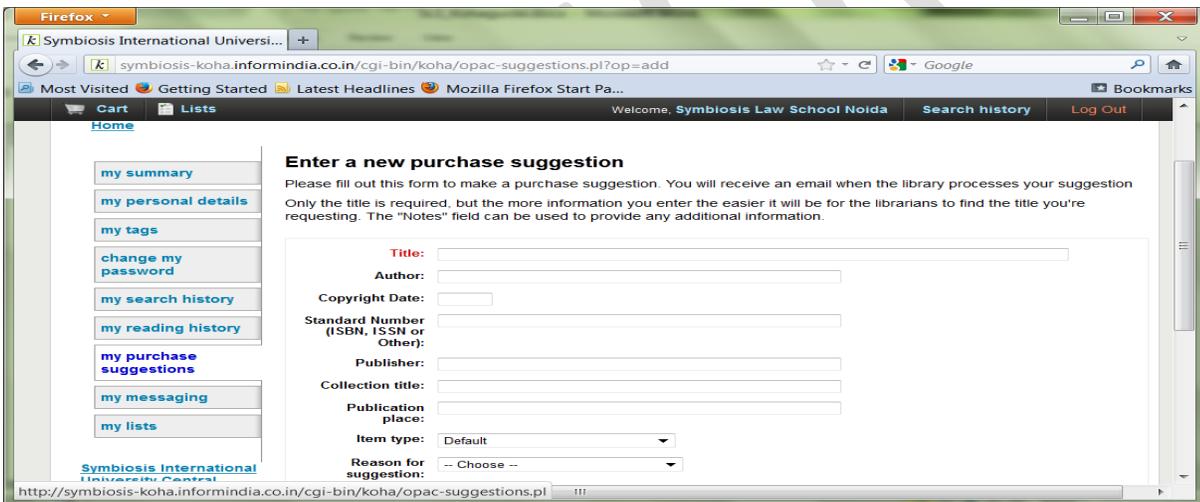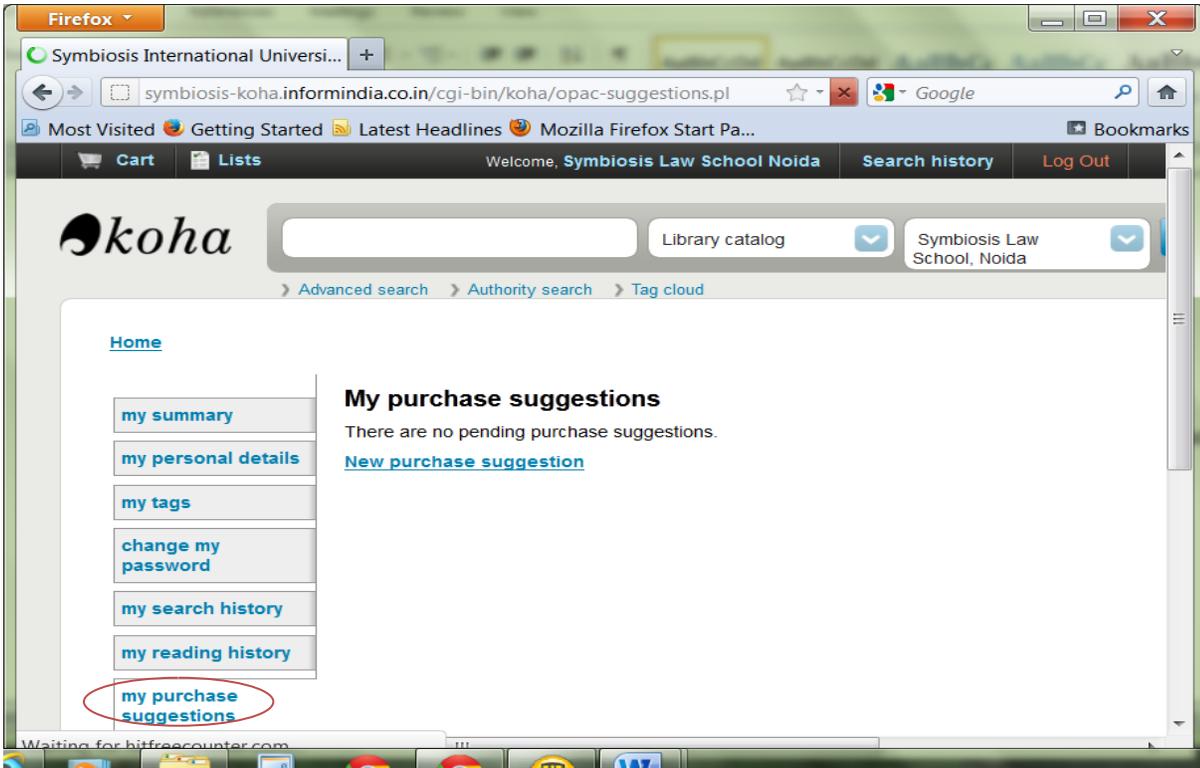
My Lists

From this tab you can manage your lists. You may create both private and public lists. Editing includes renaming, as well as addition or deletion of items. You may also delete the entire list.
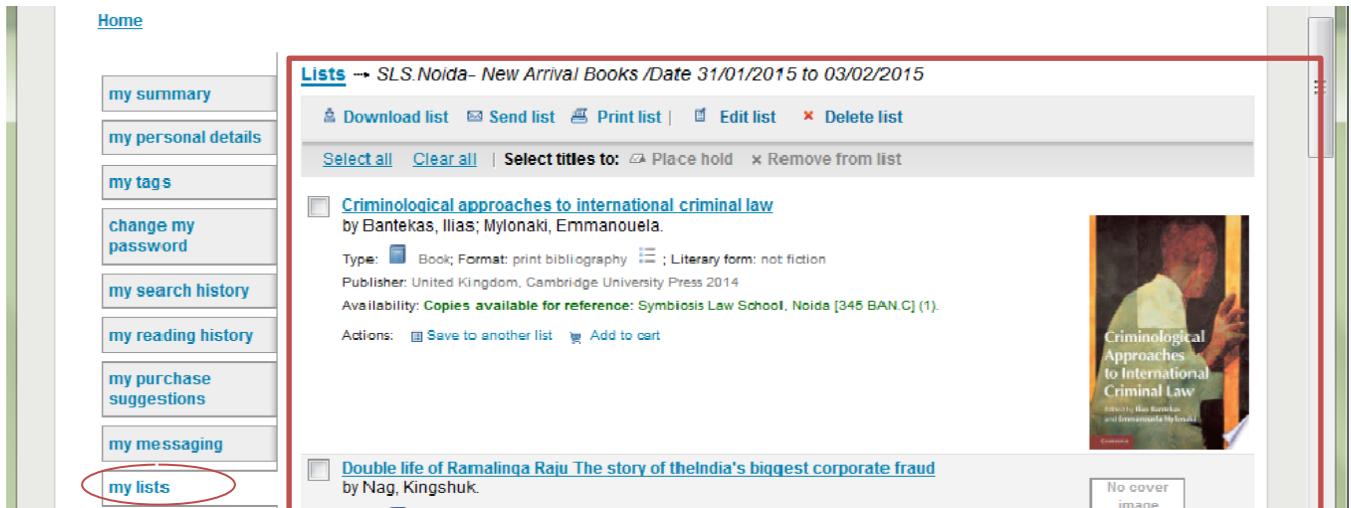
NOTE: Please also check **Item Record** for the creation procedure.
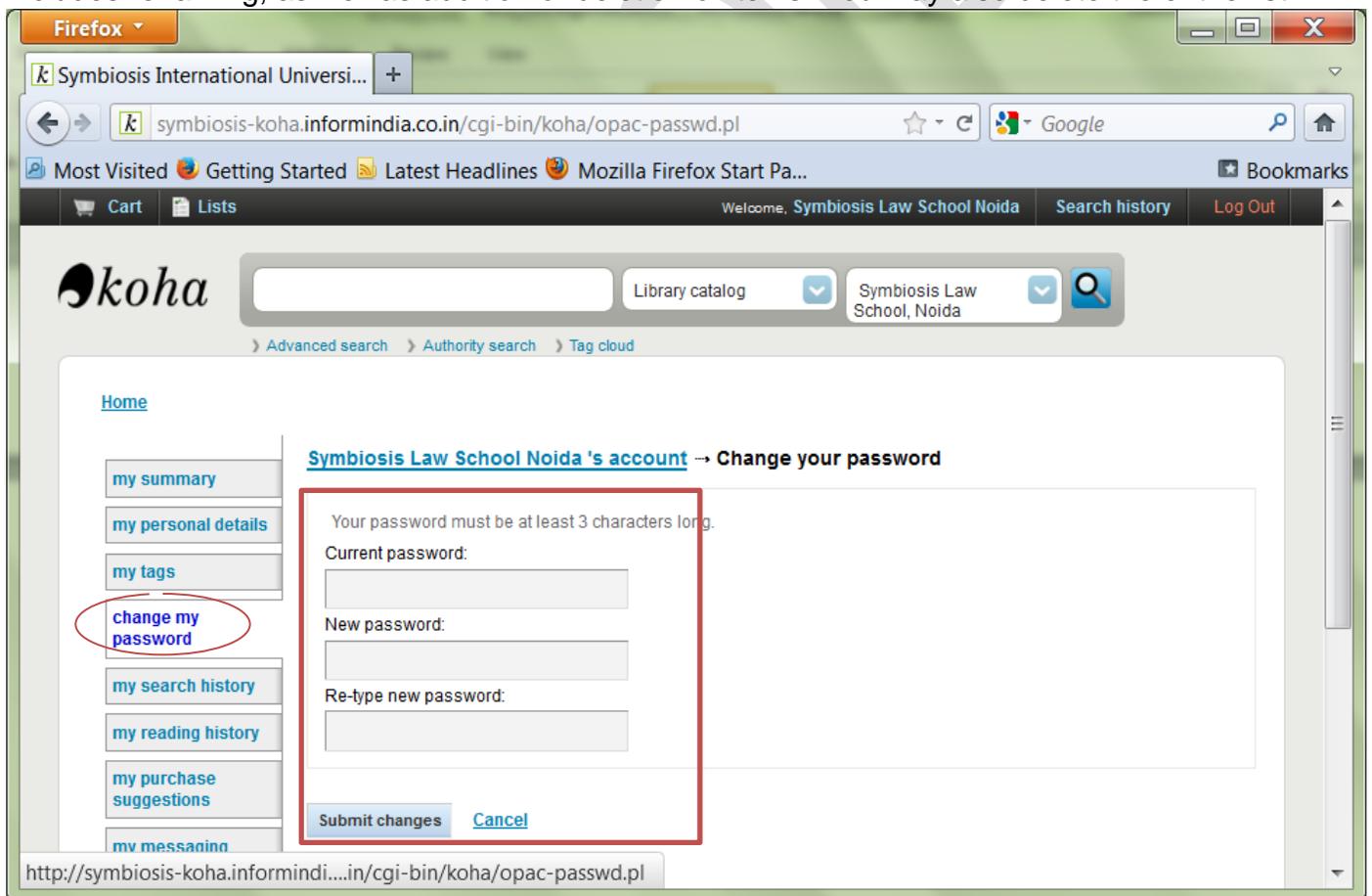
Change Password

From this tab you can manage your lists. You may create both private and public lists. Editing includes renaming, as well as addition or deletion of items. You may also delete the entire list.
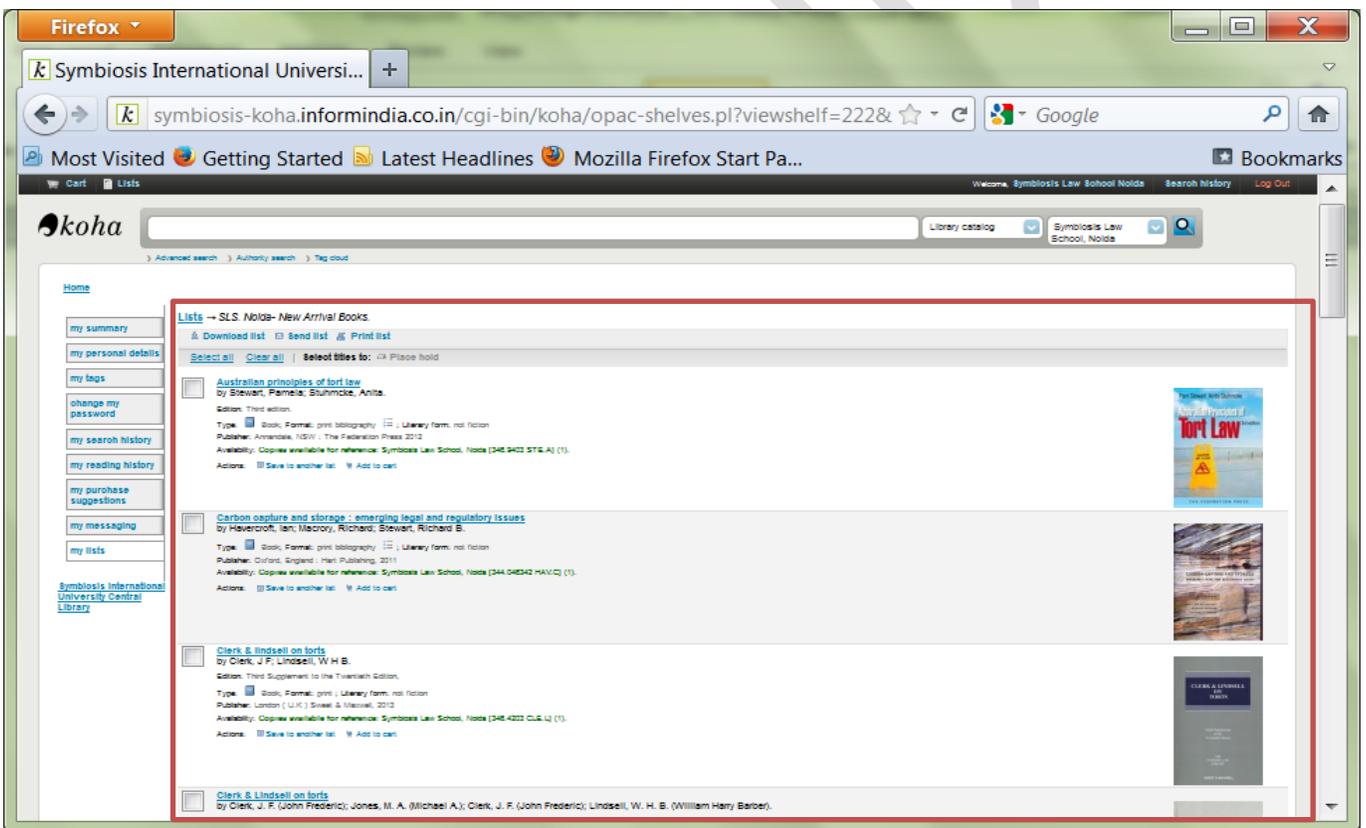

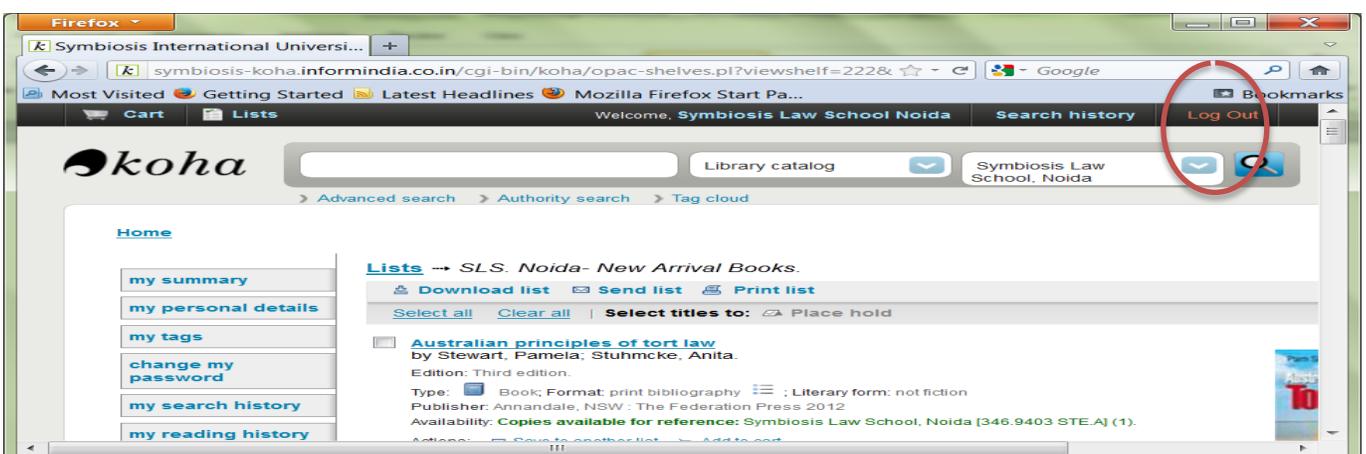## Step-9

How to check Latest Arrival Document :-

You can check the Latest arrival of documents in Library, by clicking on the **Tab** as shown below. Select List and Select SLS.NOIDA New Arrival Books.
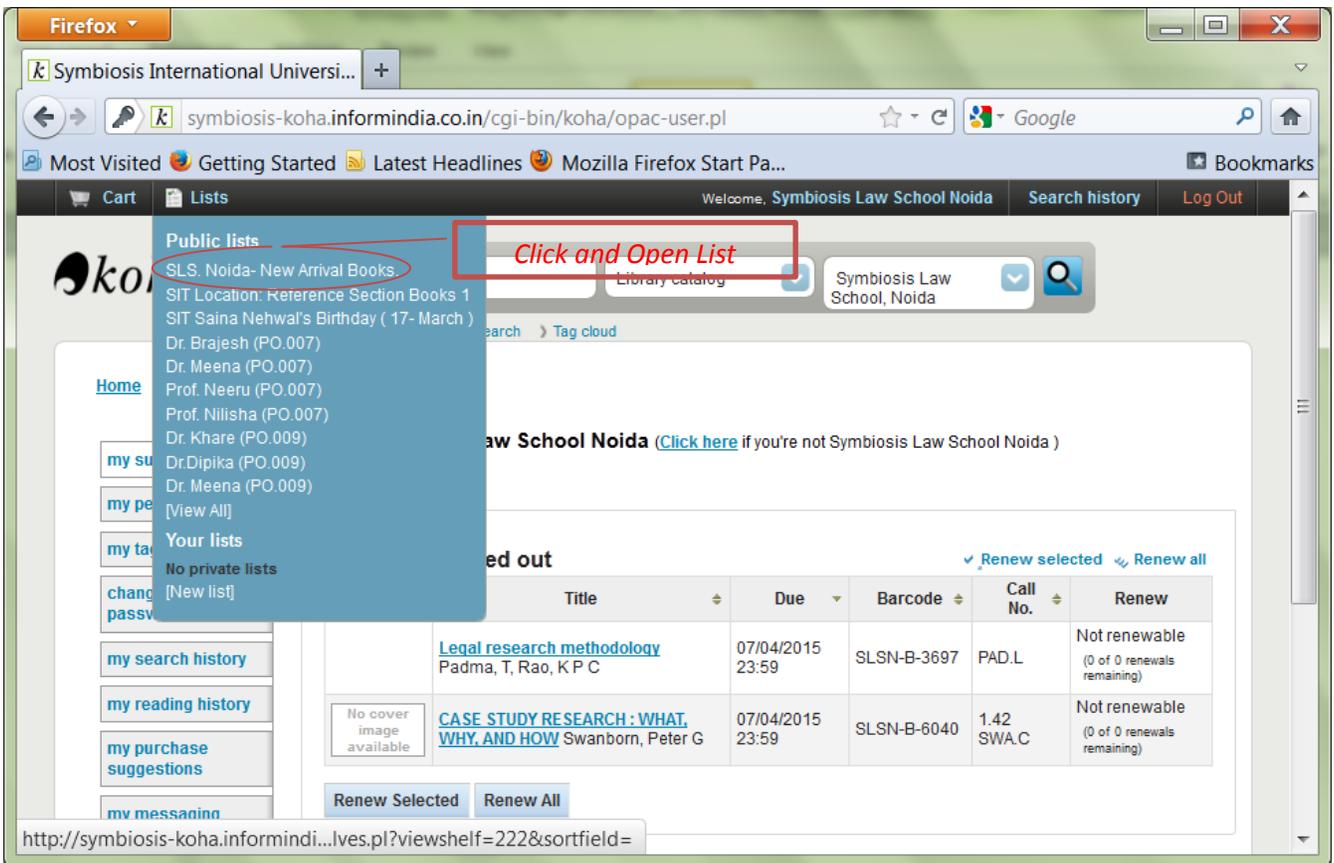
Below list shows the latest arrival documents in library.

How to Logout:-

Needs Assistance, contact us:

Team | Learning Resources

Symbiosis Law School, NOIDA

Email: library@symlaw.edu.in

Email: itsupport@symlaw.edu.in

Enjoy learning experience with Symbiosis Law School, NOIDA!