
KOHA Web-OPAC: How to use it?

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Abstract:

This paper discusses about the concept of Web –OPAC in special regards of KOHA Web-OPAC at the Indian Institute of science Education and Research Bhopal (IISERB) and highlights, various special features of Koha Web-OPAC Library automation software and points out advantages of this online catalogue. Discusses aspects related to the use of software by the library. This paper provide brief description of various search option (simple and advance search), user account facilities provided by the KOHA Web-OPAC.

Key words: OPAC, Web-OPAC, KOHA and Online catalogue

1-Introduction:

Today we are living in the information age and wide range of information are transmitted through the computer and communication technology. This computer and communication technology has made our life so easy, as we can trace out the desired information as quickly as possible. Libraries have a lot of information, knowledge and rich resources which can and should be available to their users. OPAC and Web OPAC is the medium thorough which we can search out the items which are

required by users at home or in the library without wasting the time. Public libraries are not behind in using this computer and communication technology in their libraries. They have automated their libraries using the standard software available in the market and are providing the services and facilities to their members. Although, the libraries are fully automated and providing their available resources through the OPAC and Web OPAC, yet the some members are asking the staff about the required document. So, it is a matter of investigation to explore the use & usage of OPAC, Web OPAC and the problems faced by the users. So an attempt has been made in this study to reveal the factors that are influencing the members to use the OPAC and refrain from using it.

2-Concept of OPAC and Web-OPAC

A catalogue is said to be the key to a library's collection, containing the bibliographic details of a particular document, informs the user about the holdings of the library. Catalogues of an increasing number of libraries are now available for searching online. These are known as Online Public Access Catalogue (OPAC) and Web-based OPACs (sometimes referred to as WebPACs). OPAC is a gateway of library services. "An OPAC provides the users online access to the library's catalogue allowing them to search and retrieve records from the online catalogue and depending on the underlying library management software, it also offers several other facilities such as online reservation, borrower status checking and so on" (Ansari and Amita, 2008).

OPACs are the interfaces and very valuable extensions of the functionality that help user communicate with the collections of a library. And another, "consistent step is improving the availability of information and services" (Malak, 2008). Typically OPAC allows user to search the library's catalogue, and also provide some other facilities such as checking borrower records, reserving reading materials, and so

on. Several changes have taken place and OPACs have improved significantly since then. The 3rd generation OPACs incorporates features that are characterized by the facilities of World Wide Web (WWW).

Connecting the web with the online catalogue is a natural and unavoidable goal for libraries today. Due to this reason, currently, library resources are made accessible remotely through a web-based OPAC (Web PAC) via a graphical browser. It allows multi-dimensional searches providing as many access points as the data elements depending on the software used. It is an advantage over the linear search provisions in the earlier form of catalogue (Ansari and Amita, 2008).

3-IISERB Library:-

Central Library, IISER Bhopal plays a vital role in furthering the academic and research mission of IISER Bhopal and facilitates creation and dissemination of knowledge. Library is a special place in the IISER Campus with its rich collection of books and journals in the field of Basic Sciences and related areas, the efficiency and effectiveness of our electronic resources and our professional services. Library stands as a Knowledge Centre that offers access to essential and specialized information resources and services to meet the growing information needs. Our mission is to enhance and enable discovery through the effective utilization of information resources.

Central Library at IISER Bhopal is rapidly developing its collection of books, reference books, reports, periodicals, and electronic resources. The Text Book Collection in the Library provides vital support for on-going BS-MS Program and PhD program. The books are on various disciplines ranging from Biological sciences, Physics, Chemistry, Mathematics, Earth and Environmental Science, Humanity and Social Science. The

collection for Post Graduate programs is also being developed simultaneously.

Library operations are automated using KOHA Open Source Library Management Software. Library currently houses over 7000 books and provide access to more than 10000 e-journals.

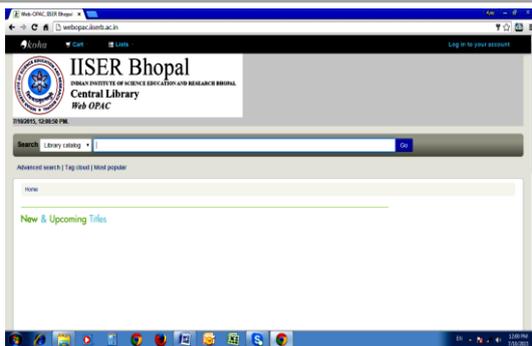
Library's Web OPAC (Online Public Access Catalogue) facilitates browse and search of database of books available in the Central Library, IISER Bhopal. The Web OPAC of the library can be accessed at <http://webopac.iiserb.ac.in> on the Internet or Intranet.

4-Some Advantages of Web –OPAC

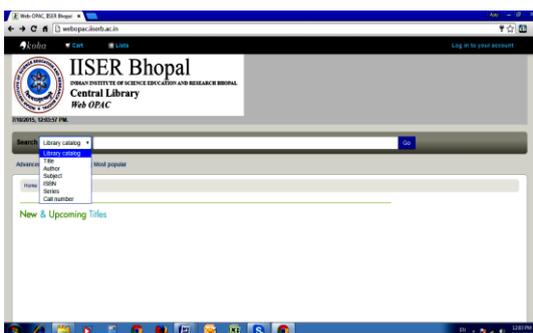
- ✓ It is 24 ×7 time accessible via Internet/Intranet
- ✓ It is possible to search independently by Keyword, Title, Author, Subject, ISBN, Series, and Call Number etc.
- ✓ The status of any book may be known as Check Out, Item Available for Loan, Not for Loan No. of copies are available for loan, Reserve/reference items, current location, Brows Shelf etc.
- ✓ User can easily checked the items borrowed from the library on his/her name, due date, fine etc. via Web-OPAC account log-in

5-Distinctive features of IISER Bhopal Web-OPAC:-

Koha provides online facility to search the bibliographic databases extensively. While making a search, it is possible to see the complete bibliographic information of a specific title including the status of each copy indicating whether it is “Available”, or “Not for Loan” or “Checked out” etc. Online searches can be made on various Koha databases, like Books, Journals, Thesis, CD-ROM.



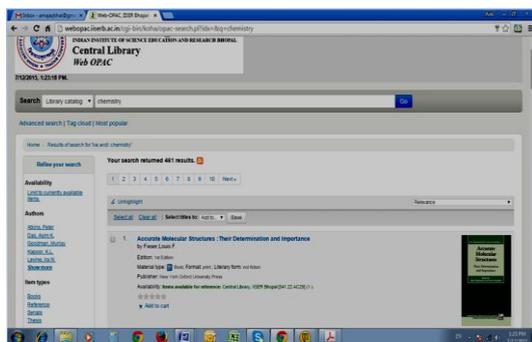
KOHA Web-OPAC Search Screen



(KOHA Web-OPAC Search Options)

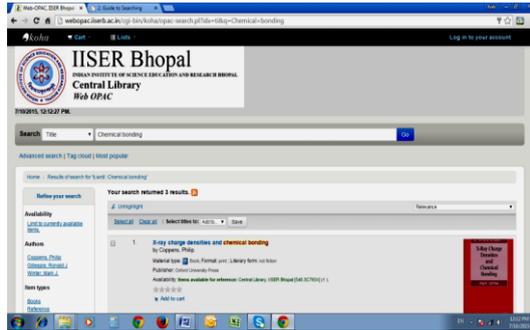
How to Perform Basic Search

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



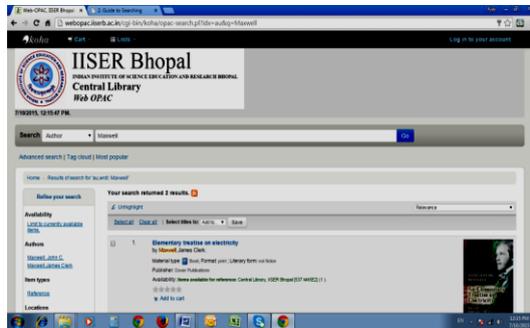
(Search result for Chemistry)

- **Title:** Arranged alphabetically by title.



(Search result for Chemical Bonding)

- **Author:** Arranged alphabetically by personal and corporate author name. Patron can search the catalogue by author search(ex. Maxwell)



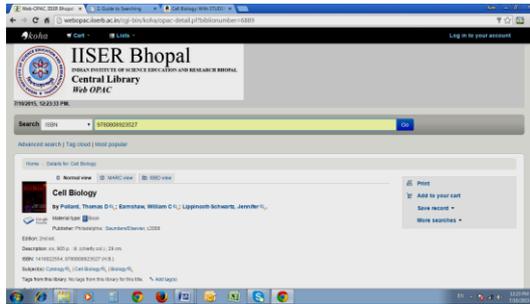
(Search result for Maxwell)

- **Subject:** Alphabetic list of subject headings along with number of titles available under each heading. The titles under a particular subject heading can be search by giving subject name (ex. Physics)



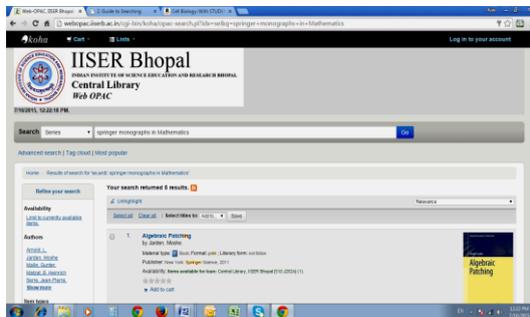
(Search result for Subject Physics)

- **ISBN:** In Patron can also search his/her book title by ISBN: International Standard Book Number.



(Search result for ISBN: 9780808923527)

- **Series:** Bibliographic record contains the main information related to the material can also search by Series of book titles.



(Search result for Series: Springer monographs in Mathematics)

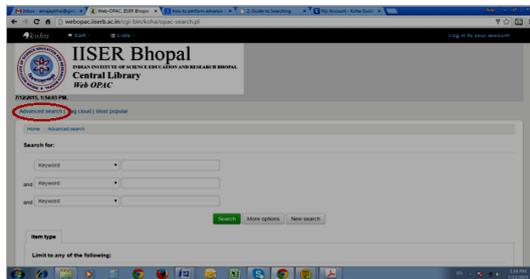
- **Call Number:** Patron can also search the catalogue by giving Call Number.



How to Perform an Advance Search

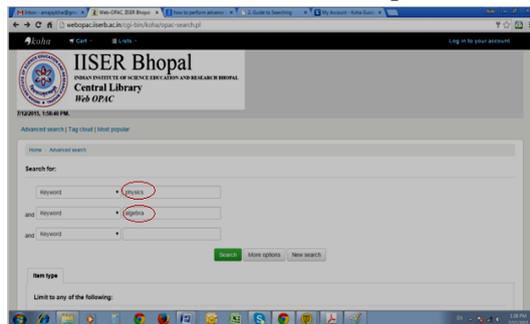
When you can't find the most appropriate material with a general search, you can move to the Advanced Search page by clicking on the Search option on the persistent toolbar. The Advanced Search page offers many ways to limit the results of your search. You can search using the Boolean operators AND, OR, and NOT; limit by item type; limit by year and language; limit by subtypes audience, content, format, or additional content types; by location and by availability.

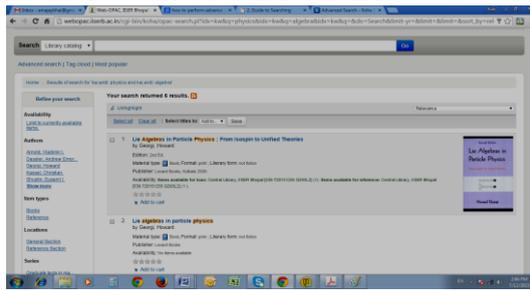
The first limiting section on the Advanced Search page provides a quick and simple way to use the Boolean operators in your search.



(Advance Search through Boolean Operator)

A sample search is shown next, followed by its results. For example, if you are searching for the **Physics and Algebra**, the search could be formulated as in the picture below:

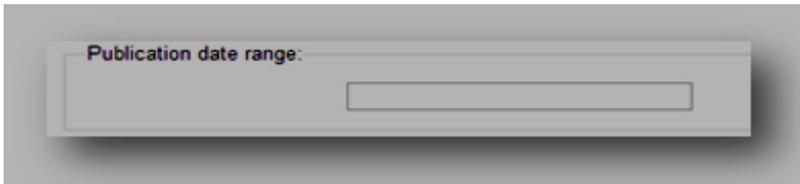




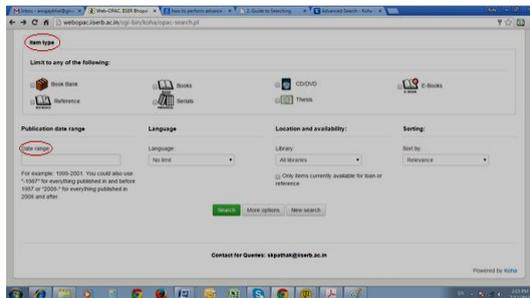
(Search result for Advance Search through Boolean Operator)

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: 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.



Log-in KOHA Web-OPAC Account

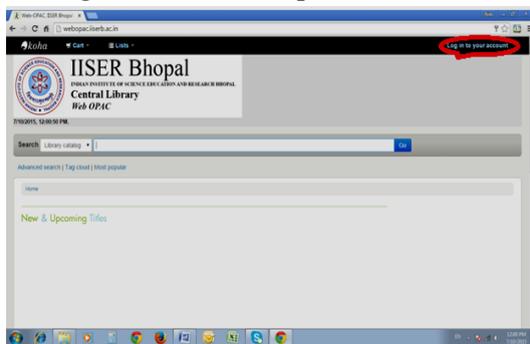
When logged in, you can...

- View and renew items checked out
- View and renew items overdue

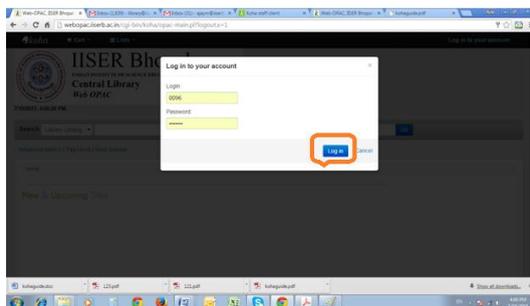
- View status of and cancel holds you have placed
- View fines you owe
- Submit changes to your personal details (like name or address)
- Submit a change to your password
- View your Reading History (also known as 'Checkout History')
- Manage how you're notified by the library of events and due dates
- Review and edit your lists

User Log-in

By default your login ID is your Roll No. 13215 and password is your Roll No. followed by 111(example 13215111). Users are requested to change their default password at first session.



(How to Log-in in Web-OPAC)

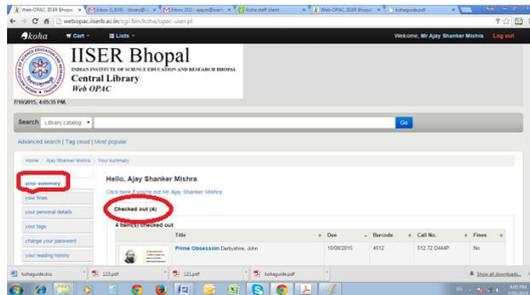


(Enter your Default Enrollment and Password for access your Web-OPAC Account)

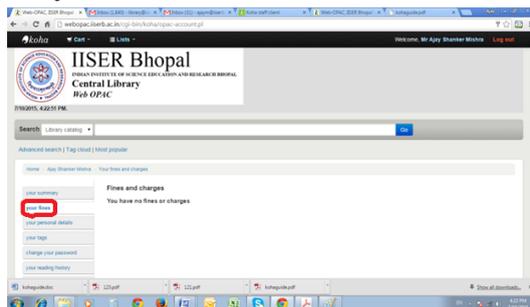
How to use My Account

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.

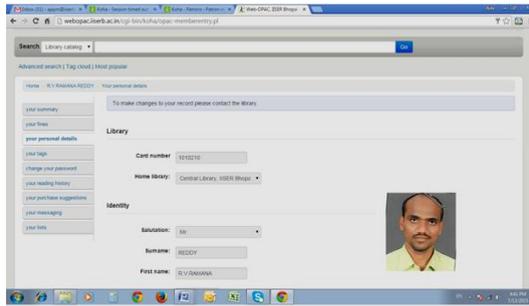


Current Fines: Fines tab appears next to the My Summary tab in My Summary, the amount presented is the current fine, which you owe to the library. You can also check the history of your Fines at My Fines tab.

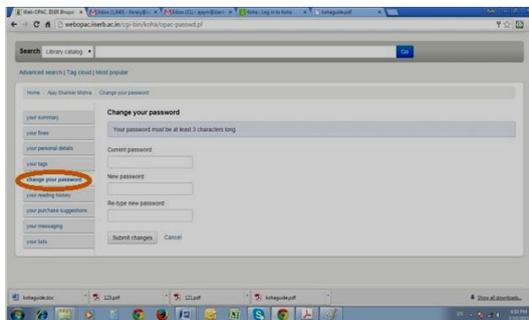


NOTE: If the Overdue tab appears as well, it means that you have overdue item(s) on loan and the fine will continue to increase until you return the item(s) back to the library.

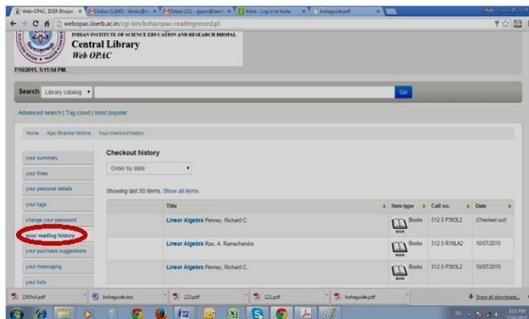
Your Personal Details: In your personal details tab appears next to the Your fines tab in My Summary, Here you can see your personal details like: card number, surname, name contact details. If you want to any change in this part you can contact to details given at footer of this guide.



Change your Password: Change your password tab appears next to **Your fines** tab, In this tab user can change default password and create new log in password for security purpose.



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.



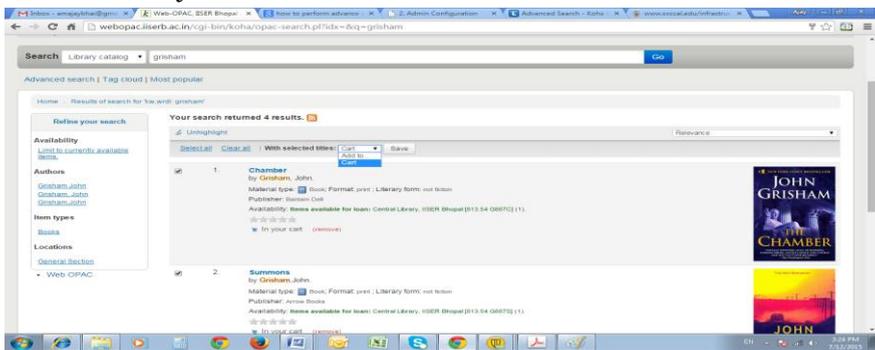
Cart & Lists

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

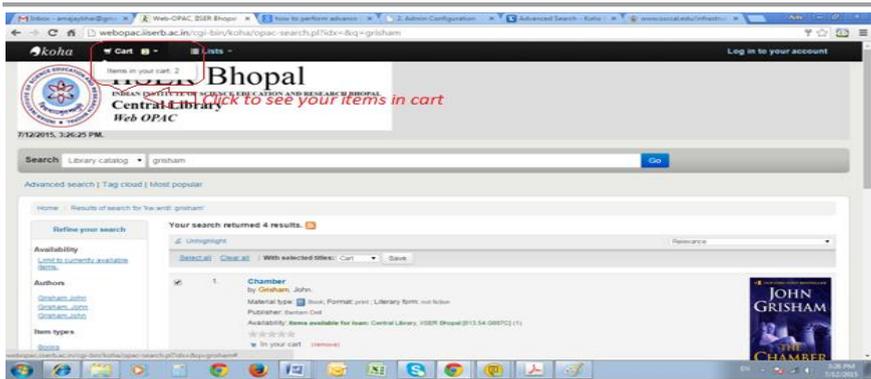
Cart

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

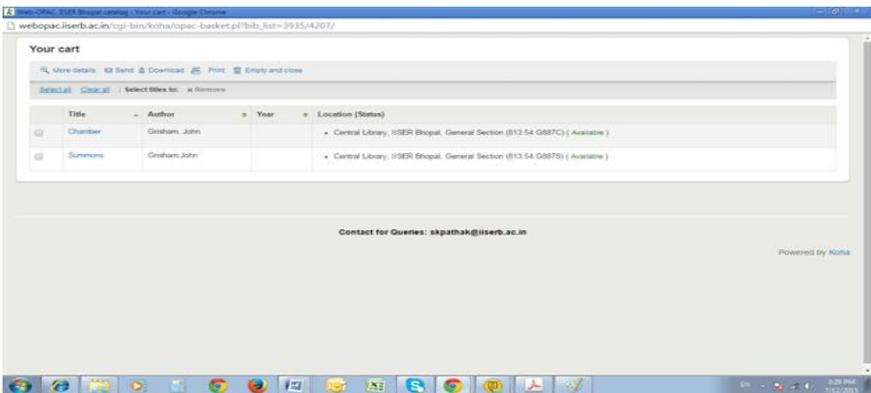
By clicking that button a pop-up window opens with all the details of the selected items. Available options are: Send via email, Download the list, Print, Empty the cart and close the window. NOTE: Once you log out or close the browser, you lose the items in your cart.



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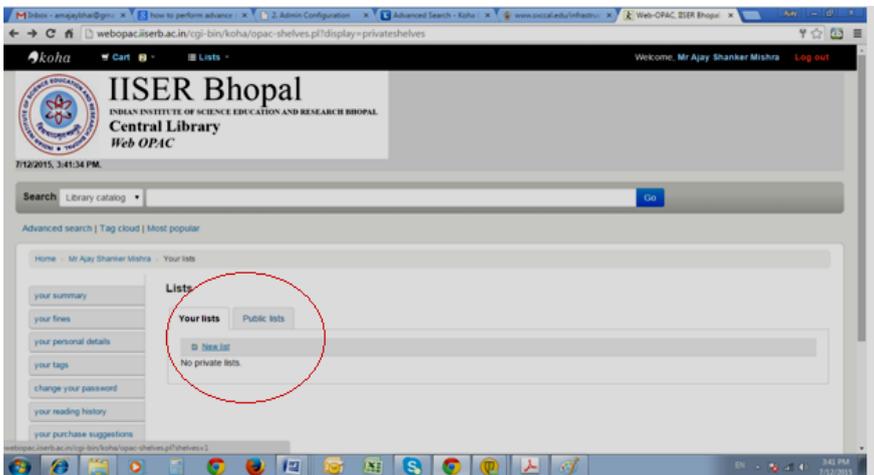
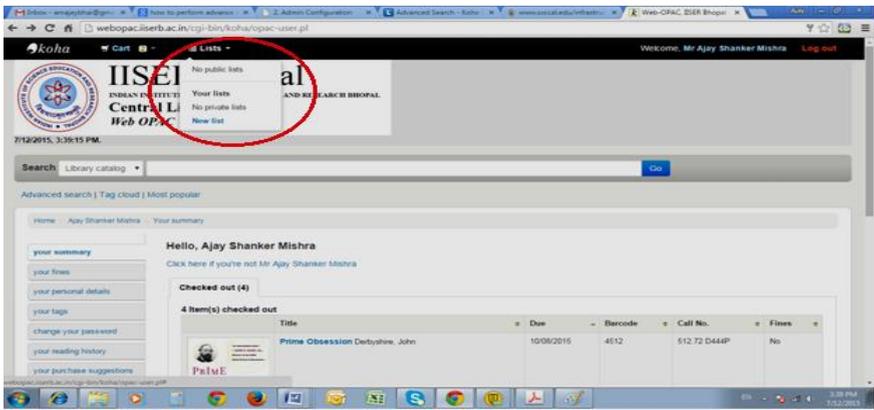
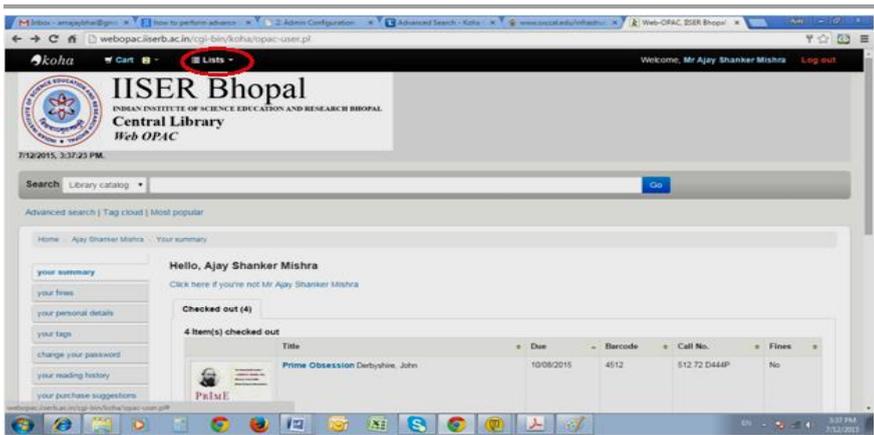
(In highlighted cart you can see selected item in your cart)



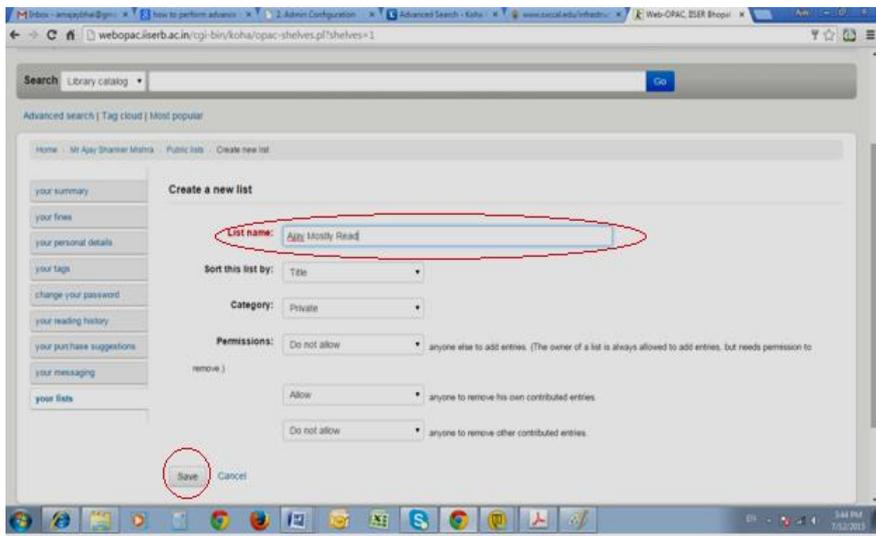
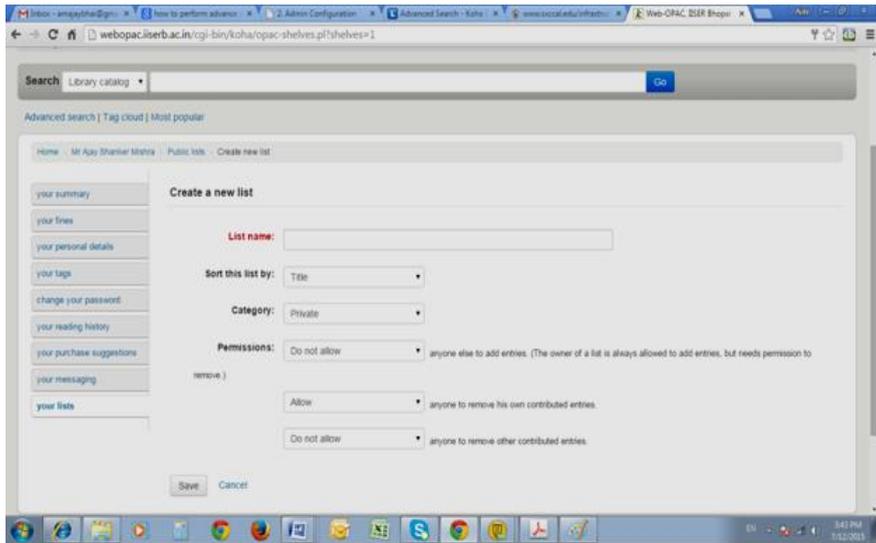
Lists

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.

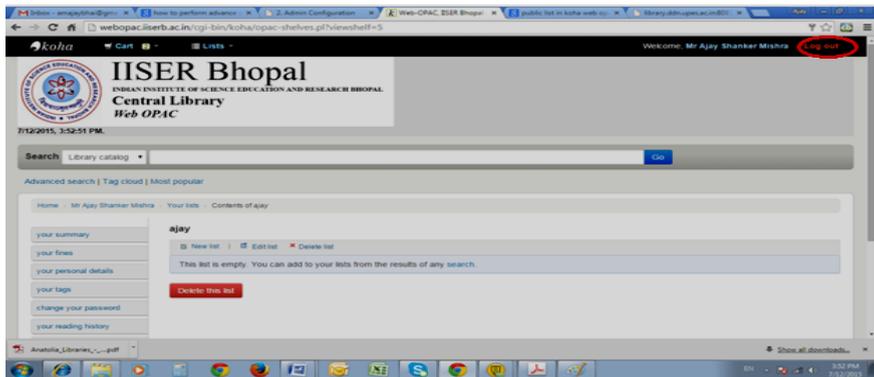
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Create New List



How to Log-Out



Conclusion:-

Indian Institute of Science Education and Research Bhopal is a prime institution for Science education and research in India, its serve to his/her community wide range of Print and e-resources to help them in education and research. KOHA Web-OPAC facilitate to community to members locating books, journals, thesis, CD-ROM and other material available in IISER Bhopal library. User community gets their information sooner without any effort and geographical limitation by Intranet/Internet. In order t help the user of library to get their information faster without much effort Web-OPAC should be implemented in all libraries. Users save time to search and obtain their appropriate material from the library. Users can easily found location and status “Available”, or “Not for Loan” or “Checked out” etc.

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