There are three types of OPAC Systems

New OPAC

Steps to search through the New OPAC:
"Monograph" for books search

1. Open New OPAC window by clicking on the icon
2. Select "Search" –for Books & Articles
3. In this "Search" window we have to click on "Monograph" for books
4. There are so many options to search a document: Authors, Doc Title, Browshelf, Series, Any word, ISBN/Acc No. etc. are important options for search.

Author(s): Search with author name click author and type the surname of the author select your exact author from the list then programme will open a new window with all books written by the particular author. Then select the book title by a click at the extreme left column of that particular row/title then the OPAC will show the catalogue card with all bibliographical details and status.

DocTitle: Search by the title of the document and avoid the words 'a' 'an' and 'the' and type the title of the book press the search icon [icon] programme will open a new window with all books with that word/s. Then select your book title and click the extreme left column of that particular title row then the OPAC will show the catalogue card with all bibliographical details and status.

Browshelf: If you want to search by any particular Main-Class or Sub-Class Number you have to select 'browshelf' option and type the classification number. Eg: N/N100

Series: Search by the series name you have to select series and type the series press search the icon [icon] then select the particular series title and click the extreme left column of that particular row/title then the OPAC will show the catalogue card with all bibliographical details and status. Eg: Advances in Psychology

Anyword(s): Search by the 'any word' of the title of the document. Type any word of the title and press search icon [icon] programme will open a new window with a list of all the books with this word/s. Then select the particular book title and click the extreme left column of that particular row/title then the OPAC will show the catalogue card with all bibliographical details and status. Eg: Philosophy

ISBN/Acc No: ISBN is the acronym for International Standard Book Number. You have to select ISBN and type the ISBN number you will get the details of that particular book. **Acc No**: Select Accession Number Column and type Accession Number of the DVK Central Library then click search icon [icon]

   Eg: ISBN No. 978-1-84-604130-3   Accession No. 11039717

Sort Option: Sort Option is an option to sort the search result in different ways. After getting the result by the search options, we can sort it four ways:1). Title 2). Author Last 3). Call Number 4). Year.

Article Search

1. Open New OPAC window by clicking on the icon
2. Select "Search" –for Books, Articles
3. In this "Search" window we have to click on "Article"
4. There are so many options to search a document: Authors, Title, Any word, Serials etc. are important options for search.

Author(s): Search with author name click author and type the surname of the author select your exact author from the list then programme will open a new window with all books written by the particular author. Then select the book title click the extreme left column of that particular title then the OPAC will show the catalogue card with all bibliographical details and status.

Title: Search by the title of the document and avoid the words 'a, an and the' and type the title of the article press the search icon programme will open a new window with all articles. Then select the article title click the extreme left column of that particular title then the OPAC will show the catalogue card with all bibliographical details and status.

Anyword(s): Search by the 'any word' of the title of the document. Type any word of the article title and press search icon programme will open a new window with all articles list. Then select the article title click the extreme left column of that particular title then the OPAC will show the catalogue card with all bibliographical details and status.

Serials: Search by the serials name in Journal

Sort Option: Is an option to sort the result in different ways. After getting the result by the search options, we can sort it four ways: 1). Title 2). Author Last 3). Call Number 4). Year.

User Profile: Users can also search their user profile in the OPAC system to check their lending status.

1. Open New OPAC window by clicking on the icon
2. Select file option and choose "UserProfile".
3. When the User profile window will appear, you have to give your "registration number" and "last four digit" of the default password.
4. Press "OK" and wait for your lending details appear on screen.

Offline Web OPAC

The Offline Web OPAC search facility, which is directly provide data from the library server. The users can connect it to their laptop with Wi-Fi. It may be very useful to build-up strong bibliography on the specific research topic.

Steps to search

1. **Link**: http://libserver:8082/Library/ also with required IP formalities
2. Select the search option (Authors, Title, Any word, Serials,)
3. Type your query/search term at the given slot and press the **Quick search** key

Internet Based Web OPAC

It is a facility to search the library document, away from the library through the Internet Based Web OPAC. It provides the data from the web server of NIRMAL with Google search logic.

Steps to search

1. **URL: www.dvklibrary.in**
   Select Online Catalogue – **Choose Data Station** – *Select DVK Central* –
2. Select **Quick Search** Key

   Author: Search by the Surname –

   Title: Search by the Title

   Class Number: Search by the Class Number

   ISBN: Search by the ISBN