User guide for OPAC (Online Public Access Catalogue)
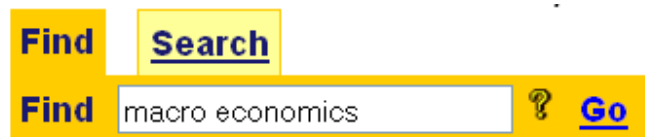
Simple search

You can use find tab to search material by typing one or two words in the title or author

For a Simple Search please use the **Find** Tab at the top left hand side of the page.

1. To find a book in the Library Network type the word/s of the title or author in the given space (text box). E.g Macro Economics OR Wickremasinghe

2. Please use the most specific word/s e.g. Macro Economics instead of Economics

3. Then click '*Go*' sign in front of the space you typed the word.

4. You will get a list of publications. The list might contain one or more pages. (To display a certain page click on the page number linked to the top of the list)

5. The section in the library where the publication is kept will appear on the left hand side of the list

6. If you want to get more details about a publication from the list , click on the title of the publication

7. To search Sinhala and Tamil publications use the given form in Example.

Example :

    If you want to find the book 'ගම්පෙරළිය' you have to type 'gamperaliya'

If you want to find the books authored by 'මඩවල එස්.රත්නායක', you have to try with 'Ratnayake'

If you want to find the book 'தமிழ் இலக்கிய வரலாறு' you have to type 'tamil ilakkiya varalaru'

<u>Advanced Search</u>

If you want to search more than one term at the same time you can use the search tab. E.g. If you know the title and the author of the book you can easily locate the book by searching with both words.

For an Advanced Search , please use the **<u>Search</u>** Tab

1. If you know the Author, Subject, Keywords, Publisher, Series, Titles and Topics of a particular publication you can select the required field from the drop down menu and type the search term in the given space.

2. From the second drop down menu you can select whether the word is 'Beginning with' or 'Matching exactly' in the publication of the field you select

   Example :

   If you want to find a book with a title starting with 'government' , in the first drop down menu you have to select the title and in the second drop down menu you have to select 'Beginning with' and then type the word 'government' in the given space.

3. You can use more than one word to select your book. (Boolean search)

4. After you type the first word you have to select either 'AND' 'OR' 'AND NOT' and then type the second word in the given space in the second row. Here again you can select the field i.e. title , author etc. from the first drop down menu and 'beginning with' or 'matching exactly' from the second drop down menu. E.g. Management books by author Robins

5. Then click ' Go' in front of the space where you typed the search term/s.

Find   **Search**

Search	Titles ▼	beginning with ▼	management	❓	**Go**
AND ▼	Authors ▼	beginning with ▼	robbins	❓	
▼	All words ▼	beginning with ▼		❓	
▼	All words ▼	beginning with ▼		❓	
▼	All words ▼	beginning with ▼		❓	

Titles beginning with **management** AND
Authors beginning with **robbins**

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✔	Agriculture Lib SCJ 658 R51	Management / Stephens Robbins, Mary Coutter
✔	Main Library LEN 658 ROB	Management [Monograph] / Stephen P. Robbins, Mary Coulter
✔	Main Library LEN 658 ROB	Management [Monograph] / Stephen P. Robbins, Mary Coulter
✔	Main Library LEN 658 ROB	Management [Monograph] / Stephen P.Robbins and Mary Coulter
✔	Main Library LEN 658 ROB	Management. [Monograph] / Stephen P. Robbins and Mary Coulter
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