

**CENTRAL LIBRARY**  
**GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI**  
**BHAWANIPATNA**



**(OPAC User Manual)**

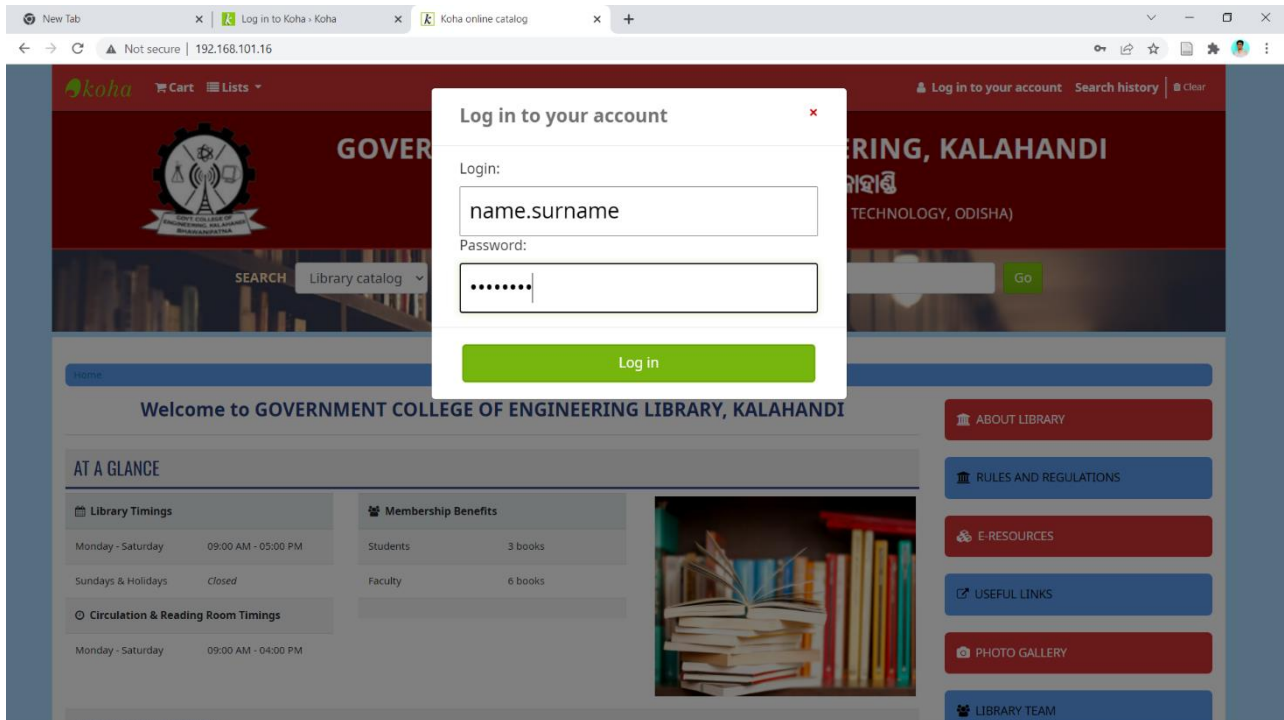
**Link:** <http://192.168.101.16>



## 1. Your Account

### Managing the patron's account from the OPAC.

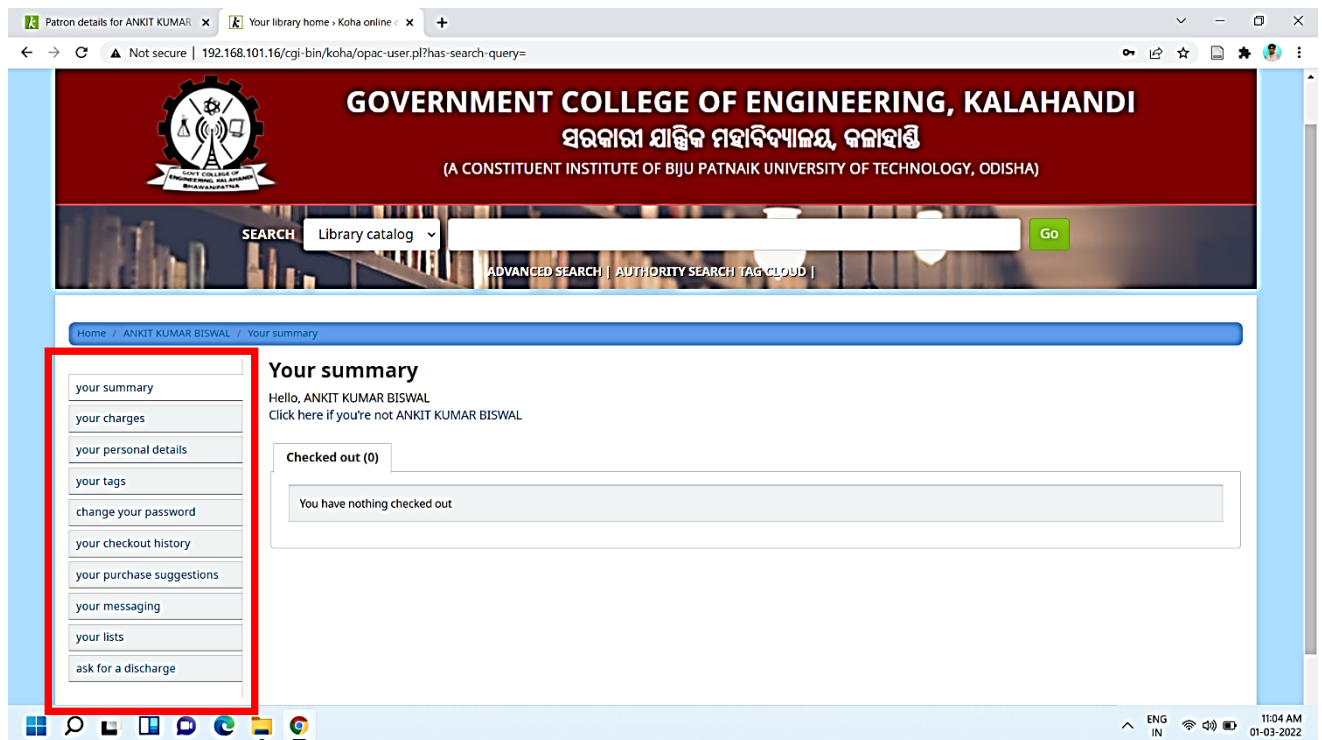
You must be logged in in order to view information about your account. (Login name is your full name, e.g., **first name.surname** and default password: **12345678**).



### When logged in, you can...

- View items checked out
- View items overdue
- View status of and cancel holds you have placed
- View fines you owe
- Submit a change to your password
- View your Reading History (also known as 'Checkout History')
- Manage your purchase suggestions (view status and add)
- Review and edit your lists

Example of account homepage is below...



Here's what the tabs do...

## Your Summary

### 'Checked Out'

- Click on the 'your summary' tab
- Click on the tab 'Checked Out' to view the items you currently have checked out

Checked out (3)

Search  Clear filter Copy CSV Print iCal ☒ Renew selected ☒ Renew all

3 Item(s) checked out

Title	Author	Due	Barcode	Call number	Renew	Fines
Heat and mass transfer ★★★★★ Average rating: 0.0 (0 votes)	Nag, P. K.	04/08/2022	4652	621.4022 NAG/H	<input type="checkbox"/> Renew ( 3 of 3 renewals remaining )	No
Manufacturing technology metal cutting and machine tools ★★★★★ Average rating: 0.0 (0 votes)	Rao, P. N.	04/08/2022	8847	670.42 RAO/M	<input type="checkbox"/> Renew ( 3 of 3 renewals remaining )	No
Theory of machines ★★★★★ Average rating: 0.0 (0 votes)	Rattan, S. S.	04/08/2022	8816	621.8 RAT/T	<input type="checkbox"/> Renew ( 3 of 3 renewals remaining )	No

Renew selected Renew all

## **'Overdue'**

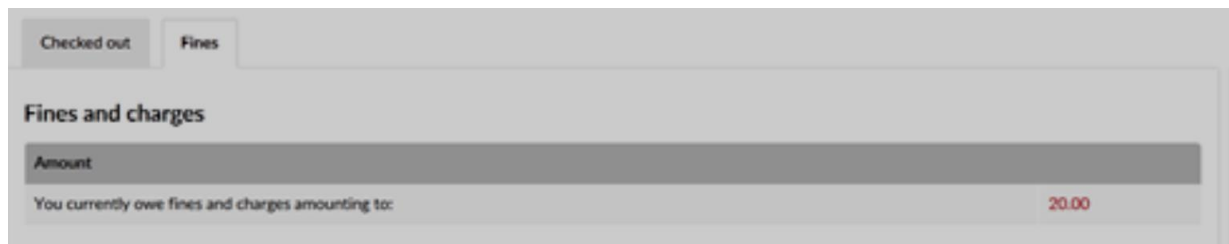
- Click on the 'your summary' tab
- Click on the tab 'Overdue' to view ONLY the items you currently have overdue

## **'Holds'**

- Click on the 'your summary' tab
- Click on the 'Holds' tab
- This will list all items you have on hold and their statuses
- To cancel a hold, just click the 'Cancel' button next to the hold in question
- You will be asked to confirm if you are sure

## **'Fines'**

- Click on the 'your summary' tab
- Click on the 'Fines' tab



- For libraries that charge fees, this will show you your total balance.
- TIP: To see your entire account information click on the 'your fines' tab

## Your Charges

- Click on the 'yours Charges' tab

### Charges

⚡ Show all transactions

Date	Type	Description	Amount	Amount outstanding
No data available in table				
Total due				0.00

### Wesley George's fines and charges

Date	Description	Fine amount	Amount outstanding
05/26/2018	Fine (Returned) , Keeping secrets : 02/15/2018 23:59 (Keeping secrets :)	10.00	10.00
05/26/2018	Fine (Accruing) , Champions : 02/15/2018 23:59 (Champions :)	10.00	10.00
05/26/2018	Fine (Accruing) , Lives of the musicians : 02/15/2018 23:59 (Lives of the musicians :)	10.00	10.00
05/26/2018	Fine (Accruing) , Lives of the artists : 02/15/2018 23:59 (Lives of the artists :)	10.00	10.00
05/26/2018	Fine (Returned) , Jungle islands : 02/15/2018 23:59 (Jungle islands :)	10.00	10.00
Total due			50.00

- This will list your account information (including credits and charges)

## Your Personal Details

- Click on the 'your personal details' tab
- If you add any personal details, you can add it.
- Your profile information will be available for there. If you need any modification in your personal details, please contact library to make necessary changes.

Koha staff interface x Koha online catalog x Update your personal details - K: x

← → Not secure | 192.168.101.16/cgi-bin/koha/opac-memberentry.pl

Home / ANKIT KUMAR BISWAL / Your personal details

### Your personal details

**Library**

Library card number: 2021110108

Expiration date: 01/13/2026

Home library: GCEK LIBRARY

Category: Student

**Identity**

Salutation:

Surname:  Required

First name:  Required

Date of birth:  Clear date

Initials:

Other names:

Female: ☐ Male: ☐ Other: ☐ None specified: ☒

**Main address**

Street number:

Address:

Address 2:

your summary

your charges

your personal details

your tags

change your password

your search history

your checkout history

your purchase suggestions

your messaging

your lists

ask for a discharge

## Change Your Password

- Click on the 'change my password' tab

Home / RAHUL PRASAD / Change your password

**Change your password**

Your password must contain at least 8 characters, including UPPERCASE, lowercase and numbers.

Current password:

New password:

Re-type new password:

**Change password** Cancel

- From here you can change your login information for the OPAC
- TIP: Library staff cannot see or retrieve passwords for patrons. If a patron loses their password the only option is to have the library staff change the password from the staff client.

## Your Checkout History







- Click the 'your reading history' tab

Home · Nicole Engard · Your checkout history

**Checkout history**

Order by date

Show all items Showing last 50 items

Title	Item type	Call no.	Date
 <b>Dragon Forge: The Draconic Prophecies, Book 2 (The Draconic Prophecies).</b> Wyatt, James.	 Books		(Checked out)
 <b>My sister's keeper : a novel /</b> Picoult, Jodi,	 Books	PS3566.L372 M9 2005	(Checked out)
 <b>Harry Potter</b>	 Books		(Checked out)

## Your Purchase Suggestions

This will list all of the title suggestions and their order status

- Click the 'your purchase suggestions' tab
- From here you can view the status of each suggestion
- If you'd like to delete a suggestion, check the box and click the 'Delete Checked Items' button
- You can also add a new suggestion right from this page by clicking 'Add a purchase suggestion'

## Your messaging

- If your library has the Enhanced Messaging Preferences and the Enhanced Messaging Preferences OPAC preferences set to 'Allow' then patrons will be able to choose which messages they receive from the library (with the exception of overdue notices which the library controls).

### Your messaging settings

	Days in advance	Email	Digests only?	Do not notify
Advance notice	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item checkout	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Hold filled	-	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>
Item due	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item check-in	-	<input type="checkbox"/>	-	<input type="checkbox"/>

Submit changes

[Cancel](#)

- If you use an outside driver for sending text messages set with the SMS Send Driver preference, you will see an additional column to receive these messages as SMS (or text messages) and a field for a cell (or SMS) number.
- If you are using the Email protocol for sending text messages set with the SMS Send Driver preference, you will see an additional column to receive these messages as SMS (or text messages), a field for a cell (or SMS) number, and a pull down listing cellular providers entered in administration.

- These notices are:
  - *Advanced notice: A notice in advance of the patron's items being due (The patron can choose the number of days in advance)*
  - *Item checkout: A notice that lists all the of the items the patron has just checked out and/or renewed, this is an electronic form of the checkout receipt*
  - *Hold filled: A notice when you have confirmed the hold is waiting for the patron*
  - *Item due: A notice on the day and item is due back at the library*
  - *Item check-in: A notice that lists all the of the items the patron has just checked in*

Patrons can choose to receive their notices as a digest by checking the 'Digest only?' box along with the delivery method. A digest is a combination of all the messages of that type (so all items due in 3 days in one email) in to one email instead of multiple emails for each alert.

## Important

You must choose a delivery method (SMS or email or phone) along with 'Digest only?' if you would like to receive a digest of the messages.

## Your Lists

Patrons can keep their own private lists or create public lists to share with all visitors to the OPAC. This tab allows patrons to maintain their lists.

### Lists

Your lists

Public lists

New list

List name	Contents	Type	
Cookery	20 items	Private	<div><div></div> Edit <div></div> Delete <div></div> Share</div>
Libraries a	5 items	Private	<div><div></div> Edit <div></div> Delete <div></div> Share</div>
tepper	20 items	Private	<div><div></div> Edit <div></div> Delete <div></div> Share</div>

**TIP:** When deleting your lists, you will be asked to confirm deletion of any list with items in it.

Use 'Lists' to...

- Create online Reading Lists for patrons
- Create lists of 'Favourites'
- Enable you to contribute to readers' advisory by creating your own lists and sharing them with the public



Lists come in three varieties:

- Private: Private Lists are just that- only able to be viewed and edited by the creator, but not by the public.
- Public: Public Lists can be viewed by all, but edited only by the list's creator.
- Open: Open Lists can be viewed by all and edited by all (logging in is not necessary). Open Lists will appear under the Public
- Lists heading on the OPAC.

## Ask for a discharge

- If you have enabled the use Discharge preference then patrons will be able to request a discharge via the OPAC.

From here patrons can request a discharge

### Discharge

#### What is a discharge?

This document certifies that you have returned all borrowed items. It is sometimes asked during a file transfer from a school to another. The discharge is sent by us to your school. You will also find it available on your reader account.

**Warning:** This request is only valid if you are in good standing with the library. Once the application is made, you can not borrow library materials.

[Ask for a discharge](#)

And will receive confirmation of their request.

### Discharge

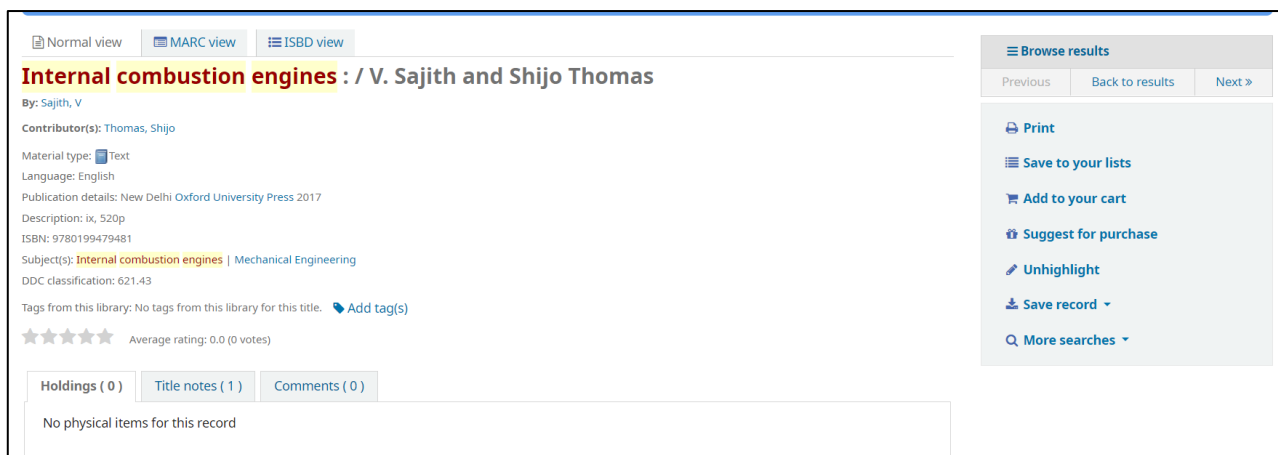
Your discharge request has been sent. Your discharge will be available on this page within a few days.

## 2. Search Result

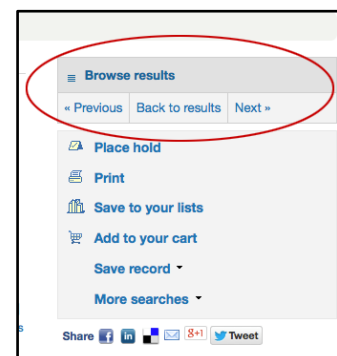
To search the OPAC you can either choose to enter your search words in the box at the top of the OPAC or click on the ‘Advanced search’ link to perform a more detailed search.



- After performing a search, the number of results found for your search will appear above the results.
- When you click on a title from the search results, you're brought to the bibliographic detail of the record. This page is broken down in several different areas.



- To the right of the details, you'll find a series of boxes. The first box is a list of buttons to help navigate the search results. From there you can see the next or previous result from your search or return to the results.



- Clicking 'Browse results' at the top of the right column will open up your search results on the detail page
- Below the search buttons you'll find the links to place a hold, print the record, save the record to your lists, add it to your cart or send to a device (using a QR code).
- Another option that will appear on this right-hand side bar (if a library is allowing purchase suggestions) is the ability to 'Suggest for Purchase'. Clicking this link will bring the user to the Purchase Suggestion form to fill out.



if you facing any issue, please contact the library staff

*Thank You...*