

OPAC (Online Public Access Catalog)

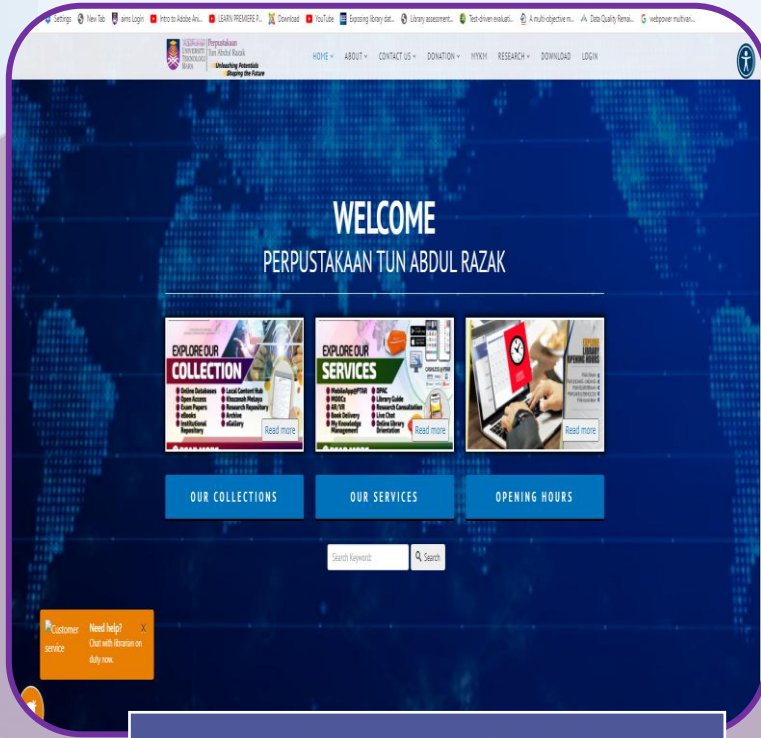
OPAC

- is an online to a database containing all the cataloging information of a particular library only
- is an online database of materials held by a library or group of libraries.
- May also provide access to the collections of other libraries
- Users typically search a library catalog to locate books, videos, and audio recordings owned or licensed by a library.

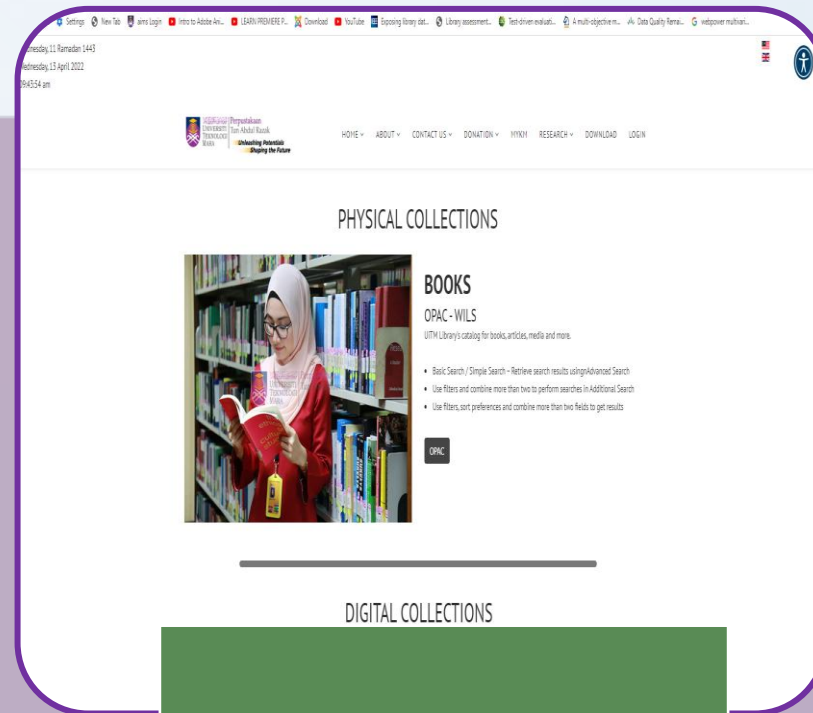
Advantages of OPAC

- It is worldwide and all the time accessible.
- The status of any book may be known as book issued or not, lost/transferred, etc. The status of an acquisition order may be available at both staff and public terminals located throughout the library.
- It is possible for users to send reprint requests immediately by e-mail.
- Compilation of various lists of reprints becomes very easy.
- There is no limitation of space and time for searches of any documents. Any person can search a document of not only his/her library but also any networked library.

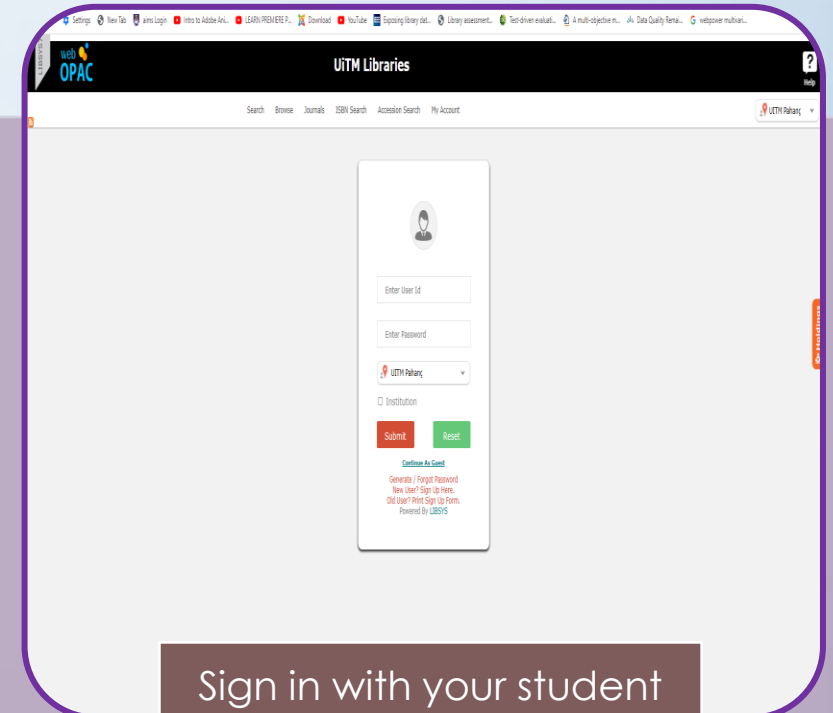
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To:

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Advanced

Additional

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Types of searching using UiTM OPAC:

Three types of searching

- Basic

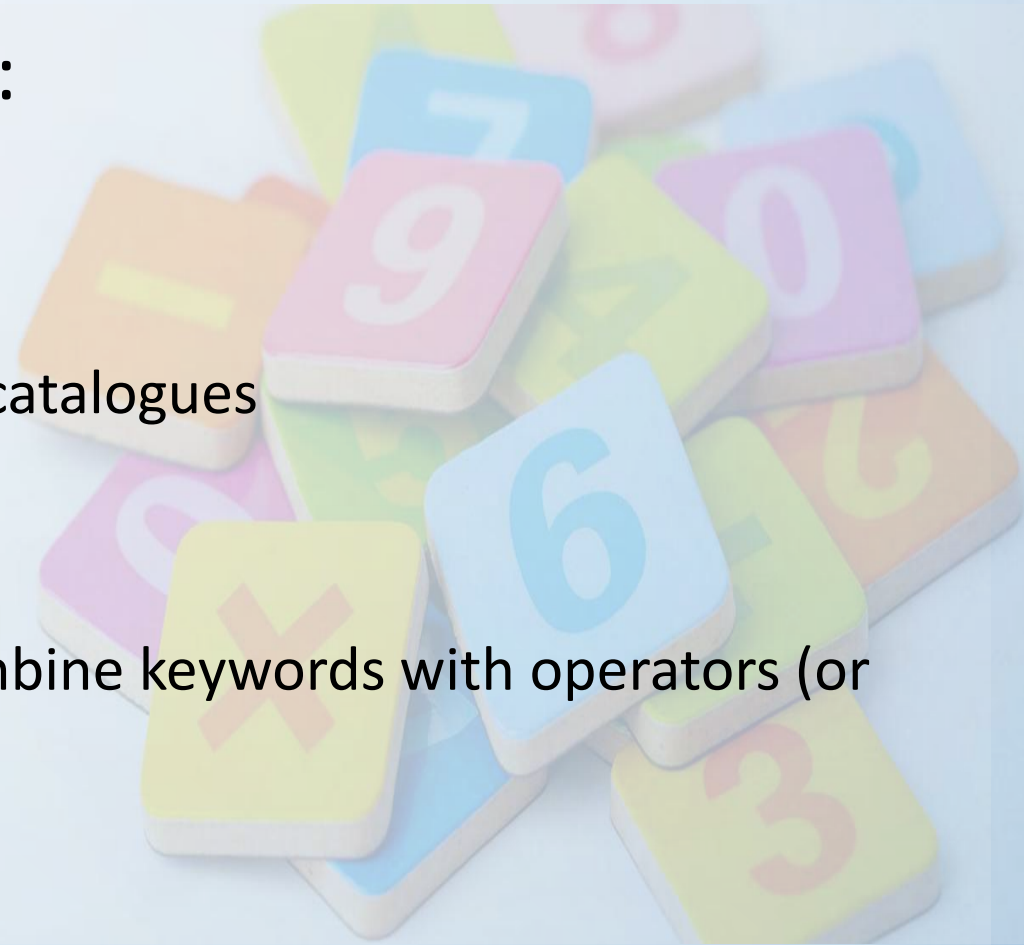
Single phrase or word to search for within all the catalogues

- Advanced

Using Boolean search which allowing users to combine keywords with operators (or modifiers) such as AND, NOT and OR.

- Additional

Using specific known author, title and subject as a keyword to search.



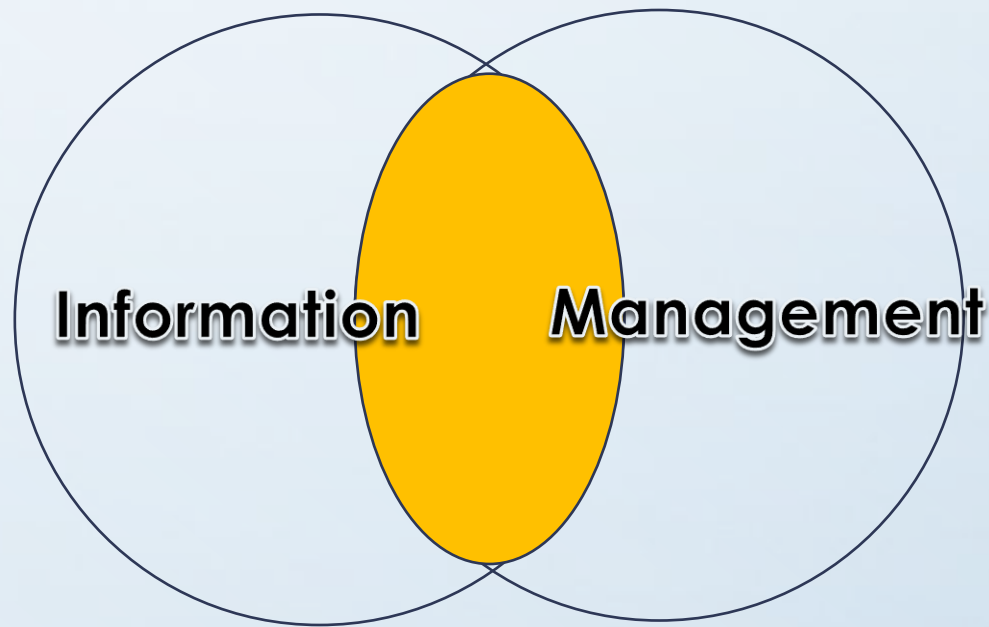
What is Boolean Search?

- This is very common technique that combines search terms according to Boolean Logic (Chowdhury, 1999b).
- Three types of Boolean search are possible :
 - i. **AND** search
 - ii. **OR** search
 - iii. **NOT** search

Boolean Search : AND

Document must have **both words** (or both phrases)

Will **narrow** your search because search results will include all documents that contain both the first term and the second term.

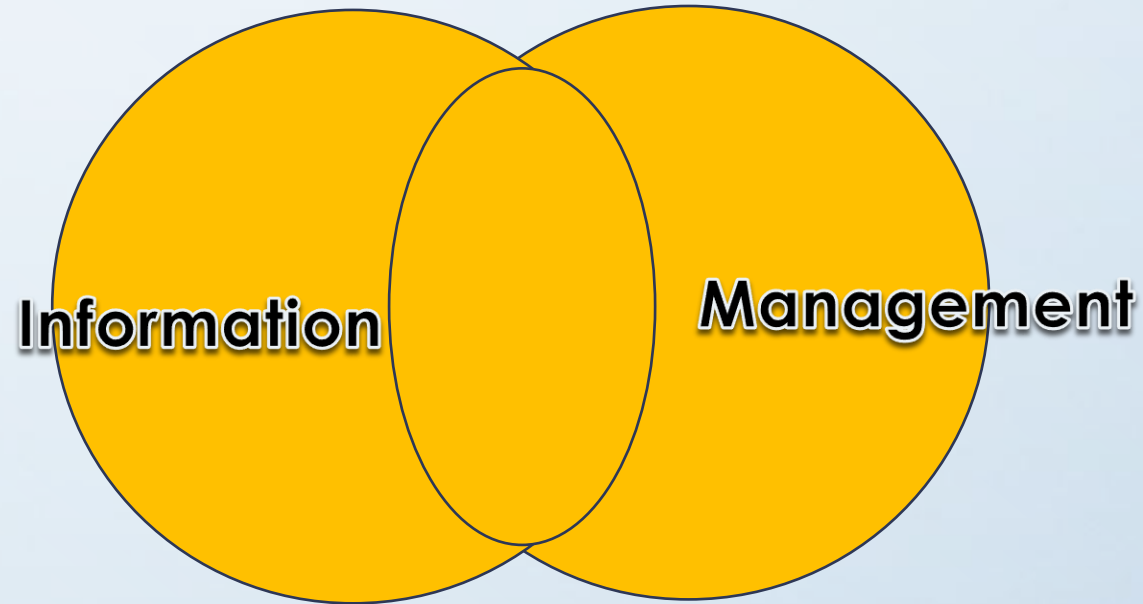


Information **AND** Management
Boolean AND

Boolean Search : OR

Document can have **either word** (or either phrase)

Will **expand** your search because search results will include all documents that contain either the first term or the second term or both.



Information **OR** Management
Boolean OR

Boolean Search : NOT

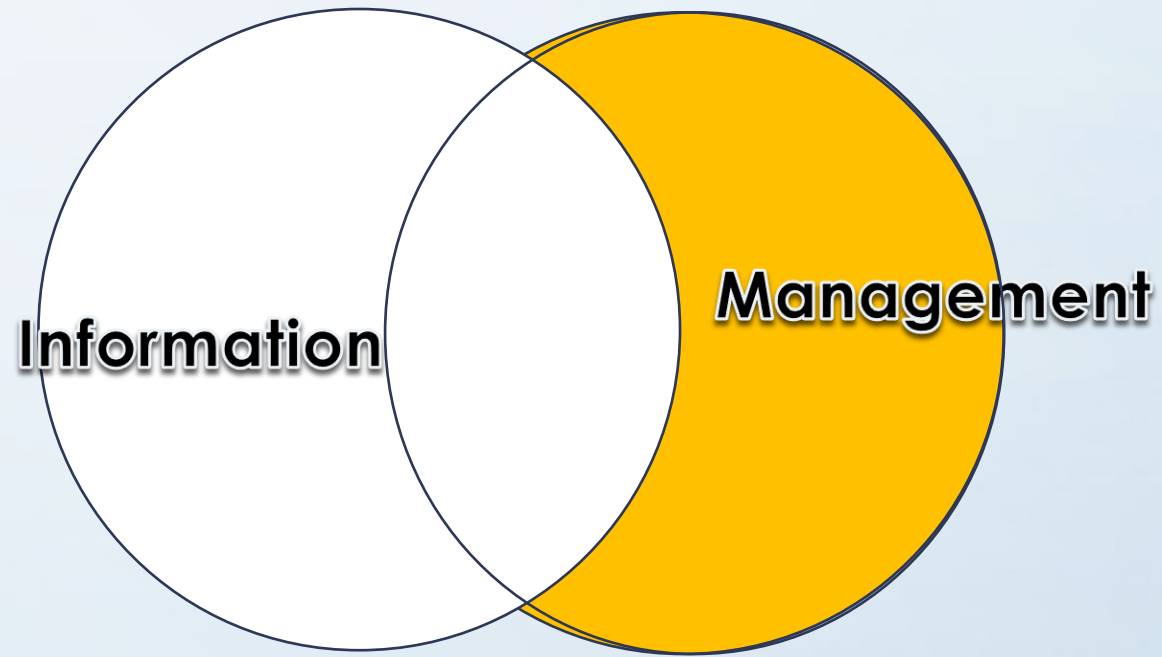
Document must have **first term**. Must **not have second**.

** use very carefully because may exclude lots of useful information*

Will **exclude** an idea/concept from your search because it will find documents that contain the first word, but do not contain the second.



NOT is helpful if you notice a recurring topic in your retrieval that is not relevant to your topic.

Boolean Search : NOT



Management **NOT** Information
Boolean NOT

Basic search-using keyword(s)



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Keyword(s)

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Advanced Search- Boolean (AND, OR, NOT)

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☐ OR ☒ AND ☐ NOT

Keyword(s) Enter Text to Search Connect as: PHRASE in Fields: Any Field

☐ OR ☒ AND ☐ NOT

Keyword(s) Enter Text to Search Connect as: PHRASE in Fields: Any Field

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Publishing Year: From: To:

Arrange By: Title

Item Category: -Select-

Select Database: All Databases

Select Language: ALL

SMD: -Select-

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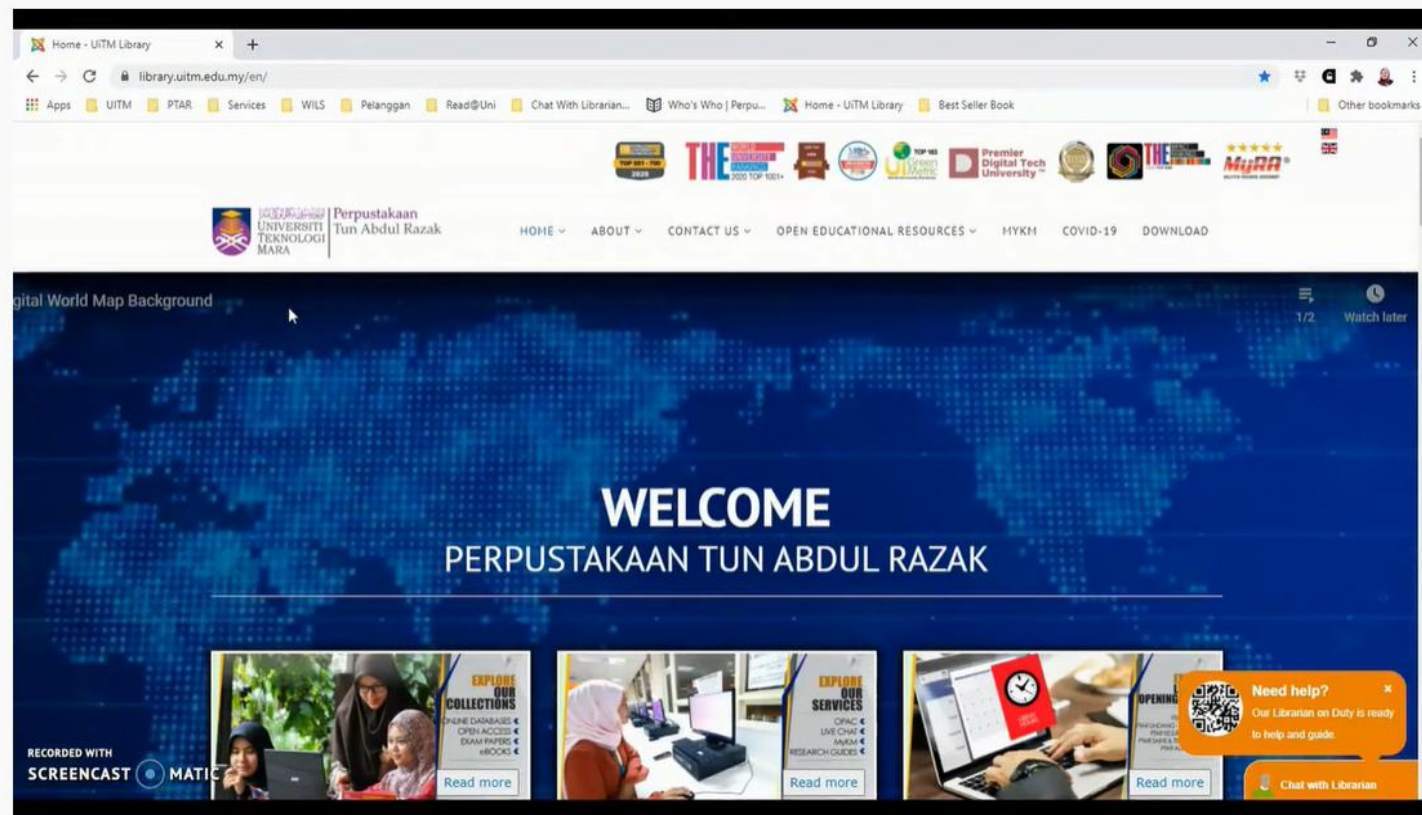
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