If you want to find the location of a book, journal, or other library material in the University Library, consult the library’s Web Online Public Access Catalog (WebOPAC). Public terminals are located in the main reading hall. The library catalog is also available on the web at http://a10310uk.eos-intl.eu/A10310UK/OPAC/Index.aspx

Public terminals have a user-friendly interface that provides easy access to the system.

1. **How do I Browse for Records?**

   From the list of search options choose **icon search**. Click on the icon for *All Authors, All Titles, or All Subjects*, or to search within every field choose *All*. Enter key words in the search box, and click **Search**. Search results will appear bellow. Check boxes next to the entries you would like to view records for. Click **View**. Highlighted entries will be retrieved. If more than one entry has been chosen, click the small blue arrow next to the word **Records** to view subsequent entries. Click **Return to Search** to go back to search result page. To clear all highlighted selections from the browse list, click on the **Clear** button.

2. **How do I Search for Records?**

   Three search screens are offered by OPAC:

   1. **Simple Search** - allows you to search using a ‘keyword’ or ‘phrase’.
   2. **Browse Search** - allows you to search by a specific category such as ‘Author’, ‘Title’, ‘Subject’, etc. Search results appear in alphabetical order beginning with the nearest field matching the information you entered.
   3. **Power Search** - allows you to combine different categories such as ‘Author’ AND ‘Title’ OR ‘Subject’ enabling you to search multiple terms simultaneously. When performing Power Search, you may select the search type from among several options.

   Boolean operators (AND, OR, NOT) can be used to combine the terms.

   **Customizing your Search**

   *Truncation* (*) can be used to indicate a truncated word.
   *Ranges* (> , < , =) can be used for greater than, equal to, less than to retrieve record within a specific range.
   *Mixing Search Types* (""") can be used for an exact text string.

1. **My Account** - You may have rights to view your personal information, change your access password, view your current checkouts history, charges owed, holds placed, and sent messages to you by your library.
2. **Lists** – You may see **New Titles** acquired by the library.

**Buttons:**

- **OK-View** – retrieve all records containing terms highlighted in the browse list.
- **View Complete Info** – view the complete record display for the highlighted title.
- **View Copy Info** – view the copy information display for the highlighted title.