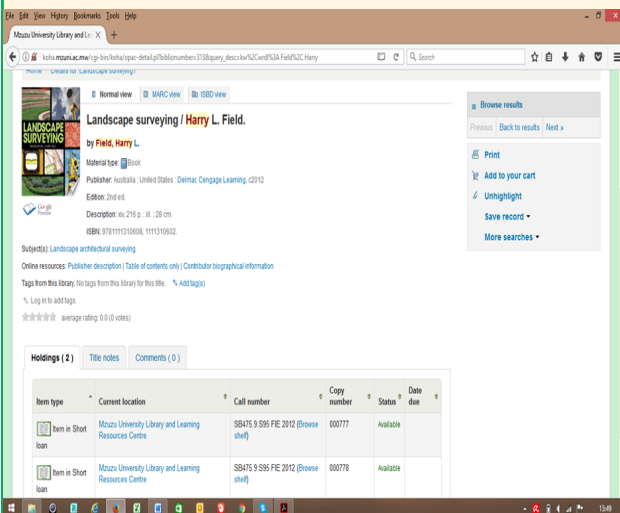


Step 3

Examine each of the search results. If the first result is the one you want, you click on it and it will display the results displayed below:



The above shows a complete record of the item like holding (location of the item, be it general collection or short loan), Call number (important for locating the book on the shelf), status of the item (whether its available or checked out), etc.

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CATALOG ORIENTATION**

Step 4

If the book is available in the General Collection (Open Shelves), and the status shows that it is available (as is the case with the item above), do the following to retrieve the book on the shelf: Copy the **Title, Author and Call Number of the book**. Use the **Call Number** to locate the book on the shelf by following the order of the books which are arranging in alphabetical order.

Use steps demonstrated above to search for books whose title is known and also on a particular subject. The Next brochure will take you through the stages of searching for books using The Advanced Search.

Thank you for reading this brochure.

BE THE FIRST TO LEARN THE OPAC



Mzuzu University

Library and Learning Resources Centre

HOW TO USE THE LIBRARY CATALOGUE

This brochure will take you through the steps you need to take to access books using the Online Public Access Catalogue (OPAC). Take note that Mzuni Library OPAC is **ONLY** accessible on the Local Area Network (LAN). So you need to be connected to the LAN or campus WIFI network to be able to access this facility.

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Step 1

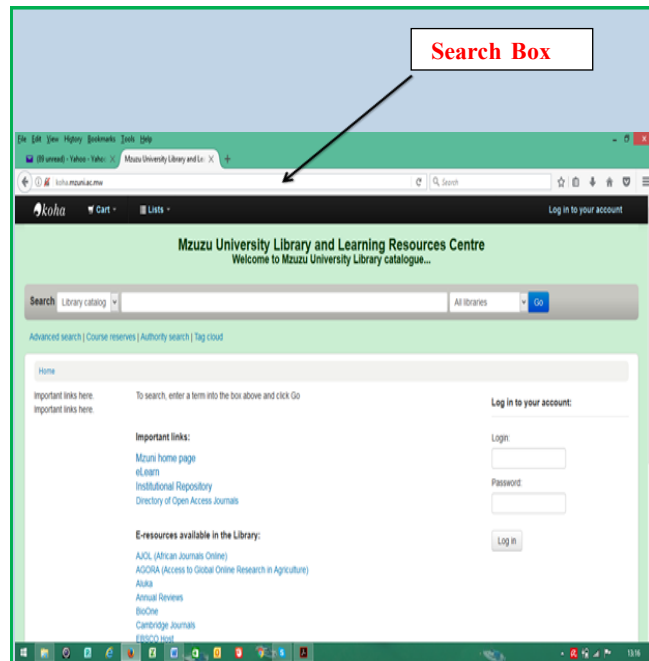
Launch any Internet browser (Internet Explorer or Mozilla Firefox). In the Internet address bar, type **koha.mzuni.ac.mw** or **192.168.1.22** as shown below.



Step 2

This will take you to the Mzuzu University OPAC home page as shown above:

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You can use the OPAC to search for books held in the library. General searches include:

- ◆ Search for a book(s) whose **author** is known
- ◆ Search for a book whose **title** is known
- ◆ Search for books on a particular **subject** or topic

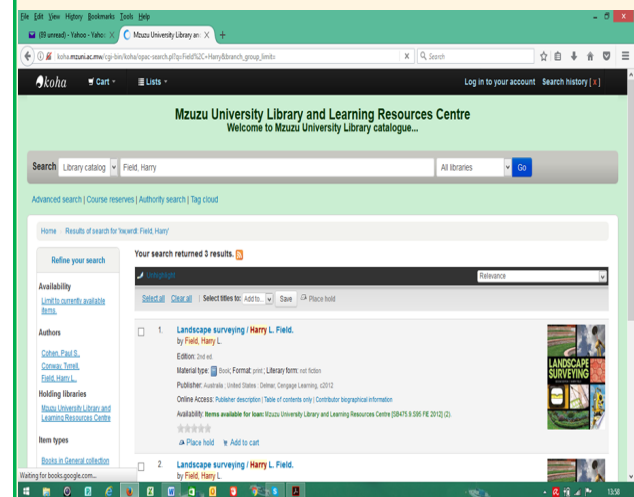
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These approaches can be done by typing in search terms of the above in the **search box as** shown above.

FINDING A BOOK WHOSE AUTHOR IS KNOWN

Let us find a book whose author is known as **Harry Field**

In the search box below type **Field, Harry** and click on the icon **GO**



The above search yielded 3 results.

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