



RICHARD ONDENG' LIBRARY

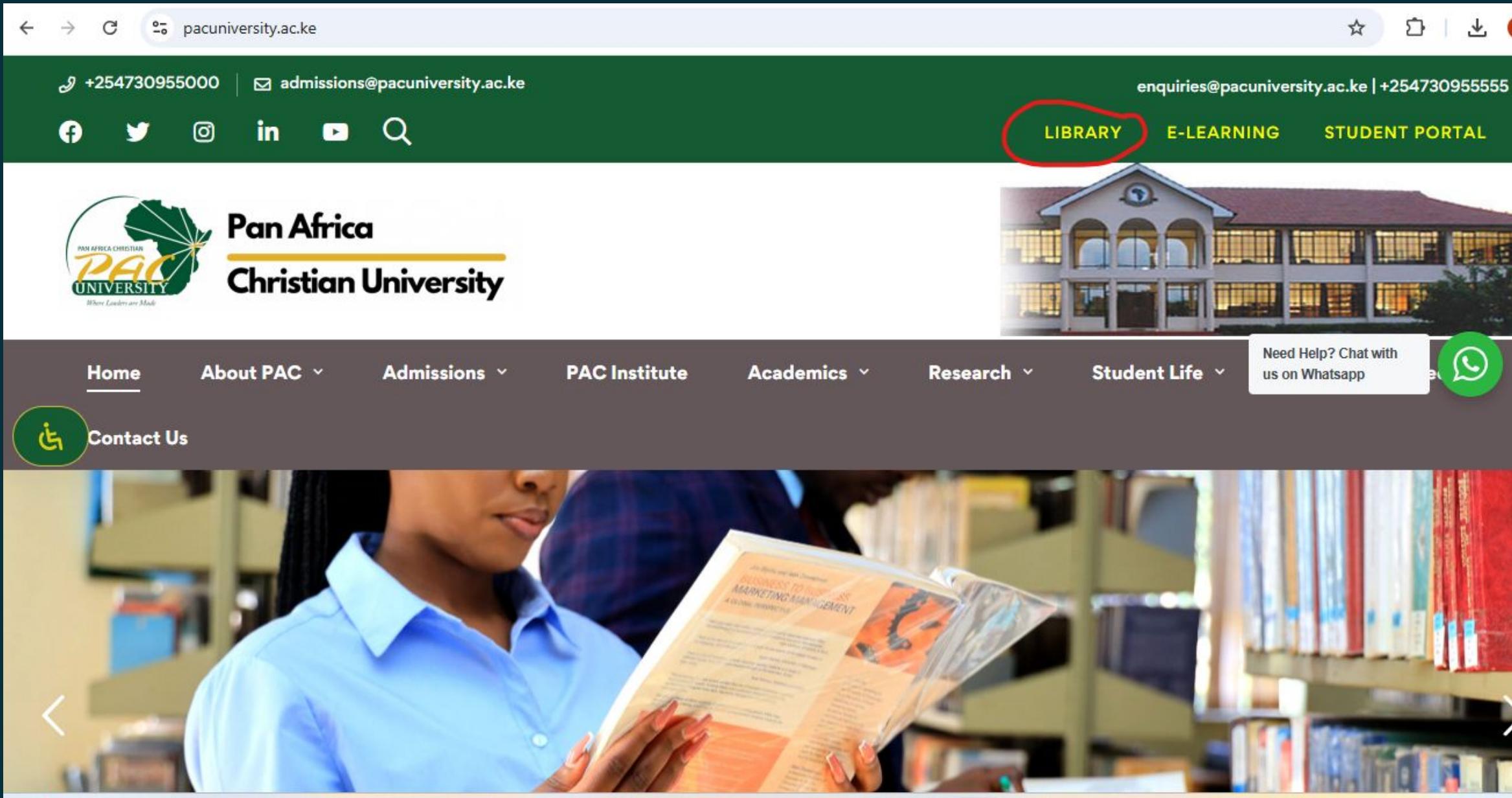
**Searching and Retrieving information Resources
from the library using Open Access Catalog
(OPAC)**

Introduction

This guide gives a step-by-step instruction to users on how to search and retrieve information resources from the library using the Online Public Access Catalog (OPAC)

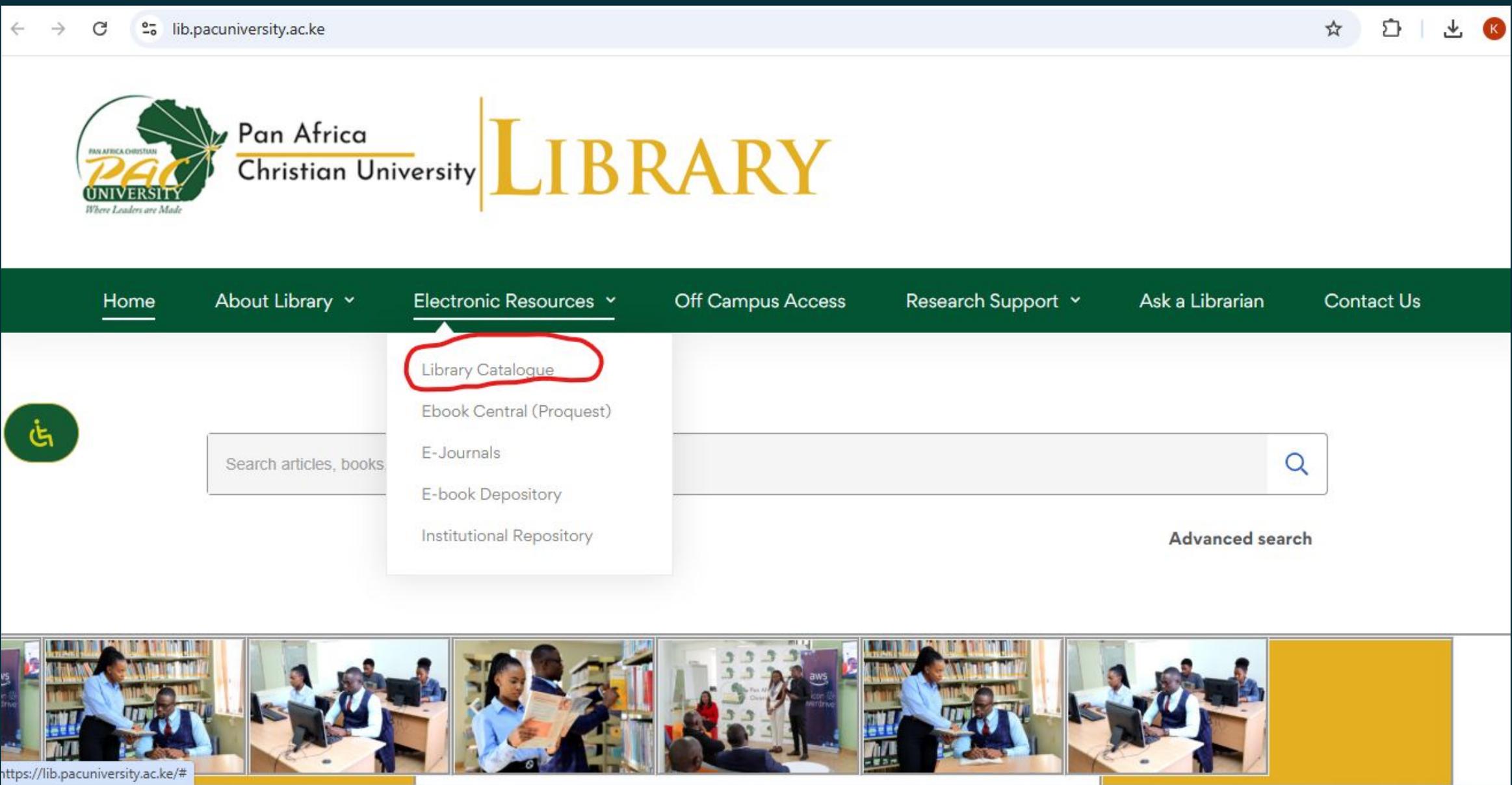
Step 1: Access the Library Website

On your browser, go to PAC University library website using this URL:
<https://lib.pacuniversity.ac.ke/>.



Step 2: Online Public Access Catalog (OPAC) Access

Under electronic resources, click on the "Library Catalogue". OPAC page will open.



Step 3: Search for the resource

Once on OPAC page, you can search the resource you want on the search tab in two ways.

a. Basic Search

Enter the relevant information such as title, author, keyword, or subject in the search tab. To further refine the search, Select the category your entry belongs to on the drop-down list before the search tab

The screenshot displays the library website for Pan Africa Christian University. At the top, there is a navigation bar with the 'koha' logo, a shopping cart icon, and a 'Lists' menu. Below this is the university's logo and name. The main search area features a dropdown menu currently set to 'Library catalog', with a search box containing the text 'RESEARCH METHODS'. A red box highlights the search area and the dropdown menu. The dropdown menu is open, showing options: 'Library catalog', 'Title', 'Author', 'Subject', 'ISBN', 'ISSN', 'Series', and 'Call number'. Below the search area, there are links for 'Course reserves', 'Authority search', 'Tag cloud', and 'Libraries'. The main content area includes a 'Quote of the day' by Harry S. Truman, a 'WELCOME TO THE RICHARD ONDENG' LIBRARY' section, and a description of the library's mission and resources.

b. Advanced Search

Use advanced search to narrow down your search results. To do this, click on advanced search in the OPAC homepage, enter the key words of the resource you want and apply relevant filters including item type, location, publication range, language, format etc.

The screenshot shows the advanced search interface of a library OPAC. The browser address bar displays `library.pacuniversity.ac.ke/cgi-bin/koha/opac-search.pl`. At the top, there are three buttons: **Search** (highlighted in green), **Fewer options**, and **New search**.

The main filter section is titled **Item type** (circled in red) and includes the instruction **Limit to any of the following:**. It contains a grid of 16 checkboxes, each with an icon representing a different item type: General books, Africana, E-book on Greenstone, KIT, Special Collections, 2 Hours Short Loan, Archive, E-book on kindle, Oversize general books, Termly, 3 Days Short Loan, Audio Visual, Fiction, Periodicals, VRC, AIDS, E-Book on Ebsco Host, Journals, and Reference.

Below the item type filters, there are four filter sections, each with a red circle around its title:

- Location and availability:** A dropdown menu set to "All libraries" and a checkbox for "Only items currently available for loan or reference".
- Sort by:** A dropdown menu set to "Relevance".
- Publication date range:** An empty text input field with a dropdown arrow. Below it, a note provides examples: "For example: 1999-2001. You could also use '-1987' for everything published in and before 1987 or '2008-' for everything published in 2008 and after."
- Language:** A dropdown menu set to "No limit".

At the bottom, there are three more filter sections, each with a red circle around its title:

- Audience:** A dropdown menu set to "Any audience".
- Content:** A dropdown menu set to "Any content".
- Format:** A dropdown menu set to "Any format".

On the far right, there is an additional section titled **Additional content types for books/printed materials** with a dropdown menu set to "Any".

At the bottom of the page, the **Search** button is again highlighted in green, along with **Fewer options** and **New search** buttons.

Step 4: Browse Results

Browse through your search results which contains a list of relevant books available. Check the bibliographic information of the books to find out what you are looking for.

The screenshot shows a web browser window with the URL `library.pacuniversity.ac.ke/cgi-bin/koha/opac-search.pl?idx=kw&q=research%20method&sort_by=relevance&count=20&limit=au:"Kothari,%20C.%20R."`. The page title is "Results of search for 'research method'".

Refine your search

- Availability
 - Limit to records with available items
- Authors
 - "Kothari, C. R." [x]
 - Author
- Collections
 - Non-fiction
- Holding libraries
 - PAC UNIVERSITY
- Item types
 - General books
 - 2 Hours Short Loan
- Locations
 - General Stacks
 - Reserve
- Series
 - New Age
- Topics
 - Research methods

Your search returned 4 results.

Did you mean: [Search also for related subjects](#) [Search also for narrower subjects](#) [Search also for broader subjects](#)

Research Methodology.

Relevance

Unhighlight | Select all | Clear all | Select titles to: Add to... Save Place hold

1. **Research Methodology methods and techniques**
by "Kothari, C. R."
Series: New Age
Material type: Text; Format: print; Literary form: Not fiction
Publication details: New Delhi. New age international (P) LTD c. 2009
Availability: **Items available for loan: PAC UNIVERSITY (1).**
★ ★ ★ ★ ★
Place hold | Log in to add tags | Add to cart
2. **Research Methodology methods and techniques**
by "Kothari, C. R."
Series: New Age
Material type: Text; Format: print; Literary form: Not fiction



Step 5: Detailed Record

Once you find the book you want from the list, click on it to see its detailed record. Which includes full bibliographic information, book status, item type, location, etc.

Home > Details for: Business research methods /

Normal view | **MARC view** | ISBD view

Business research methods / Donald R. Cooper, Florida Atlantic University, Pamela S. Schindler, Wittenberg University.

By: Cooper, Donald R
Contributor(s): Schindler, Pamela S

Material type: Text
Series: The McGraw-Hill/Irwin series in operations and decision sciences business statistics
Edition: Twelfth edition
Description: xxvi, 692 pages : illustrations ; 29 cm
Subject(s): Industrial management -- Research
LOC classification: HD30.4 .E47 2014
Tags from this library: No tags from this library for this title. [Log in to add tags.](#)
Average rating: 0.0 (0 votes)

Holdings (2) | Title notes (1)

Item type	Current library	Call number	Copy number	Status	Date due	Barcode	Item holds
Oversize general books	PAC UNIVERSITY Oversize General collection	HD30.4 .E47 2014 (Browse shelf)	C.1	Available		23204	
Oversize general books	PAC UNIVERSITY Oversize General collection	HD30.4 .E47 2014 (Browse shelf)	C.1	Available		23203	

Step 6: Retrieve Your Book

If available for loan, write down its call number. This will help you retrieve it from the shelf.

Home > Details for: Business research methods /

Normal view | **MARC view** | ISBD view

Business research methods / Donald R. Cooper, Florida Atlantic University, Pamela S. Schindler, Wittenberg University.

By: Cooper, Donald R

Contributor(s): Schindler, Pamela S

Material type: Text

Series: The McGraw-Hill/Irwin series in operations and decision sciences business statistics

Edition: Twelfth edition

Description: xxvi, 692 pages : illustrations ; 29 cm

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Tags from this library: No tags from this library for this title. [Log in to add tags.](#)

★ ★ ★ ★ ★ Average rating: 0.0 (0 votes)

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Oversize general books	PAC UNIVERSITY Oversize General collection	HD30.4 .E47 2014 (Browse shelf)	C.1	Available		23203	



Step 7: Retrieve the Book

Using the call number, proceed to the shelf to retrieve the book. The books are arranged alphabetically and thus easy to retrieve.

Note:

- ❖ Not every resource you search on OPAC is available physically. When you don't find what you want, kindly access our digital resource through our library website.
- ❖ Make sure you input the correct information during your search process, especially when selecting the category of the query you are entering. E.g., if you select 'Author' from the dropdown menu, ensure that you enter the author's name in the search tab.
- ❖ When stuck or not sure, always seek help from the library staff.
- ❖ When the resource you are searching for is in Kindle format, kindly seek assistance from the library staff to help you access the Kindle and read the book.
- ❖ Make sure you confirm the specific collection the book belongs to. This is because different collections have different loan periods.

Thank You