



ON-LINE PUBLIC ACCESS CATALOGUE
(OPAC)

HOW TO SEARCH THE ON-LINE PUBLIC ACCES CATALOGUE (OPAC)

INTRODUCTION

Library materials in the library can be retrieved through the OPAC. You may look up books by [Advanced Keyword](#), [Simple Keyword](#), [AltaVista Type](#), [Author](#), [Title](#), [Author/Title](#), [Subject](#), [Call Number](#), and [Journal Title](#). At your WEB browser type in <http://168.167.8.18> Or <http://medupe.ub.bw>

At the main menu click on [< Search the Catalogue >](#) option.

SEARCHING BY ADVANCED KEYWORD

MEDUPE will search the library `s records, looking for the word/s you typed in various fields, such as title, contents notes, corporate names, etc. Type the **WORD(S)** you want and then click **Submit**. You can restrict search by language, document types and where item is located.

SEARCHING BY SIMPLE KEYWORDS

1. Click on SIMPLE KEYWORD. A keyword search screen will display. Type the words you wish to search in the appropriate box. You may use the Boolean operations AND, OR and NOT. **For example**

- ✍ Soviet AND Russia
- ✍ Soviet Union OR Russia
- ✍ Botswana NOT University

2. ONCE you have typed the keywords click [<Submit Search >](#) to begin your search.

3. Your results of items that best match your search words/term(s) will be listed. Click on title if you wish to see record status including copy and bibliographic information.

SEARCHING BY AltaVista TYPE

This search mode is similar to simple keyword except you can use truncation, adjacency and operators to limit or expand a search. Example: if you type: nuclear -family (system finds any record with nuclear AND NOT family, and any record without family). See examples provided on the screen.

SEARCHING BY AUTHOR

1. Click on Author and then type in last name first. The system automatically truncates on the right.

Example:

Einstein al (will retrieve, Albert, Alfred, e.t.c.)

2. Click on the relevant author you want, to view details of a title.
3. On top of the screen are options to use as follows:

Extended display	Return to browse	Start over	Another search	Limit this search
------------------	------------------	------------	----------------	-------------------

4. When the title is clicked the record details will give library location, Call #, Status, barcode and date of publication.

SEARCHING BY TITLE

There are two types of title searches.

1. Title searches locate books by title name.
2. Journal title searches locate magazine, scholarly journals, newspapers, and series by title name.
 - ✎ Just search the first few words of the title ;E.g. tale of two
Reading in manag
 - ✎ Try alternate forms of title words

SEARCHING BY AUTHOR/TITLE

Type the Author's or Artist's **LAST NAME first**, for example *Shakespeare*. Then type as many or *as few* of the **words in the title** as you want, for example *Report of the House*.

SUBJECT SEARCH

Type the SUBJECT you want, then click [<Submit Search>](#)

Examples: Sports medicine
Sports
Civil war

HINT:

A common cause of failed OPAC searches is confusion between subject and keyword searching.

A Keyword Search will locate any record containing the typed terms. A Subject Search should use terms found in the Library of Congress Subject Headings (LCSH) list. We call

these 'controlled vocabularies.'" To succeed, a subject search must use terms found in the controlled vocabulary.

SEARCH TIPS:

Conduct a Subject Search in either one of the following two ways.

1. Consult the LCSH (in the library)
2. Start with a "Keywords" search using Boolean operators.
 - ✍ Identify a relevant record.
 - ✍ Scroll down to the subject heading in that record to obtain the appropriate subject term.
 - ✍ Click on any relevant subject term

Example:

Find books on the world economy:

a) do a subject search on the phrase " world economy". The result is one hit. This phrase is not an LC subject heading, but used as a local term.

NOTE:

Some subject headings seen in OPAC are local subject terms and not LCSH. An example of this is the search for "world economy"

b) Switch to any keyword search and search "world economy" as a phrase. This retrieves hundreds of hits. After reviewing Records in full display you decide capital movements is the best LC subject heading to use.

c) A new search is unnecessary. Simply click the heading **capital investments** to redirect your search to this correct heading.

CALL NUMBERS

If you know a specific call number of an item type its call number then click on the Search button. Examples of call numbers: P581IJF, R 929.1LUM, 635.41EDW.

JOURNAL TITLE

Type the title of a magazine or newspaper then click on the Search button. You must know the first word of the title. If you don't, search by **word** instead. **Examples of magazine and journal titles:** Newsweek, Geomorphology.

LOG-IN ON TERMINALS:

Telnet version (text only) is a version of MEDUPE that does not require Windows or Web browser. It needs a computer or terminal and a connection to a server. A number of OPAC terminals use this version at UBL.

How do you log on? Telnet to: library
 Login: library

At the Main Menu:

- ✍ Select <search the Catalogue> ,
- ✍ Select any field you would like to search on,
- ✍ Type in your terms and press<Enter> to submit your search.

SAMPLE RECORD

The record displays items information including Title, author, publisher, publication date, location, status, call number, subject headings, and ISSN/ISBN.

University of Botswana Library Catalog		
Author	Bold, Harold C.	
Title	The plant kingdom/Harold C. Bold [1]	
Publisher	Englewood Cliffs, N.J: Prentice Hall, 1987	
LOCATION	CALL#	STATUS
BARCODE	[2]	
Main Stacks	581 BOL	On holdshelf
Bk0002612		
Edition	5 th	
Description	X, 309P:ill.23cm	
bibliog...	Bibliography: p.292-296 [3]	
Subject	Botany	
Add author	La Claire, John W.	
ISBN	0136803989, pbk	

[1] This area provides bibliographic details about the item.

[2] This section shows whether the item status: (i.e., In Library, On Loan, In Transit, Missing), its call number, and at which library location it can be found.

[3] This section includes the item's hyperlinked Library of Congress Subject Headings, its physical description, and its international standard number.

Clicking on authors' names or subject headings will collect all the records in MEDUPE with those names or headings.

<http://168.167.8.18>
<http://medupe.ub.bw>