

# IIHS Library Online Public Access Catalogue | User Guide

# 1. Accessing Online Public Access Catalogue (OPAC)

The library catalogue is the central place to search all the physical holdings of the IIHS Library, including books, journals, CDs and DVDs, maps, and magazines, accessible at: https://catalogue.iihs.co.in. All the library resources acquired are catalogued in Koha Library Management System to browse, and to check the status of suggested books, their availability, and reservation. Below is the home page of the catalogue.



**OPAC login:** To log in to see what you have borrowed, please go to [] <u>https://catalogue.iihs.co.in/cgi-bin/koha/opac-main.pl</u>

Subjects: Urban Studies, literature, arts and humanities, sciences and social sciences
 Tags: Library, OPAC, library catalogue, public access catalogue
 Subject Librarian: Amrutraj Ravi Benahal | abenahal@iihs.ac.in | T+ 91 080- 6760 6661

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After providing the credentials, click on "log in", as highlighted below.



# **1.1. Changing your password:**

Click on the "change your password" tab on the left pane. If you are logging in for the first time, please ensure that you change your password once logged in.



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Kindly note that you do not need the ID and password to browse resources on the library catalogue. Logging in is required only to keep track of what you have borrowed, to make suggestions, and to check the due date of borrowed resources.

#### 1.2. Resetting password:

To reset the password, click on "forgot your password". An email will be sent to the registered user.



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### **Reserving an Item**

Please note that on-shelf titles cannot be reserved, only issued items can be reserved.

To reserve a title, go to I <u>https://catalogue.iihs.co.in/</u>

Log in with your credentials, conduct a search, and click on "place hold". (You can see the "place hold" tab for issued items.)



Confirm your reservation by selecting "pick up location", then click on "place hold". Both these options are visible in "your summary" (left pane) [] "Holds" tab.

#### 2. Making New Suggestions

Go to I https://catalogue.iihs.co.in/ and log in. Click on "Purchase suggestions" below the search bar I click on "New purchase suggestion" I provide the bibliographic details (title is a mandatory field) I click on "Submit your suggestion".





# 3. Searching Library Catalogue

# 3.1. Basic search:

In the basic search interface, click on the "library catalog" dropdown list and select the appropriate field. Enter the search terms and click on "go".





After getting the results, the search can be refined by using the facets displayed on the left pane. Search results can be filtered by availability (currently available), authors, collections, libraries, item types (book, map, CD-ROM, DVD), series, places, topics, and titles. Search results are altered when the respective filters are selected. For example, if "book" under "item types" is clicked, then it only shows results which are books and excludes other item types. This allows general to specific search.

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#### 3.2. Advanced search:

In advanced search, a number of fields can be searched, such as keyword, subject, title, author, publisher, publisher location, ISBN and Barcode.

Select an appropriate field, provide the bibliographic details, and click on the "search" tab. Search can also be limited to item type (book, bound volume, map, DVD, etc.) or to specific collection.



# Sorting, refining and saving:

Results can be sorted according to different criteria, such as relevance, popularity, author, call number, dates, and titles.

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Also, relevant titles can be browsed by clicking "search also for broader subjects", "search also for narrower subjects", and "search also for related subjects", which refine the search results.

You can save the individual title or all titles. Select the titles to be saved and click on "add to..." I select cart and choose the relevant list, or create and select a new list I click on "save".



#### 3.3. Adding references to reference managers:

Once the references from the library are added to the cart, download them as .ris, BibTeX, or .enw files to open in reference softwares.

Such saved titles will be available at "cart" or "lists" (top left corner of the screen).



### Saving or exporting the saved references

Saved titles can be selected, sent, downloaded, or printed. There is a provision of downloading the selected titles in RIS, BibTeX, ISBD and MARC formats.



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#### Download cart

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# 4. Links to useful resources

OPAC also provides links to electronic journals and databases subscribed by the IIHS Library.

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