SYMBIOSIS LAW SCHOOL, NOIDA

Learning Resources - Library

HOW TO ACCESS KOHA ONLINE CATALOGUE SERVICES - WEB

SLS, NOIDA Library have a **new catalogue system**, called **KOHA-WEBOPAC**. This guide will help you understand how you can perform either a simple or advanced search, how to interpret the results pages, how to create your own item lists, and how to access your personal account.

Step-1

You can access our KOHA WEBOPAC Online Public Access Catalogue using <u>http://symbiosis-koha.informindia.co.in</u>. The catalogue can be accessed from on and off campus computer with internet access.

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Symbiosis Internations Central Library	d University library tir	ning Dear All, <i>Greetings!</i>	Log in to your account: Login: Password
		Library remain open at 8.00 a.m. to 8.00 p.m.	Log In
		Thanks & Regards, SLS Noida library.	

Step-2

Login your Account

By default your login ID and password is your PRN No. Users are requested to change their default password at first session.

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	(published on 29/11/2014)	
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KOHA WEBOPAC GUIDE

How to perform a Basic Search

To do a Simple Search, you enter a word or multiple words in the search box. The Simple Search is a keyword search; the system will retrieve results that include the search term(s) at any field in the record.

S koha	company law	Title Symbiosis Law School, Noida
	> Advanced search > Authority search > Tag cloud	

When you search with more than one word, all the terms will appear in each of the results. Suppose you want to find material about **Company law**. Your search will be as follows:

Skoha	company law	Title Symbiosis Law C
	> Advanced search > Authority search > Tag cloud	

NOTE: 1.The order of the wording affects the order of the results. Consequently, the search **Company law** will retrieve the same number of results **but** in a different ranking.

The library catalog system does not accept the Phrase Search quotation marks ("	").
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Basic Searching Enhanced

Apart from the option to search using regular keyword, the Basic Search also offers options for searching by Title, Author, Subject, etc. On selecting and searching in a field the system will search the term only in the selected field.

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Home ; Search ; Yo	ur search returned 230 results. 🔊			

Selecting one of the fields helps you narrow down the search results.

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Home > Search > Your search r	returned 230 results. 🔊	Author Subject ISBN	
Refine your search	Did you mean: <u>Search also for related subjects</u> <u>Search also for narrower</u>	wer subject Series Subjects Call number	
Availability	1 2 3 4 5	5 6 7 8 9 10 Next >>	



How to Perform an Advanced Search

Advanced Search Options

For a more complicated search you may select the Advanced Search Option.

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	Advanced search) Authority search) Tag cloud		

The Advanced Search page offers many ways to limit the results of your search. You can limit them by using the drop down menus and a combination of the Boolean operators **AND**, **OR**, **and NOT**.

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For example, if you are searching for the **Patent transactions in the life sciences**, the search could be formulated as in the picture below:

 Pantent transactions in the life sciences 	
▼	[+]
	Search [Fewer options] [New search]
	Pantent transactions in the life sciences

-Publication date range:-

By this strategy, you have searched for the topic **Patent transactions in the life sciences** in the **Title Field only** and for the topic **Patent**, which may appear anywhere in the record. The search could have been performed in a more complicated way, as shown below:

Title		-	Pantent transactions in
Key Sub	word ject Subject phrase Subject and broader terms Subject and narrower terms Subject and related terms	-	
Seri Call She Auth Auth Correction Note Current	Fitle phrase es title number lving location Author phrase Conference name Conference name phrase Personal name Personal name phrase es/Comments iculum	-	also use "-1987" for ever

NOTE: The more complicated the search, the higher the chances of returning zero results.

Additional Fields/Limits

The Advanced Search page also shows the multiple kinds of limits that can be applied to your search results.

For date ranges, you will type the year, a range, or a 'greater than (>)' or 'less than (<)' year. For example: **2000-2013**. You could also use **-2000** for everything published before 2000 or **2008-** for everything published after 2008.

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.

You may also limit your search to the **Item Type**. Below are shown all the different formats that the libraries possess.

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	International Magazine	Cose Issue	Lost and Replaced	Manuals	Manuscripts	
	ACCHANI, National Journal	RANKINGA National Magazines	Periodical	Printed Documents	Proceeding / Paper	
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Other useful limiters that can be found on the Advanced Search page are the **Language**, the **Location**, and the **Sorting** features

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For the location you may select the results to display the holdings of either or both of the libraries. The default **Sort by Relevance** is very useful for <u>general</u> <u>keyword</u> and <u>Subject</u> searches. However, if you are searching by <u>Title</u> and you prefer the results in alphabetical

order, you may select as shown below:

Step-5

Understanding the Search Results

Results overview

The number of results found for your search will appear above the results.





Understanding the Search Results.

Results overview:-

The number of results found for your search will appear above the results.

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Donald, David C.,. Guishan, S.S. Maiumdar, AK, Kapo Singh, Avtar Show more Libraries Symbiosis Institute of Management Studies Symbiosis Law School, Noida Item types Books	 1. Company law 2006-07 by Statutes, Blackstone and French, Derek. Edition: 10th Type: Book; Format: print; Literary form: not fiction Publisher: New York Oxford University Press 2006 Availability: Copies available for Ioan: Symbiosis Law School, Noida [346.066 STA.C] (1). Actions: Save to Lists Add to cart
•	

Sorting Results

If not previously selected, the results will be sorted by default by **Relevance**. You can choose to sort by **Author**, by **Title**, by **Call Number**, by **Dates**, or by **Popularity**.

Item availability

You will see the availability of the items attached to the record and also the library that holds the copy/copies.



If the item is checked out it will also be indicated on the search results page.

Filters

You may filter your results by selecting from the links that appear at the **Refine Your Search** menu on the left of your screen. The options include **Authors**, **Topics** (Subjects), **Series**, **Libraries**, etc.

Step-7

How to read an Item Record.

When you click on a title from the search results, you will see the bibliographic detail of the record.

Title Information, Author Information

Details of the bibliographical details appears at the selected record are shown below.

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Holdings Information

The **Holdings** data comprises the **Item Type** (e.g. book, CD-ROMs, dvd-rom, etc.); the **Location** (i.e. the library where the book can be found, as well as the specific area within the library); the **Collection** (e.g. New Books, Fiction, Non Fiction, etc.); the **Call Number** (where exactly the book is shelved); its **Status** (Checked In or Out); and the **Due Date** (when the book should be returned).



User Actions

To the right of the bibliographic record you can find links to Print the record, or Add it to your Cart (for information on how to use the Lists and Cart features, please check the my account instructions).

Lists & Cart

The library catalog system provides two ways to keep track of your searches and wish list for resources: carts and lists.

Cart

A cart is a **temporary** holding place for records you are interested in during a search session. In order to add items to your cart, you can do it either from the results list or the page of an individual record, as shown in the previous section. At the results, you can either click at the **Add to your cart** option from the bottom of each item, or select the item by clicking on the **check box**, and then click at the **Add to: Cart** at the top of the results.

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You may see the total number of items added to your cart from the button next to the search

bar.

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This item has been added to your cart	Library catalog Symbiosis Law	- 🔍	

By clicking that button a pop-up window opens with all the details of the selected items. Available options are: **Send** via email, **Download** the list, **Print**, **Empty** the cart and **close** the window.

NOTE: Once you log out or close the browser, you lose the items in your cart.

Lists

If you want a more permanent location for saving items, use the **List** feature. You need to be logged in to your personal account. For creating or adding to a list you follow the steps for adding items to the Cart, and you click the **Add to a list** after having selected the desired items.

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k symbiosis-koha.informindia.co.	.in/cgi-bin/koha/opac-addbybiblionumber.pl?biblionumber=165620/165401/	☆
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	http://books.google.co.uk/books/about/Cristobal_Balenciaga.html?id=Oq4TKQEACAAJ SLS. Noida- New Amval Books. Teet 20032014	Ξ
	Add to a new list:	
	Select Your Options	
	Category. Private V	
	Save Cancel	
	Close this window.	-
•	III	•

At the new window, you can either select from an existing list or type the title of a new list. You can Reserve One copy of book on your name, if the document is already issued and no copies are available in Library. Follow the below mentioned option



Step-8

How to Use My Account

You can manage your own private lists by visiting the **My lists** section of your account (see **My** *account*).

You can log in and access your personal information from any computer, on or off campus.

My Summary

Once logged in, you can see your account summary; how many items are borrowed; when they are due (overdue items are highlighted in pink). If you want to see only the overdue items, you may click at the **overdue** tab next to the **Checked Out** tab.

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My Fines

Current Fines

If a **Fines** tab appears next to the **Checked out** tab in **My Summary**, the amount presented is the current fine, which you owe to the library.

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ny messaging									
ny lists									

NOTE: If the Overdue tab appears as well, it means that you have overdue item(s) on loan and the fine will continue to increase until you return the item(s) back to the library.

Fines History

You can check the history of your Fines at My Fines tab

my summary				
my personal details	Date	Description	Fine amount	Amount outstanding
my tags	16/03/2015 00:00	Brownlie's principles of public international law 27/01/2015 23: Brownlie's principles of public international law	⁵⁹ / 200.00	200.00
change my	24/09/2014 00:00	Payment,thanks	-220.00	0.00
my reading history	23/09/2014 00:00	International law and human rights 2014-09-01 23:59 International law and human rights	115.00	0.00
my purchase	21/09/2014 00:00	International law and human rights 01/09/2014 23:59 International law and human rights	105.00	0.00
suggestions	25/08/2014 00:00	Payment,thanks	-60.00	0.00
my messaging	24/08/2014 00:00	Law of trade marks and passing off 11/08/2014 23:59 Law of trade marks and passing off	60.00	0.00
my lists			Total due	200.00

My Search History

You can access your search history via the **My Search History** tab. Clicking on any of the search phrases will re-run the same search. You may delete your search history at any time by clicking on the **Delete your search history** link.

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my purchase	16/03/2015 12:13:38	kw.wrdl: slsn-b-6085, branch: Symbiosis Law School, Noida	2	
suggestions	16/03/2015 11:32:59	kw,wrdl: company law, branch:Symbiosis Law School, Noida	230	
my messaging	16/03/2015 09:43:13	ti,wrdl: company law, branch:Symbiosis Law School, Noida	52	
mylists	16/03/2015 09:42:05	kw.wrdl: company law, branch:Symbiosis Law School, Noida itype:B su-to:Constitutional law	3	
Symbiosis International University Central Library	16/03/2015 09:41:48	kw,wrdl: company law, branch:Symbiosis Law School, Noida itype:B	173	
	16/03/2015 09:41:41	kw,wrdl: company law, branch: Symbiosis Law School, Noida	230	
	16/03/2015 09:35:23	kw,wrdl: company law, branch:Symbiosis Law School, Noida	230	
	16/03/2015 09:33:50	kw.wrdl: company law, branch:Symbiosis Law School, Noida	230	
	16/03/2015	kuuwalk oompony law, bronch Symbiosis Law School, Noida	220	-

My Reading History

The **My Reading History** tab reveals your entire check out history. It could be useful especially when looking for details of item(s) you may wish to borrow again.

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Home my summary my personal details	Symbiosis Law School Noida 's account → Checkout histo Show all items Showing last 50 items	ory		Order by date 🔻	III
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my search history	No cover available CASE STUDY RESEARCH : WHAT, WHY, AND HOW Swanborn, Peter G	BOOK BOOKS	1.42 SWA.C	(Checked out)	
my purchase suggestions my messaging					-

My Purchase Suggestions

If your library allows patrons to make purchase suggestions the next tab will show all suggestions that the patron made to the library and their statuses. To disable this tab and the suggestion functionality set the suggestion preference to 'Don't allow.'



My Lists

From this tab you can manage your lists. You may create both private and public lists. Editing includes renaming, as well as addition or deletion of items. You may also delete the entire list.

Ho	ome		
n	ny summary ny personal details ny tag s	Lists → SLS.No/da- New Arrival Books /Date 31/01/2015 to 03/02/2015 ▲ Download list 🗠 Send list 🖷 Print list I Edit list × Delete list Select all Clear all Select hold × Remove from list	:
r r r r r	change my password ny search history ny reading history ny purchase suggestions ny messaging	Criminological approaches to international criminal law by Bantekas, Ilias; Mylonaki, Ernmanouela. Type: ■ Book; Format: print bibliography ≔; Literary form: not fiction Publisher: United Kingdom, Cambridge University Press 2014 Availability: Copies available for reference: Symbiosis Law School, Noida [345 BAN.C] (1). Actions: ■ Save to another list ★ Add to cart	
	ny lists	Double life of Ramalinga Raju The story of theIndia's biggest corporate fraud by Nag, Kingshuk. No cover image	

NOTE: Please also check Item Record for the creation procedure.

Change Password

From this tab you can manage your lists. You may create both private and public lists. Editing includes renaming, as well as addition or deletion of items. You may also delete the entire list.

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my personal details my tags	Your password must be at least 3 characters lorg. Current password:	
change my password my search history	New password:	
my reading history my purchase suggestions	Submit changes Cancel	
my messaging http://symbiosis-koha.informi	ndiin/cgi-bin/koha/opac-passwd.pl	~

Step-9

How to check Latest Arrival Document

You can check the Latest arrival of documents in Library, by clicking on the **Tab** as shown below. Select List and Select SLS.NOIDA New Arrival Books.

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