SYMBIOSIS LAW SCHOOL, NOIDA

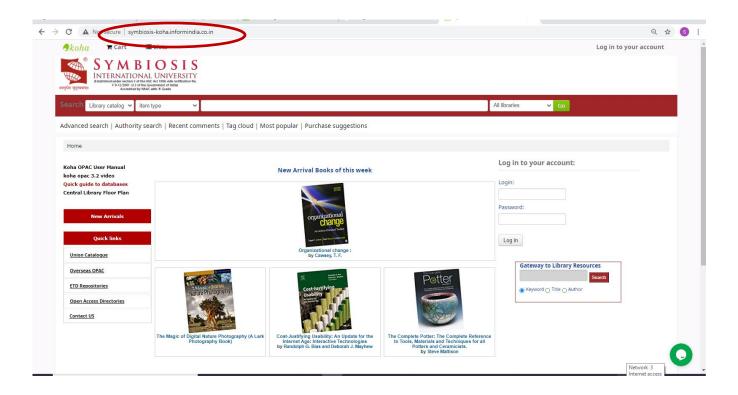
Learning Resources - Library

HOW TO ACCESS KOHA ONLINE CATALOGUE SERVICES - WEBOPAC

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.



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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🦪koha 🐂 Cart 🔳	Lists -				Log in to your account	^
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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.



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:

∮ kohα ☴ Cart ≔ Lists ~	Log in to your account
SYMM BIOSIS	
Search Title V Books V Company La	Symbiosis Law Scho 🗸 Go
Advanced search Authority search Recent comments Ta	Ilar Purchase suggestions

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.

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



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.



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





How to Perform an Advanced Search

Advanced Search Options

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

Search Library catalog	✓ item type ✓	Symbiosis Law Schor 🗸 😚

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**.

Search for:				
Keyword	•			
and	✓ Keyword	•	(+) [·]	
and	✓ Keyword](+](-)	

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

Home > Advance	d search		
Search for:			
Title	✓ Patent transactions	in the life science	
and	✓ Keyword	~	[+] [-]
and	✓ Keyword	•	[+] [-]
			Search Fewer options New search

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
Keyword	-	
Subject	C	–
Subject phrase		
Subject and broader terms		
Subject and narrower terms		
Subject and related terms		
Title		
Title phrase	==	
Series title		
Call number		
Shelving location		also use "-1987" for ever
Author		also use -1987 for ever
Author phrase		
Corporate name		
Conference name		
Conference name phrase		
Personal name		
Personal name phrase		
Notes/Comments	-	
Curriculum		1

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.

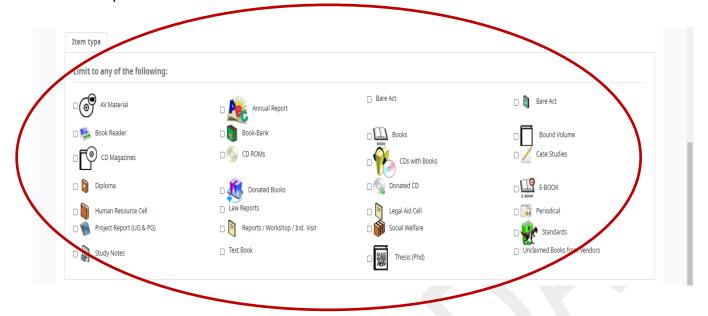
For date ranges, you will type the year, a range, or a 'greater than (>)' or 'less than (<)' year. For

example: **2000-2013**. You could also use **-2000** for everything published before 2000 or **2008**-for everything published after 2008.

Publication date range:

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.



Other useful limiters that can be found on the Advanced Search page are the **Language**, the **Location**, and the **Sorting** features

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 **general keyword** and **Subject** searches. However, if you are searching by **<u>Title</u>** and you prefer the results in alphabetical

Publication date range	Language	Location and availability:	Sorting:
Date range:	Language:	Library: Symbiosis Law School, Noida 🗸	Sort by: Relevance
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.		Only items currently available for loan or reference	
Audience	Content	Format	Additional content types for
Any audience 🗸	Any content 🗸	Any format 🗸	books/printed materials
			Any 🗸

Step-5

Understanding the Search Results

Results overview

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

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arch Title 🗸 iten	type V Company Law	Symbiosis Law Schor 👻 Go
vanced search Authority se	arch Recent comments Tag cloud Most popular Purchase suggestions	
Home Results of search for 'ti,	vrdl: Company Law' with limit(s): 'branch:Symbiosis Law School, Noida'	
Refine your search	Your search returned 89 results. 🔝	
Kenne your search	Did you mean: Search also for narrower subjects Search also for related subjects Search also	for broader subjects
Availability		
Limit to currently available items.	1 2 3 4 5 6 7 8 9 Next» Last	
Authors	🖌 Unhighlight	Author (A-Z)
<u>Bagrial, Ashok K</u> <u>Datta, C R</u>	Select all Clear all Select titles to: Add to 🗸 Save Date hold	
<u>Patnaik, Sangram</u> Saharay, H K	Boyle & Birds' company law /	
Singh, Avtar	Publication: Bristol [England] : Jordans Pub., 2011 . ci, 1009 p. ; 25 cm. Date: 2011	Boyle & Bitch' Constany Lee BD
Show more	Availability: Items available: Symbiosis Law School, Noida (1),	
Collections	🔿 Place hold 🛛 💷 Save to lists 🗮 Add to your cart	
Reference	Practice of arbitration : by essays in honour of Hans van Houtte /	1 × 1 × 1
Holding libraries	Publication: Oxford ; Hart Publishing, 2012 . xliv, 338 pages ; , "A series of commentaries on noteworthy arbitral awards and arbitration"Half title page. 25 cm	d court decisions on arbitration including both commercial and investment
	Date: 2012	of Artification
Symbiosis Institute of Management Studies		

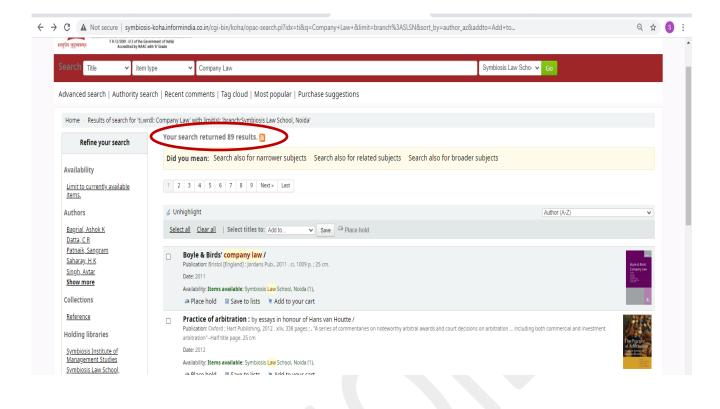
9 kohα ≒Cart ≣	Lists -	Welcome, Mr Shriram S. Search history [x] Log out
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	rch Recent comments Tag cloud Most popular Purchase suggestions	
Refine your search	Your search returned 89 results.	
Availability Limit to currently available items.	Did you mean: Search also for narrower subjects Search also for related subjects Search also for broad 1 2 3 4 5 6 7 8 9 Next + Last	der subjects
Authors	🖌 Unhighlight	Athor (A-Z)
Bagrial. Ashok K Datta. C. R Patnaik, Sangram Saharay. H.K Singh. Axtar Show.more Collections	Select all Clear all Select titles to: Add to Save Place hold Boyle & Birds' company law / Publication: Britishil [England] Jordans Pub., 2011. cl. 1009 p.; 25 cm. Date: 2011 Date: 2011 Availability: Items available: Symbiosis Law School, Nolda (1). Place hold Save to lists Place hold Save to lists X Add to your cart	Relevance Popularity Popularity Popularity (reast to least) Popularity (reast to most) Autor Autor (A-2) Autor (A-2) Call Number Call Number Call number (2-At 0-9-0) Dates
Reference Holding libraries Symbiosis Institute of Management Studies Symbiosis Law School. Hyderabad	Practice of arbitration : by essays in honour of Hans van Houtte / Publication: Oxford ; Hant Publishing; 2012, xiiv, 338 pages; ; "A series of commentaries on noteworthy arbitral awards and court ded arbitration"-Half title page. 25 cm Date: 2012 Availability: Items available: Symbiosis Law School, Noida (1), @ Place hold	Publication/Copyright date: Newest to oldest Publication/Copyright date: Oldest to newest



Understanding the Search Results

Results overview: -

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



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.

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dvanced search Authority sea	rch Recent comments Tag cloud Most popular Purchase suggestions	
Home > Results of search for 'ti,wr	dl: Company Law' with limit(s): 'branch:Symbiosis Law School, Noida'	
Refine your search	Your search returned 89 results. 🔊	
Availability	Did you mean: Search also for narrower subjects Search also for related subjects Search also	so for broader subjects
Limit to currently available items.	1 2 3 4 5 6 7 8 9 Next+ Last	
Authors	🏑 Unhighlight	Author (A-Z)
<u>Bagrial, Ashok K</u> Datta, <u>C R</u>	Select all Clear all Select titles to: Add to V Save Chip Place hold	\frown
Patnaik, Sangram Saharay, H.K Singh, Avtar Show more Collections	Boyle & Birds' company law / Publication: Bristol [England] : Jordans Publ. 2011. cl, 1009 p. ; 25 cm. Date: 2011 Availability: Items available: Symbiosis Law School, Noida (1), Place hold B Save to lists X dto your cart	
<u>Reference</u> Holding libraries	Practice of arbitration : by essays in honour of Hans van Houtte / Publication: Oxford; Hart Publishing. 2012. xiiv, 338 pages; , 'A series of commentaries on noteworthy arbitral awards arbitration'-Haff title page. 25 cm	and court decisions on arbitration including both commercial and svestment

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.

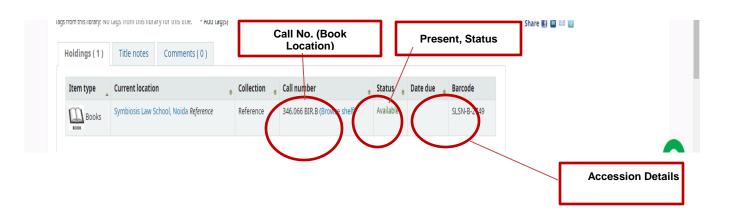
Title Information, Author Information

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

the second	[Symbiosis Law Scho 👻 Go
dvanced search Authority search Recent comments Tag cloud Most popular Purcha:	se suggestions	
Home - Details for: Boyle & Birds' company law /	Cover Page of Book	
Alarmaluiau II MARC view III ISBD view		≡ Browse results
Boyle & Birds' company law / editors, John Birds [6	et al.] ; consultant editor, A.J. Boyle.	Previous Back to results Next »
Contributor(s): Birds, John Boy le, A. J.		🛎 Print
Material type: Text	Title	🏦 Save to your lists
Publisher: Bristol [England] : Jordans Pub., 2011		👻 Add to your cart
Description: ci, 1009 p. ; 25 cm.		✓ Unhighlight
SBN: 9781846612879 .	Author	Save record 🗸
Subject(s): Corporation law Great Britain		More searches ~
)DDC classification: 346.066 Tags from this library: No tags from this library for this title. 🚿 Add tag(s)	Please, Publisher, Year.	
ags from this library: No tags from this library for this title. • Add tag(s)	Flease, Fublisher, fear.	Share 💽 🛅 🖂 🔞
Holdings (1) Title notes Comments (0)		
Item type Current location Collection Call number	💊 Status 🖕 Date due 🖕 Barcode	
Books Symbiosis Law School, Noida Reference Reference 346.066 BIR.B	(Browse shelf) Available SLSN-B-2749	

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

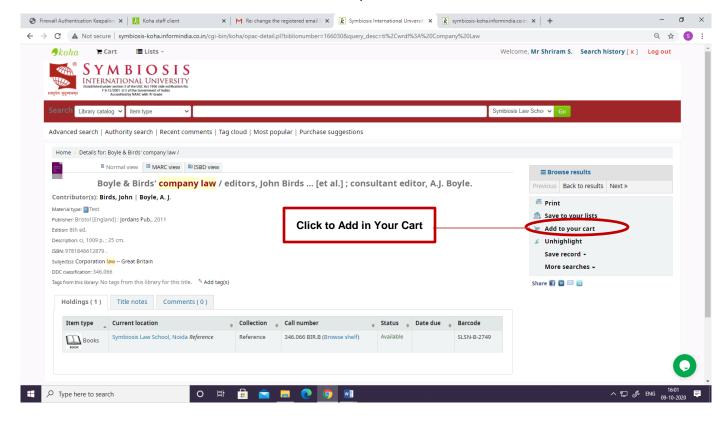
To the right of the bibliographic record you can find links to Print the record, or Add it to your Cart (for information on how to use the Lists and Cart features, please check the my account instructions).

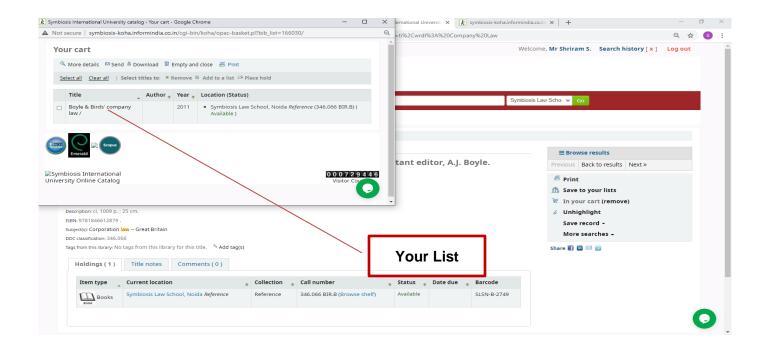
Lists & Cart

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.





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



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.

€	More details 🛛 🖾	Send 🗳 Download	î Empty	and close 🗧 Print
<u>Se</u>	elect all <u>Clear all</u>	With selected ti	tles: × R	emove 🖉 Place hold
	Title	Author 🔶	Year 🖕	Location (Status)
•	COMPANY LAW	SEN GUPTA, BIJAN K.	1981	 Symbiosis International University Central Library (SEN 1549) (Withdrawn)
~	Competition law /	Whish, Richard.	2012	 Symbiosis Law School, Noida <i>Reference</i> (343.0721 WHI.C) (Available) Symbiosis Law School, Noida (343.0721 WHI.C) (Checked out) Symbiosis Law School, Noida <i>Book Cart</i> (343.0721 WHI.C) (Available)

	<mark>Competition</mark> law / Richard	, 2							« Previous	Back to result	Next »	
Whish, Richar	rd.								Place	hold		
tributor(s): Ba	ailey, David (Attorney).								E Print			
rial type: 📑 Text												
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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.

koha opac 3.2 video	Click here if you're not Mr Daksh Dave							
Central Library Floor Plan	Please note: Your account has expired as of 10/08/	2020. Please contact the libr	ary if you wish to re	new your account.				
New Arrivals	Checked out (2) Overdue (2) Fines (50.00)							
	2 Item(s) checked out						🖌 Renew selected 👒 Renew all	
Quick links		Author	Due	Barcode			Fines 🔶	
Union Catalogue	Textbook on the Indian Penal Code	Gaur, K D	10/03/2020	SLSN-B-2105	345.54 GAU.T	Renew (1 of 1 renewals remaining)	Yes (Item overdue or lost)	
Overseas OPAC	Code of Criminal Procedure, 1973	Eastern Book Company	10/03/2020	SLSN-B-6356	345.05 EAS.C	Renew (1 of 1 renewals remaining)	Yes (Item overdue or lost)	
ETD Repositories	Renew selected							
Open Access Directories	Renew all							
Contact US	Download as iCal/.ics file							
	bownoad as icanics me							
your summary								
your fines								
your personal details								
your tags								
change your password								
your reading history								
your purchase suggestions								
your messaging								
your lists								

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.

Und OPAC USER Manual		
oha opac 3.2 video	Click here if you're not Mr Daksh Dave	
Quick guide to databases Central Library Floor Plan	Please note: Your account has expired as of 10/08/2020. Please contact the library if you wish to renew your account.	
New Arrivals	Checked out (2) Overdue (2) Fines (50.00)	
Quick links	Fines and charges	
	Hendlink	
Union Catalogue	You currently over fines and charges amounting to:	
Overseas OPAC		
ETD Repositories		
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your summary		
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your fines your personal details your tags change your password your reading history		
your fines your personal details your tags change your password your reading history your purchase suggestions your messaging		
your fines your personal details your tags change your password your reading history your purchase suggestions		

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.

Fine History

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

Home > Mr Daksh Dave > Yo	-			
Koha OPAC User Manual	Fines and charge	S		
koha opac 3.2 video Quick guide to databases	Date	Description	Fine amount 🔶 Amount outstanding	•
Central Library Floor Plan	03/04/2020	Accruing fine , Code of Criminal Procedure, 1973 10/03/2020 23:59	25.00 25.00	
	03/04/2020	Accruing fine , Textbook on the Indian penal code 10/03/2020 23:59	25.00 25.00	
New Arrivals Quick links			Total due 50.0	
Union Catalogue				
Overseas OPAC				
ETD Repositories				
Open Access Directories				
Contact US				
your summary				
your fines				
your personal details				
your tags				
change your password				
your reading history				
your purchase suggestions				
your messaging				

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.

koha opac 3.2 video	Order by title	*				
	Order by date					
Central Library Floor Plan	Order by title Order by author					
	Order by author					
New Arrivals		Title	Item type	 Call no. 	Date	
		Code of criminal procedure : Ratanlal Ranchhoddas.	Books	345.05 RAN.C	07/10/2019	
	82 mm		BOOK			
Quick links						
Union Catalogue						
	No cover image available	Code of Criminal Procedure 1973 : 2 of 1974	Books	345.05 UNI.C	07/10/2019	
Overseas OPAC			BOOK			
		Code of Criminal Procedure, 1973 Eastern Book Company	Books	345.05 EAS.C	(Checked out)	
ETD Repositories			BOOK			
Open Access Directories		Textbook on the Indian Penal Code Gaur, KD	\sim	345.54 GAU.T	(Checked out)	
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Contact US						
your summary						
your fines						
your fines your personal details						
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your personal details your tags change your password						
your personal details your tags change your password your reading history						
your personal details your tags change your password your reading history your purchase suggestions						
your personal details your tags change your password your reading history your personase suggestions your 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.'

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Home > Mr Daksh Dave > Yo	ur purchase suggestions				
Koha OPAC User Manual	Purchase suggestions				
koha opac 3.2 video	There are no pending purchase suggestions.				
Quick guide to databases Central Library Floor Plan	New purchase suggestion				
New Arrivals					
Quick links					
Union Catalogue					
Overseas OPAC					
ETD Repositories					
Open Access Directories					
Contact US					
your summary					
your fines					
your personal details					
your tags					
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uick guide to databases entral Library Floor Plan	information.	in red) are required, but the more information you enter the easier it will be for the librarians to find the title you're requesting. The "Notes" field can be used to provide any add	itional
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Quick links	Author:		
Union Catalogue	Copyright date:		
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My Lists

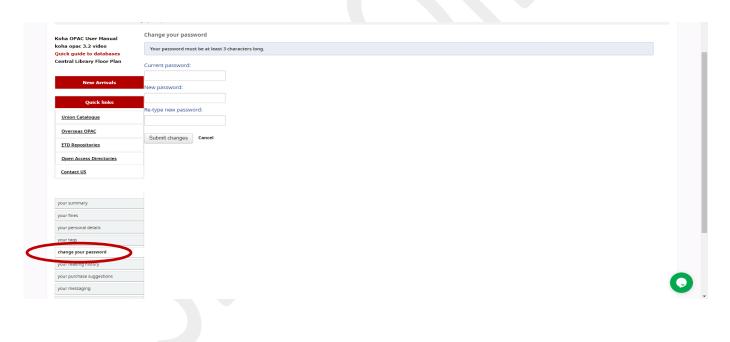
From this tab you can manage your lists. You may create both private and public lists. Editing includes renaming, as well as addition or deletion of items. You may also delete the entire list.

Quick guide to databases Central Library Floor Plan	List name:		Required
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NOTE: Please also check Item Record for the creation procedure.

Change Password

From this tab you can change your password





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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How to Logout:-

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