

- To see the list of 37 items, select line 2. At the cursor type “2” then press “*enter*.”
- To see each **title**, type the line number beside the title then press “*enter*.”
- The screen displays 7 items at a time. To get to the next screen, type “NS” then press “*enter*” (or use the blue down arrow key).
- To get back to a previous screen type “PS” then press “*enter*” (or use the blue up arrow key).

For each item, the screen displays:
 the *author* (if available); *title*;
publication details; *call number*;
location (the branch and the collection
 in which the item is kept) and *status*
 (whether the item is available to you or
 is already on loan).

If you receive a message that reads
 “**NO ITEMS EXIST IN ONLINE
 CATALOG FOR THIS TITLE**”,
 check the card catalogue for the
 location printed in red on the **author** or

title card. If no location is given, the
 item can be found on the open shelf.

HINTS FOR USING THE ONLINE CATALOGUE

- √ type one space after each word
- √ do not worry about punctuation or capitalization
- √ do not use a space before or after the *slash (/)*
- √ look at the bottom of the screen to see the commands that can be used on the current screen.

USEFUL COMMANDS

PS	-	Previous Screen
NS	-	Next Screen
ca	-	Card Screen to see additional subject headings

THE ONLINE CATALOGUE

The Online Public Access Catalogue (OPAC) is the computerized version of the catalogue. It lists all the material in the **Reserve Book Collection (RBC)** and the newer material in the rest of the collections. As in the card catalogue, the material listed includes books, journals, conference proceedings, sound recordings and CDROMs.

The OPAC will eventually replace the card catalogue but is currently ‘in-progress,’ with material being added to it daily.

The Main, Medical and Science libraries have computer terminals exclusively for accessing the OPAC in several locations. To assist you, each terminal has a brief **user guide** and a **list of location symbols** used in the catalogue.

Librarians conduct training sessions on the use of the OPAC as part of the services offered. Sessions are scheduled throughout the academic year and are free.

If you need help using the OPAC, please ask at the Reference Inquiries Desk.

The OPAC is also accessible from the library's webpage at:

<http://www.library.uwimona.edu.jm>

by clicking on **online catalogue**

HOW TO SEARCH THE OPAC

You can search for material on the OPAC by:

- **AUTHOR:** at the cursor **type a/**
eg. a/munroe t
- **TITLE:** at the cursor **type t/**
eg. t/making of the west indies
(as with the card catalogue, ignore articles such as *a, an, the, la, el, le, etc.*)
- **CALL NUMBER:** at the cursor **type c/**
eg. c/F1621.A8
- **KEYWORD:** at the cursor **type w/**
eg. w/ganja
- **SUBJECT:** at the cursor **type s/**
eg. s/street children.

A subject can also be a person's name eg. **s/garvey marcus**, or a place eg. **s/zimbabwe**

The OPAC uses **Library of Congress** subject terms. If you do not know the authorized subject term to use, search by **keyword** first to find a record relevant to your topic. Then click on “**Card Scrn**” (or type “**ca**”) and look for the **subjects** used to describe that item. You can then search by any of these subjects (using “**s/**”) to find other related material.

RBC material can also be searched by:

- **COURSE INSTRUCTOR:** at the cursor **type p/** *eg. p/afroz*
- **COURSE CODE:** at the cursor **type q/**
eg. q/h35B

SEARCH RESULTS

From the results screen, select the line number of the item you want to get:

*eg. To search for works by the author Trevor Munroe, type **a/munroe trevor**. The results screen shows:*

- 1> Munroe, Trevor
2. 37 Munroe, Trevor St. George.
3. 1 Munroe-Whitmore, Yvonne A.
4. 1 Munsche, P.B.
5. 1 Munshaw, Carroll L.,
6. 1 Munsinger, Gary M., 1937-
7. 1 Munsinger, Harry
8. 1 Munslow, Alun, 1947-
9. 6 Munslow, Barry.
10. 1 Munson, Bruce Roy, 1940-