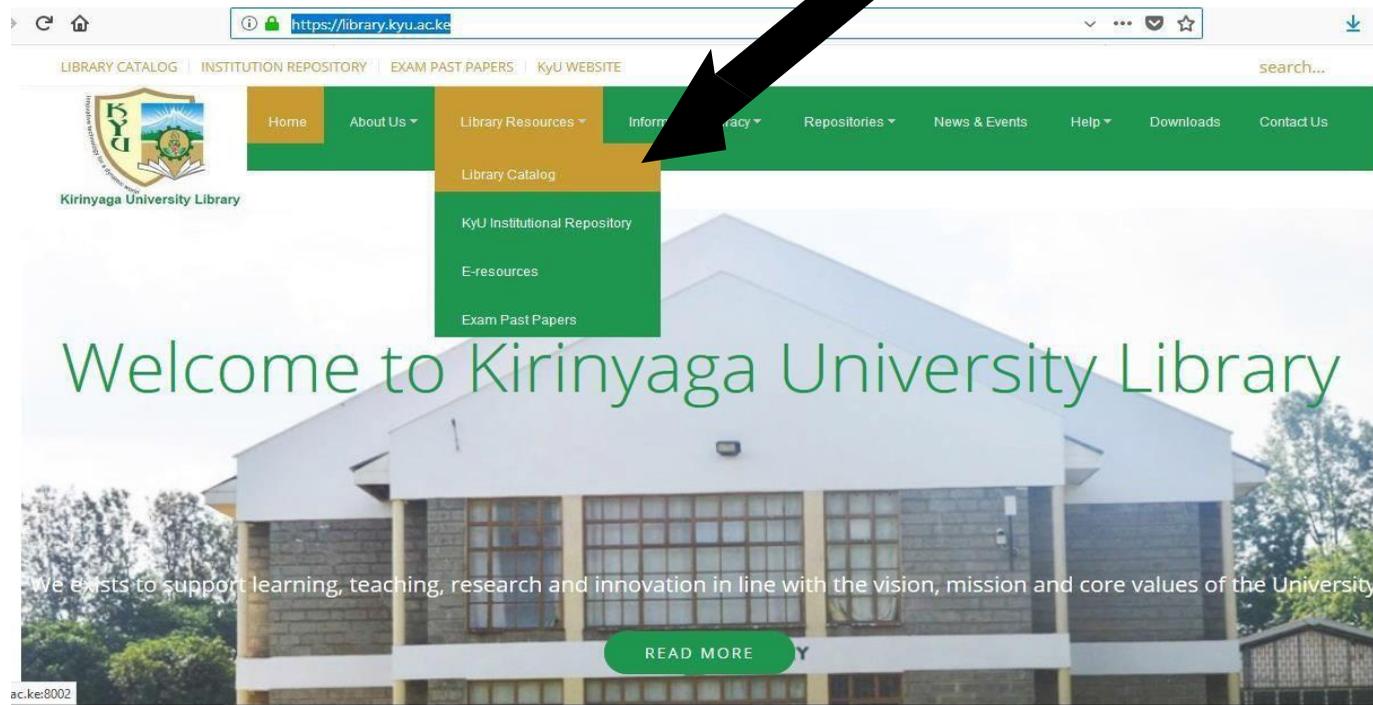


## 7. Retrieval tools - (OPAC)

### HOW TO ACCESS ONLINE PUBLIC ACCESS CATALOGUE (OPAC).

- 1: Open the library website homepage using the following link <http://library.kyu.ac.ke/>
- 2: On the main bar, click on LIBRARY RESOURCES. Select LIBRARY CATALOG subtitle from the library resources title as shown



3: Once you click on library catalog it will automatically display OPAC page with a user interface that requires you to sign in. Using your credentials, log in to your account.  
Note: in case you do not have sign in credentials, contact the library department sending an email to [library@kyu.ac.ke](mailto:library@kyu.ac.ke)

The screenshot shows a web browser window displaying the Kirinyaga University Library OPAC page. The browser's address bar shows the URL `opac.kyu.ac.ke:8002`. The page header includes the Koha logo, a shopping cart icon, a lists icon, and a "Log in to your account" link. A blue box labeled "Log in your" with a blue arrow points to this link. The main banner features the Kirinyaga University logo and the text "Kirinyaga University Library". Below the banner is a search bar with the text "Library catalog" and a "Go" button. The page content includes a "Home" section with a "Quote of the Day" and a "Open for Business!" section with the following hours:

- Monday - Friday: 8.00am - 9.00pm
- Saturday: 8.00am - 6.00pm
- Sunday: Closed
- Public Holiday: Closed

4: Using either a title, author, subject, ISBN, series or call number, type on the search tab as shown above. It will display the item call number which will help in retrieving the item from the shelves.

The screenshot shows the Kirinyaga University Library search page. The browser address bar displays the URL: `opackyu.ac.ke:8002/cgi-bin/koha/opac-search.pl?a=+Economics+Simplified++`. The page header includes the text "Select library catalog" with an orange arrow pointing to the "Library catalog" dropdown menu, and "Type the search keyword (S) here" with a red arrow pointing to the search input field. The main header features the "Kirinyaga University Library" logo. Below the search bar, the text "The item" is enclosed in a box with a blue arrow pointing to the search results. The search results section, titled "Your search returned 2 results", lists two items:

- Economics Simplified Saleem, Nisar Ahmad**  
Material type: Book; Format: print; Literary form: Not fiction  
Publisher: Nairobi Saleemi publications ltd 1981  
Availability: **Items available for loan:** Kirinyaga University Library (Call number: HB171.5 .S25 2007) (3). Checked out (4). Lost (1).  
Place hold Add to cart
- Economics simplified Saleem, Nisar Ahmad**  
Material type: Book; Format: print; Literary form: Not fiction  
Publisher: Nairobi saleemi publications ltd 2007  
Availability: **Items available for loan:** Kirinyaga University Library (Call number: HB171.5 .S25 2010) (2). Checked out (2).  
Place hold Add to cart

5: The OPAC is able to show the availability status of an item, the present location of an item i.e. kirinyaga university library as well as the shelving location as shown below

**Economics Simplified** Saleemi, Nisar Ahmad

Material type: Book  
 Publisher: Nairobi Sal...  
 Description: 572p.  
 ISBN: 9966-28-982-8...  
 Tags from this library: ...  
 average rating: 0.0 (0 votes)

**Holdings (8)**

Item type	Current location	Item call number	Status	Date due	Barcode	Item holds
Long Loan Book	Kirinyaga University Library General Stacks	HB171.5 .S25 2007	Checked out to Moses Ayuka (BE100/G/2279/16)	11/15/2016	KYUC/2013/3815	
Long Loan Book	Kirinyaga University Library General Stacks	HB171.5 .S25 2007	Checked out to Wanjiku Wambugu Hannah (271)	04/11/2018	KYUC/2014/4227	
Long Loan Book	Kirinyaga University Library General Stacks	HB171.5 .S25 2007	Checked out to Alice Muniye (BE100/G/2254/16)	04/16/2018	KYUC/2013/3814	
Long Loan Book	Kirinyaga University Library General Stacks	HB171.5 .S25 2007	Lost Checked out to Benjamin Liku (HR-211-0159-2012)	09/17/2015	KYUC/2008/1781	
Long Loan Book	Kirinyaga University Library General Stacks	HB171.5 .S25 2007	Available		KYUC/2013/3817	
Long Loan Book	Kirinyaga University Library General Stacks	HB171.5 .S25 2007	Available		KYUC/2013/3816	

6 OPAC account provides a summary of a patron and allows for updating of patron details as shown Below. To view the details of a given summary, select the title and view. it also shows if a given item has a fine or not.

opac.kyu.ac.ke:8002/cgi-bin/koha/opac-user.pl

Home · SIMON GACHERU

Open

Hello, SIMON GACHERU

Click here if you're not Mr SIMON GACHERU

Checked out (1)

1 Item(s) checked out

Title	Due	Call no.	Fines
<a href="#">Economics simplified</a>	04/24/2018	HB171.5 .S25 2010	No

Download as iCal/.ics file

your summary

your fines

your personal details

your tags

change your password

your search history

your reading history

your purchase suggestions

your messaging

your lists

Email: [enquiries@kyu.ac.ke](mailto:enquiries@kyu.ac.ke) | Website: [www.kyu.ac.ke](http://www.kyu.ac.ke)