## **Online Public Access Catalogue (OPAC)**

## 1- Main Page

Go to NUML main website numl.edu.pk scroll down to Quick Links

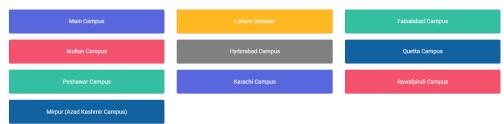
% Quick Links								
NUML RTI Compliance	E-libra	ary Sc	holarships		stration	Online QE	EC	Results
Downloads	Tende	) Hrs	NEWS	Profession	al Trainings	<b>1</b> Thesis Defe	ence	Hostels Form
Publications System	High Achie	evers Da	atesheets		ment System	Placement S	ystem	HR System
Trans	portal	Success Stories		MS	Student C	learance	OPAC	•

## 2- Online Public Access Catalogue (OPAC)

Choose you campus



(Note: Please click below to access your respective OPAC)



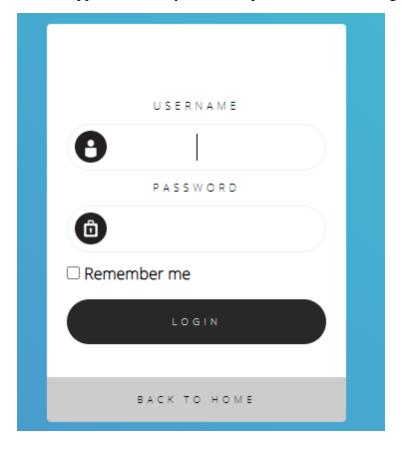
#### Click on $\equiv$ icon



The menu at right side shows you different options. For library administration, you need to login as Librarian. Click on 'Librarian LOGIN'.

ONLINE PUBLIC ACCESS CATALOGUE (LAHORE CAMPUS) Nutrioral University Of Modern Language	MENU	×
	Home	
	Library News	
	Library Information	
	Library Location	
SEARCH	Member Area	
	Librarian	
start it by typing one or more keywords for title, author or subject	Help on Search	
SEARCH	Librarian LOGIN	
Advanced Search	About SLIMS	
	SELECT LANGUAGE	
	English	

Following login screen will appear. Provide your id and password and click login button.



After successful login, you will see the following administrative dashboard.

	Elbrary Administration				0				
ADMINISTRATOR									
# SHORTCUT	CLICK HERE TO REPAIR THE TABLES								
an DASHBOARD		check configuration file or you won't be able to do any d	atabase backups.						
🖵 орас	You are logged in as Super User. With great power co	You are logged in as Super User. With great power comes great responsibility.							
BIBLIOGRAPHY	- 0		- 0	0					
CIRCULATION	Total of Collections	Total of items	Lent	Avail	lable				
A MEMBERSHIP									
# MASTER FILE	Latest Transactions			Summary					
STOCK TAKE									
SYSTEM									
REPORTING									
SERIAL CONTROL									
N LOGOUT				Total	0				
				New	0				
	Loan Return			Return	0				
	Loan Return Extend			Extends	0				

All bibliographic data i.e. book related information is available under BIBLIOGRAPHY menu. You can add new book as NEW BIBLIOGRAPHY under this menu. To add new book, click on BIBLIOGRAPHY and then click on ADD NEW BIBLIOGRAPHY.

	BIBLIOGRAPHIC	*	
		e repaired.	
ADMINISTRATOR			
A SHORTCUT			
DASHBOARD		n is not right! Please check configuration file or you won't be ab With great power comes great responsibility.	le to do any database backups.
🖵 ОРАС	E CHECKOUT ITEMS	wargreat power comes great responsibility.	
BIBLIOGRAPHY		0	0
O CIRCULATION		Total of Items	Lent
A MEMBERSHIP			
NASTER FILE			
STOCK TAKE	TOOLS		
SYSTEM			
REPORTING			
SERIAL CONTROL			
X LOGOUT			
200001			

The ADD NEW BIBLIOGRAPHY page looks like below screenshots. Here, we need to entry different bibliographic information of a certain book.

	Bibliographic						
ADMINISTRATOR	Search	All Fields	V SEARCH			BIBLIOGRAPHIC LIST	ADD NEW 1
shortcut	SAVE						
DASHBOARD	Title*						
🖵 орас	litle*						
BIBLIOGRAPHY	Author(s)	ADD AUTHOR(S)					
MEMBERSHIP							
/ MASTER FILE	Statement of Responsibility						
STOCK TAKE	Edition						
SYSTEM	Specific Detail Info						
REPORTING	Specific Detail into						
SERIAL CONTROL	item(s) code batch generator	ADD NEW PATTERN					
X LOGOUT		Choose pattern	*	Total item(s)	Collection Type	Location	
	GMD	Text •					

Let's have a look on some basic fields:

Add Author

- 1. **TITLE:** Enter Book Title as it is appeared on the book. Add subtitle after main title following a colon (:). If there is any parallel title, add that one after an equal (=) sign.
- 2. **AUTHOR:** In OPAC, you can add as many as authors according to your book. All the authors, editors, translators and contributors should be added in OPAC. This will help users to find by any author or contributor's name. It is always advised to entry author in reverse mode i.e. surname first, then remainder part of the author. If you don't follow this rule, there will be no problem in searching, but it will not be possible to generate citations.

Author Name	Personal Name 🗸	Primary Author	~
NO DATA FOUND			*
			-
INSERT TO BIBLIOGRAPHY			
	AUTHORS/ROLES		×

3. **STATEMENT OF RESPONSIBILITY:** When entering any author (contributors), we have to omit different words like: sir, Dr., PhD, and etc. Here, you can type the author name as it is printed on book.

- 4. **EDITION:** Entry edition number under this field. Do not use abbreviated version. Always use fully spelled edition like: Third edition, revised edition.
- 5. **GMD:** GMD means General Material Designation. In AACR2, GMD was an optional field. Since 2013, there is no GMD in RDA (AACR3).
- 6. **FREQUENCY:** To entry periodical items (to be managed under Subscription Kardex), you have to set documents publication frequency. Generally, for journals and magazines, kardex management is required to keep the arrival record. For Book entry, please DO NOT CHANGE the default value (Not Applicable).
- 7. ISBN/ISSN: Entry ISBN or ISSN number here. For ISBN, don't use any dash/hyphen.
- 8. **PUBLISHER:** Entry the publisher name as printed on book. For previously entered publisher, just type first 3 alphabets, it will show the matched publishers list. Just select your appropriate publisher's name.

Publisher	*	Select an Option
Publishing Year		mcg Q
Publishing rear	Ţ	McGraw-Hill Book
		McGraw-Hill Book Company
Publishing Place	2	McGraw-Hill Kogakusha Ltd
		McGraw-Hill
Collation		McGraw-Hill Kogakusha
Condition		McGraw-Hill Publishing Company
Series Title	3	McGran-Hill
		McGraw Hill
		McGrow-Hill

- 9. YEAR: Just add your book's copyright year here.
- 10. **PLACE:** Add book publishing place here. For previously entered places, just type first 3 alphabets and you will get the matching place list. Just select your desired place.
- 11. **COLLATION:** It is pages, illustrations and book size. First roman numbers, use comma, then total page numbers with p and colon (:) next ill.; for illustration and finally and book heights in cm ending with a full stop (.). Example: xvi, 180 p. : ill. ; 25 cm.

-		
	Statement of Responsibility	
ADMINISTRATOR	Edition	
# SHORTCUT	Specific Detail info	
DASHBOARD		
C OPAC	item(s) code batch generator	ADD NEW PATTERN
BIBLIOGRAPHY		- Choose pattern V Total item(s)Collection Type V Location
CIRCULATION	GMD	Test •
A MEMBERSHIP	Content Type	Not set
/ MASTER FILE		
STOCK TAKE	Media Type	Not set *
SVSTEM	Carrier Type	Not set *
REPORTING	Frequency	hot Applicable + Use this for Senal publication
SERIAL CONTROL	ISBN/ISSN	
N LOCOUT		

- 12. SERIES TITLE: Type your series title here.
- 13. CLASSIFICATION: Type your classification number here.

- 14. **CALL NUMBER:** Type your full call number here. When you entry class number at previous field, the number will show at this field automatically. Then add author mark following a space. To add year, just add after author mark following a space. Example: 332.21 ABC 2016
- 15. **SUBJECT:** Similar to author entry, add all possible related subjects one by one. First is primary subject and rest are additional.

word :	Торіс	Primary	
pe to search for exis	sting topics or to add a new one		
SERT TO BIBLIOGRAF	рну		

- 16. LANGUAGE: Select your book language here.
- 17. **ABSTRACT/NOTES:** Add abstract (if available) here. Any important notes including references and bibliography can also be added here.
- 18. **IMAGE:** Choose your book cover image here. File size must be less than 500kb and type should be jpg, jpeg, png or gif.

	Publishing Place	Select an Option 🔹
ADMINISTRATOR	Collation	
# SHORTCUT	Series Title	
a DASHBOARD	Classification	Select an Option 🔹
🖵 ОРАС	Call Number	
BIBLIOGRAPHY	Subject(s)	ADD SUBJECT(S)
O CIRCULATION		
MEMBERSHIP		
MASTER FILE		
STOCK TAKE	Language	Indonesia +
SYSTEM	Abstract/Notes	
REPORTING		
SERIAL CONTROL	Image	Choose file Browse Maximum 5000 KB
# LOGOUT	File Attachment	ADD ATTACHMENT

19. **FILE ATTACHEMENT:** To upload any digital file like pdf and mp4, type a title, click on ADD ATTACHMENT, select your file, tick the check box for permitted groups and upload.

UPLOAD NOM	URL :
Trile* :	Description :
Repo. Directory : Repository ROOT •	Access : Public +
File To Attach : Choose File No file chosen Maximum 20480 KB	Access Limit by : Estandard Member Type

20. Skip other fields and SAVE.

	Image	Mimage cover	Choose file	Browse Maximum 5000 KB			
ADMINISTRATOR	File Attachment	ADD ATTACHMENT					
# SHORTCUT							
🚳 DASHBOARD							
- OPAC							
BIBLIOGRAPHY	Related Biblio Data	ADD RELATION					
O CIRCULATION							
MEMBERSHIP							
MASTER FILE	Hide in OPAC	Show					
STOCK TAKE		O Hide					
SYSTEM	Promote To Homepage	Don't Promote					
REPORTING		○ Promote					
SERIAL CONTROL	Label	🗆 New Title 🛛 🔊	bel-new Enter a website link/URL to make this label clic	kable			
X LOGOUT		🗆 Favorite Title 🛛 🔊a	bel-favorite Enter a website link/URL to make this label	clickable			
		🗆 Multimedia 🛛 🕅 🖓 a	bel-multimedia Enter a website link/URL to make this I	abel clickable			
	SAVE						

Now, your bibliographic information is saved. But still you have to add accession numbers which is known as Item in OPAC. Just after bibliographic data saved, the edit page will appear. Click on EDIT button at top right corner. Add new item form will appear. Let's see how to add new item.

### ADD NEW ITEMS

- i. First, you have to provide ITEM CODE which is your accession number.
- ii. Then, if required, update your call number.

Family cookbook	
WK	
My Library 🔹	
	: wk

- iii. Select Collection Typeiv. Fill or Select other information and SAVE. Then UPDATE.

Collection Type       :       Reference         Item Status       :       Available         Order Number       :				*
Item Status     :     Available       Order Number     :       Order Date     :       21-Sep-2018	Source	: Buy Prize/Grant		
Item Status : Available   Order Number :  Order Date : 21-Sep-2018	Supplier	: Not Applicable 🔻		
Item Status : Available   Order Number :	Receiving Date	: 21-Sep-2018	Ê	
Item Status : Available •	Order Date	: 21-Sep-2018	Ê	
kererence •	Order Number	1		
Collection Type : Reference •	Item Status	: Available 🔹		
	Collection Type	: Reference <b>•</b>		

Supplier	: Not Applicable •	
Source	: ⊛ Buy ⊙ Prize/Grant	
Invoice	1	
Invoice Date	: 21-Sep-2018	
Price	: 0	
	NONE •	
SAVE		
	ITEMS/COPIES	x

#### MEMBERSHIP

#### Add new member

Member ID: Membership number without space

Member Name & Designation: Member name, designation

Birth Date: Date of Birth

Member Since: Can be similar to registration date

Registration Date: Registration date

Expiry Date: Expiry date can be auto set or select manually

**Department and Institution:** Entry member's department and institution if required Membership

Type: Select membership type. It is basically course name for students. Sex: Select Gender

Permanent Address: Type permanent address in full

Postal Code: Type postal code

Present Address: Type present address in full

Phone Number: Mobile number

Fax: You can Skip

NID or Personal ID Number: NID number

Course name and notes: Type course name and/or any notes if required

Pending Membership: don't tick Photo: select members photo Email: members email address

New Password: 1234

# Confirm Password: 1234 Then Save.

	Membership					
ADMINISTRATOR	Search		SEARCH			MEMBER LIST ADD NEW MEMBER VIEW EXPIRED MEN
# SHORTCUT	SAVE					
DASHEGARD	Member ID*					
C OPAC	Member Name*					
BIBLIOGRAPHY	Birth Date*			66		
CIRCULATION	Di Ci Di Ci			<b>m</b>		
MEMBERSHIP	Member Since*		13-Mar-2023			
A MASTER FILE	Register Date*		13-Mar-2023	) <b>(11)</b>		
STOCK TAKE	Expiry Date*		Z Auto Set			
SYSTEM				1		
REPORTING	Institution					
X LOGOUT	Membership Type*		Standard	~		
	Sex					
			O Male Female			
	Sex		O Male Female			
ADMINISTRATOR			• remain			
SHORTCUT	Address					
DASHBOARD	Postal Code					
OPAC	Mail Address					
BIBLIOGRAPHY						
CIRCULATION	Phone Number					
MEMBERSHIP	Fax Number					
MASTER FILE	Personal ID Number					
STOCK TAKE	Notes					
SYSTEM						
REPORTING	Pending Membership	: (	□ Yes			
SERIAL CONTROL	Photo	-	Pimage cover	Choose file	Browse Maximum 5000 KB	
LOGOUT	E-mail					
	New Password					