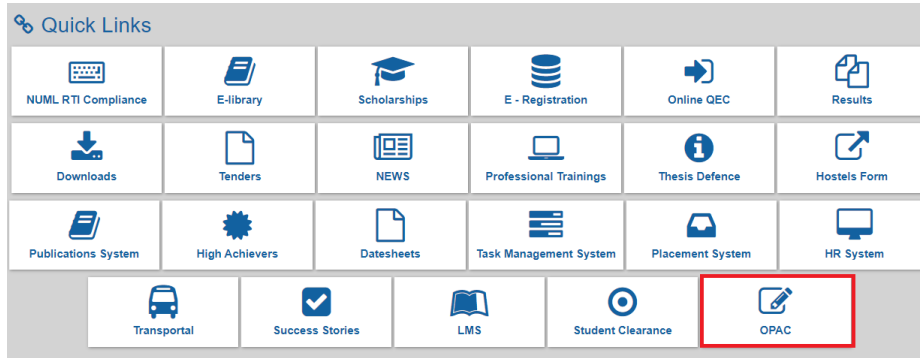


# Online Public Access Catalogue (OPAC)

## 1- Main Page

Go to NUML main website [numl.edu.pk](http://numl.edu.pk) scroll down to **Quick Links**

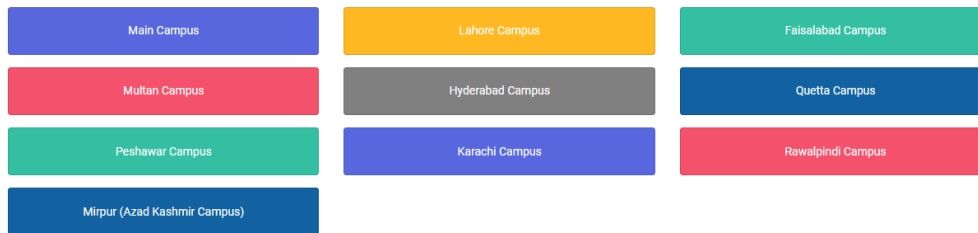


## 2- Online Public Access Catalogue (OPAC)

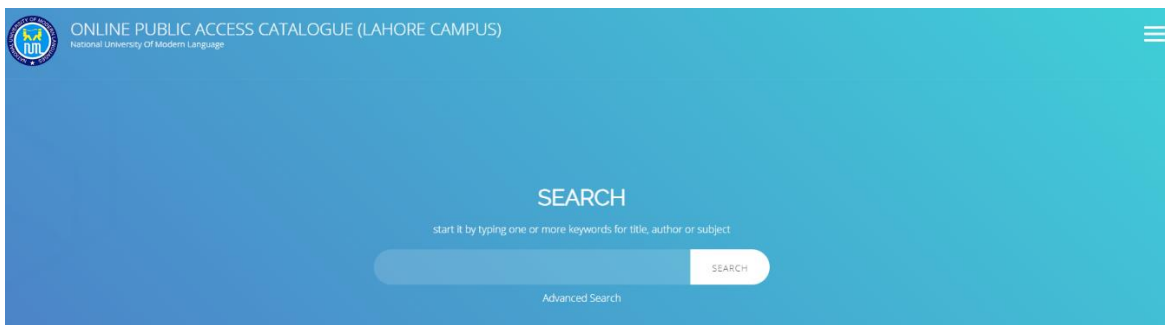
Choose you campus

### Online Public Access Catalogue (OPAC)

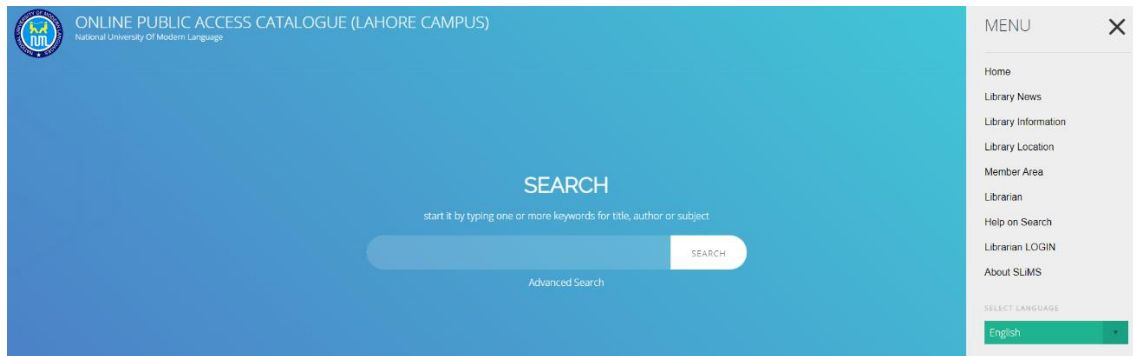
(Note: Please click below to access your respective OPAC)



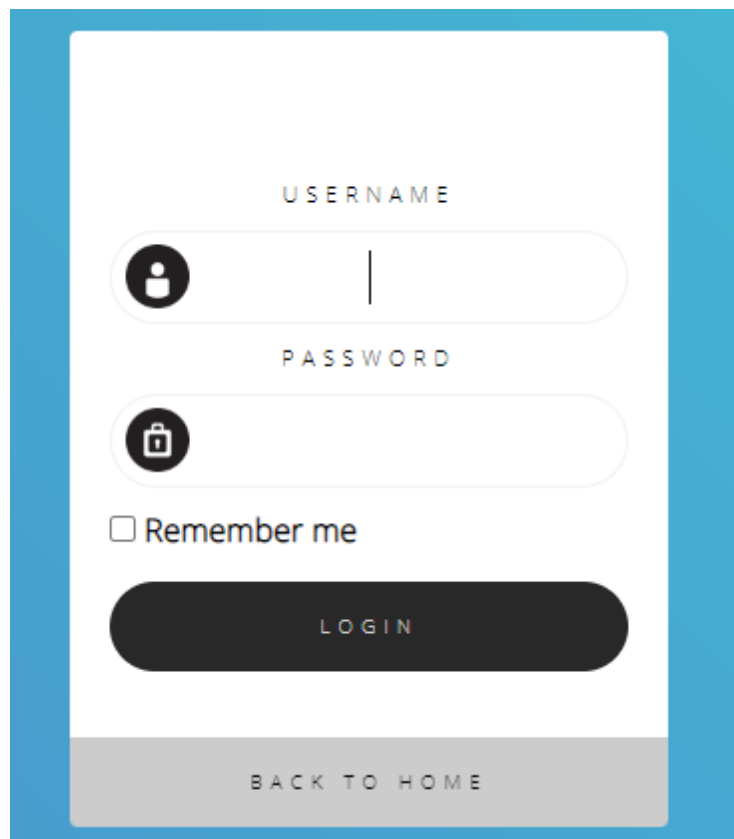
Click on ≡ icon



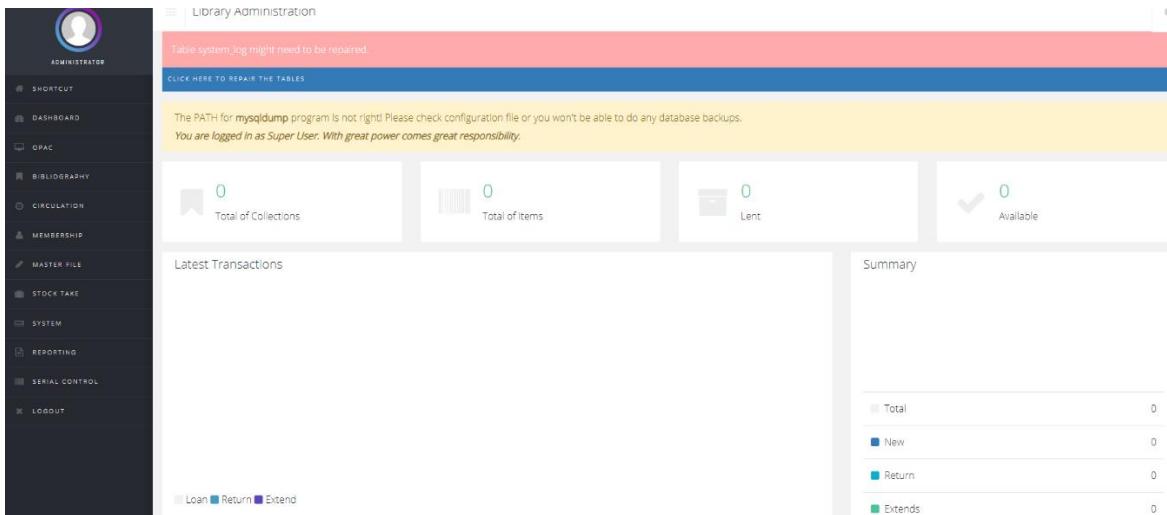
The menu at right side shows you different options. For library administration, you need to login as Librarian. Click on 'Librarian LOGIN'.



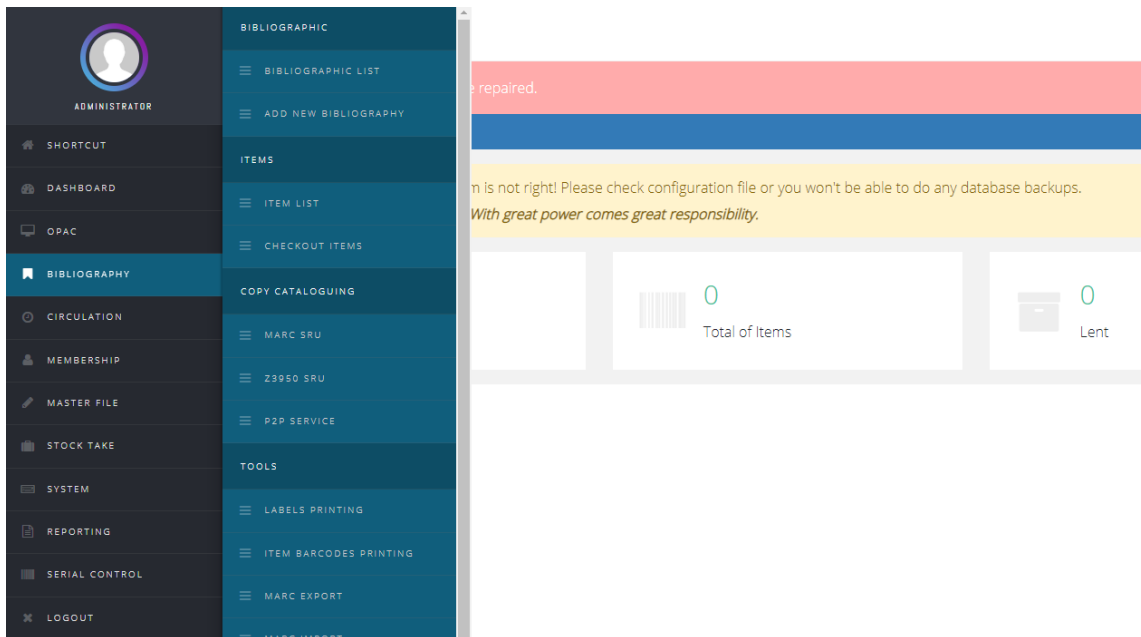
Following login screen will appear. Provide your id and password and click login button.



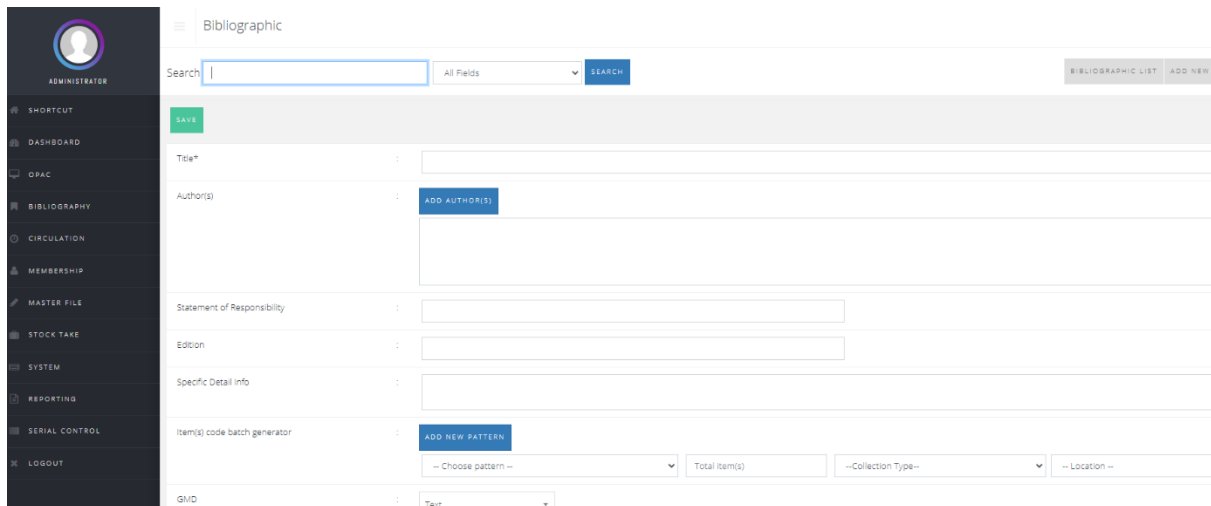
After successful login, you will see the following administrative dashboard.



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**.



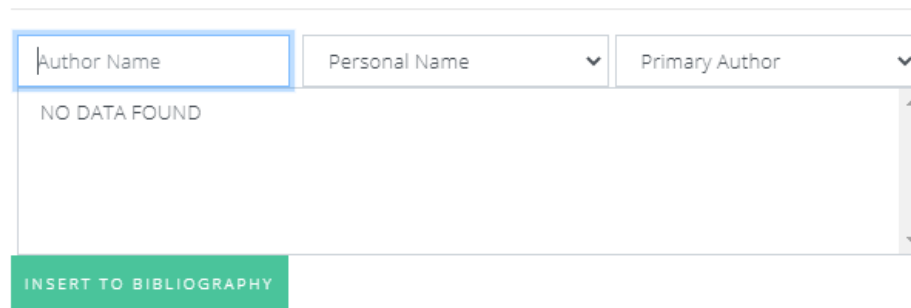
The ADD NEW BIBLIOGRAPHY page looks like below screenshots. Here, we need to entry different bibliographic information of a certain book.



Let's have a look on some basic fields:

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.

#### Add Author



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.

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.

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.

Keyword :  Topic  Primary

Type to search for existing topics or to add a new one

[INSERT TO BIBLIOGRAPHY](#)

[SUBJECTS/TOPICS](#) ✕

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.

**ADMINISTRATOR**

SHORTCUT

DASHBOARD

OPAC

BIBLIOGRAPHY

CIRCULATION

MEMBERSHIP

MASTER FILE

STOCK TAKE

SYSTEM

REPORTING

SERIAL CONTROL

LOGOUT

Publishing Place :

Collation :

Series Title :

Classification :

Call Number :

Subject(s) : [ADD SUBJECT\(S\)](#)

Language :

Abstract/Notes :

Image :  [Choose file](#) [Browse](#) Maximum 5000 KB

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 NOW](#)

Title\* :

Repo. Directory :

File To Attach : [Choose File](#) No file chosen Maximum 20480 KB

URL :

Description :

Access :

Access Limit by Member Type :

## 20. Skip other fields and **SAVE**.

Image : image cover Choose file Browse Maximum 5000 KB

File Attachment : ADD ATTACHMENT

Related Biblio Data : ADD RELATION

Hide in OPAC :  Show  Hide

Promote To Homepage :  Don't Promote  Promote

Label :  New Title label-new Enter a website link/URL to make this label clickable  
 Favorite Title label-favorite Enter a website link/URL to make this label clickable  
 Multimedia label-multimedia Enter a website link/URL to make this label 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**.

**SAVE**

Title : Family cookbook

Item Code :

Call Number :

Inventory Code :

Location :

Shelf Location :

ITEMS/COPIES **X**


iii. **Select Collection Type**


iv. **Fill or Select other information and SAVE. Then UPDATE.**

Collection Type :

Item Status :

Order Number :

Order Date :  

Receiving Date :  

Supplier :

Source :  Buy  
 Prize/Grant

ITEMS/COPIES **X**



Supplier : Not Applicable ▾

Source :  Buy  
 Prize/Grant

Invoice :

Invoice Date : 21-Sep-2018 📅

Price :   
 NONE ▾

SAVE

ITEMS/COPIES ✕

## 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

Search

Member ID\* :

Member Name\* :

Birth Date\* :

Member Since\* :

Register Date\* :

Expiry Date\* :  Auto Set

Institution :

Membership Type\* :

Sex :  Male  Female

ADMINISTRATOR

SHORTCUT

DASHBOARD

OPAC

BIBLIOGRAPHY

CIRCULATION

MEMBERSHIP

MASTER FILE

STOCK TAKE

SYSTEM

REPORTING

SERIAL CONTROL

LOGOUT

Sex :  Male  Female

Address :

Postal Code :

Mail Address :

Phone Number :

Fax Number :

Personal ID Number :

Notes :

Pending Membership :  Yes

Photo :    Maximum 5000 KB

E-mail :

New Password :