OPAC USER GUIDE

Welcome

- For now, you can search our catalogue for: Fiction, Biography, Art and Architecture, Fine Arts and Natural Sciences (non-Cornish). You cannot search Fiction by subject or keyword.
- Use our card catalogue to find books held in other rooms we'll be adding more titles online as we progress.
- You can't reserve or borrow the books using KOHA, but you can still locate them in the Library.
- Not a member yet and want to start borrowing books? Visit our website or come to the desk to sign up.





Password MorGuest1

How to use our OPAC

Visit <u>morrablibrary.mykoha.co.nz/</u> and login using the details above. To search the OPAC you can enter your search words in the search box at the top of the page or click on the 'Advanced search' link to perform a more detailed search.

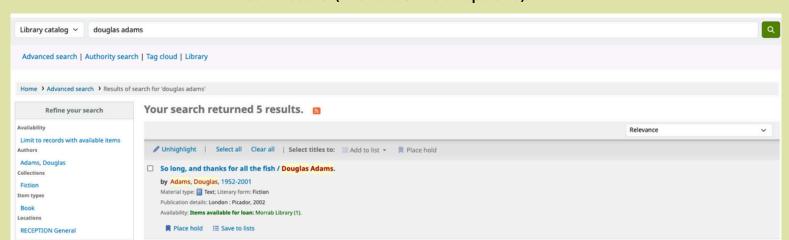


The drop down menu to the left of the search bar allows you to search by specific criteria (Author, Title, Subject etc).

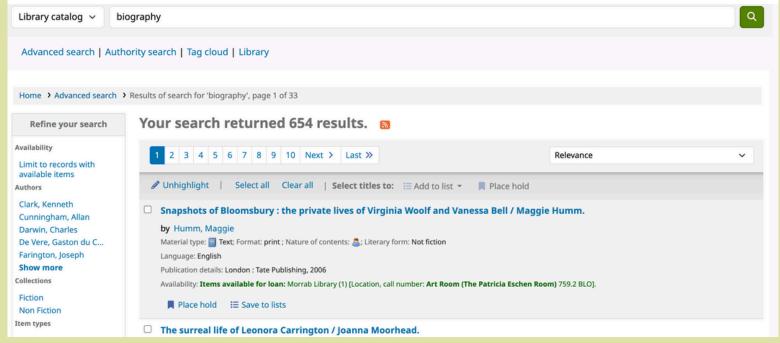
Search results

The results of your search will be on the next screen you see. Each entry will be listed below. Click on one of the **bold** blue title to see the full item record and view it in more detail.

Advanced search allows you to refine your search by publication date range, language, multiple keywords etc. If a definitive result is found for your search - you will be taken straight to that item record (without a list of options).



THE MORRAB LIBRARY

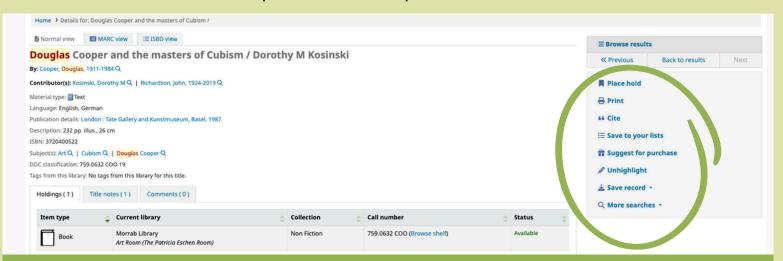


Non Fiction Subjects & Keyword searches

Using the left hand drop down list next to the search bar, you can choose to explore our catalogue by subject. This will allow you to use a keyword or subject if you do not know the exact publication you are looking for. You cannot search Fiction by subject or keyword at this time.

As you can see in the example above this text - searching 'Cornwall' as the subject will pull up results with Cornwall in the name and items that have been tagged as relating to Cornwall.

It is worth noting that while searching, you may need to use variations of a word for example: **Cornwall, Cornish, Kernow.** If you cannot find what you are looking for, please contact the Library by phone, email or drop in to see us.



Borrowing

At this time, books are not able to be borrowed using the KOHA system. This catalogue is available so you can browse what we have catalogued so far. It is being added to every week - it doesn't reflect the whole collection yet. If you don't find the title you are looking for, please get in touch to see if we have a copy.

The 'place hold' button on the right hand side of an item's record **will not work** if pressed (See above). To borrow or reserve books from the Library, you will still need to ask at the desk or phone us.

If you wish to view a citation for the record you are viewing, press the Cite button.