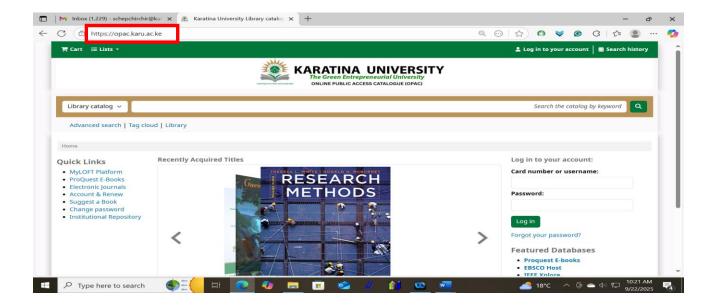
## **HOW TO USE ONLINE PUBLIC ACCESS CATALOGUE (OPAC)**

#### You'll need:

a computer, smartphone or a tablet connected to the internet (through an internet cable or Wi-Fi connection)

# Follow these step-by-step instructions to access library OPAC web page; Step 1:

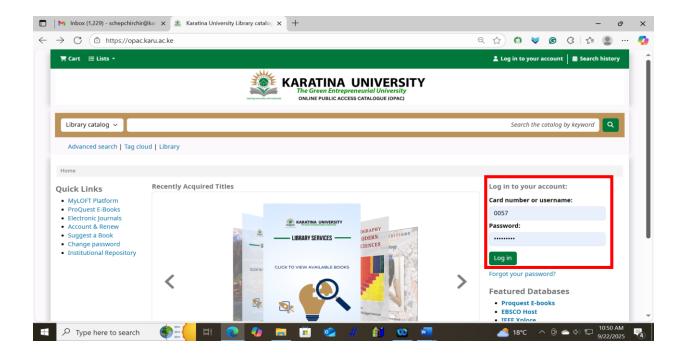
- ✓ Open up Google Chrome, Mozilla Firefox or Internet Explorer on your device, enter in the address bar <a href="http://opac.karu.ac.ke">http://opac.karu.ac.ke</a> and press the enter button
  Or
- ✓ Use the shortcuts link to the OPAC from the university library web page.



### Step 2:

Log in with your **USER ID** and **PASSWORD**;

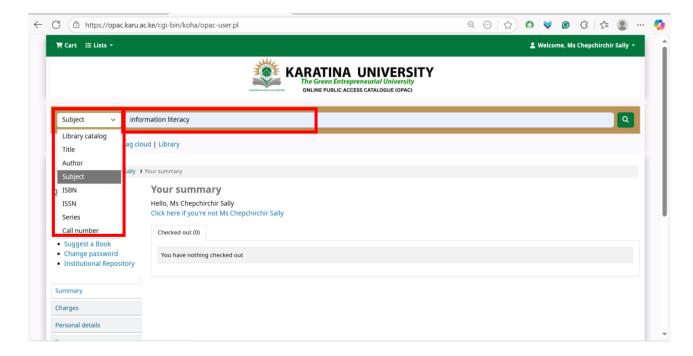
Use the following for User ID/Card Number. Registration Number e.g. P108/1112G/25 as a student and Staff-PF No e.g. 01000, enter your password then login.



# Step 3:

Click on the drop-down menu provided.

Enter a search term/phrase into the search box provided in the OPAC webpage and click GO. Note: You can select the keyword, subject, title, author. By limiting the number of terms entered to the search box, you'll have broad results to browse from. The higher the number of terms entered the more specific the results.



**Step 4:** Click on "go" button upon which the screen with search results will appear; **Where you can check;** 

- The shelving location of the item, that is, short loan or general collection,
- The call number e.g. RB45 .B35 2017
- Availability status of the item, that is, either on loan or available.

Click on the item title for further information, i.e. number of items and their location.

