About JFKL's Virtual OPAC

📖   Provides patron access to bibliographic information on books, journals, and multimedia materials available in JFKL'S library

📖   Patron able to search, request and renew
📖   books online

📖   Patron able to view their detailed Account and Activity information

📖   These instructions serve as a guide to help you familiarize yourself with the navigation of the various functions of OPAC.

¨**Use the OPAC to:**

📖   find books on selected subject areas
📖   ascertain availability of books
📖   know the location of books
📖   view details of your account and activity
📖   renew, request books

What is OPAC
OPAC stands for **Online Public Access Catalogue**. It is an integrated catalogue of all books, periodicals, audiovisuals materials and multimedia located in JFKL library.

Features:
Access the Information Centers collection from any computer anywhere with Internet connection and runs a web browser.

Search the Information even when the library is closed.

Perform powerful searching by title, author, subject, keyword and advanced search terms.

Check the availability of an item

Link to cross references and additional titles with the same subject/keyword or titles by the same author.

Perform a virtual browse of the Information shelves by call number of the item.

Execute, view and print searches from the web browser for quick reference.

How to login to my OPAC account? (For current Japan Foundation Kuala Lumpur members only)

If you wish to access to your OPAC, you will need to key in your **Patron ID and Password**
Patron ID: **Your JFKL membership number** (KLXXXXX)
Password: **Your new Identification Card number (IC No.)/Birth dates /Passport No.**

HOW TO BEGIN

Click at the patron access at the top of the page. Enter your username and password. Please request password from the librarian through email, at the counter and phone call.

Patron Account

Welcome NICK CHIN CHEE BIN
(KL04856) more info

You currently have the following circulation activity:

0	Requested Items
0	Items that you have Checked Out
0	Items Overdue
0	Booked Items

Your library account currently has a balance of:

RM0.00   Fines & Fees

Account Information

Fee or Fine Category Assessment
Total   RM0.00
more info

Patron name and the account information will appear. Patron may check their fines , due item and what kind of item they borrow.

If patron have fine the amount will appear in the account information.

Searching using Quick Search, Keyword Search, Browse Search, Heading Keyword Search.

       Patron may choose to search by Quick Search, Browse Search, Keyword , Heading Keyword. In each of the searching area have the filter options patron may choose from the session.

How to use Browse search

Browse

Search Terms:

[   ]

Author ▾
Author
Title
Subject
Publisher
Call Number
Journal Title

It allows you to perform a search of the database in the specified index of headings

Patron may choose to browse under the name of author, Title, subject, publisher or call number.

Browse

Search Terms:

[ikebana]

[Title ▾]

[Search]

Database:
JFKL

If patron choose through the title _ikebana_ , result of the title with ikebana will appear at the screen

You searched JFKL - Title: ikebana

Hit Count Scan Term

1	Ikebana
1	Ikebana: 101 plants & 478 arrangements
1	Ikebana : a new illustrated guide to mastery
1	Ikebana at home
3	Ikebana expressions
1	IKEBANA Ichiyo School
1	Ikebana : Ichiyo school
1	Ikebana : season to season
1	Ikebana with the seasons
3	IKEBANA 101 Plants & 478 Arrangements

« 30 « 20 « 10 « Back | Forward » 10 » 20 » 30 »

How to use keyword search

What is Keyword Search

Keyword search **allows you to do a keyword search on any indexed field of the bibliographic records stored in the database. This search type can include options to join multiple search terms or to submit a search to multiple databases**

Click on Keyword to select the Keyword Search screen

Patron can type in the title ikebana in the <u>word</u> column and <u>search type</u> put the item under title column.

Result of Keyword Searching

Records 11 through 20 of 26

[Save to Cart] [Check 11-20] [Clear All]

11
full
items(1)
marc
Add To Subset

Select to add
record to cart
☐

Number Available: 1
Available At: JF Library
Request [Request]
Call Number 745.92252 OHN
Author Noriko Ohno
Title Ikebana : season to season
Publisher Tokyo Kodansha International 1995
Material 132 p. : ill. (some col.) ; 21 cm.

12
full
items(1)
marc
Add To Subset

Select to add
record to cart
☐

Number Available: 1
Available At: JF Library
Request [Request]
Call Number 745.92252 IKE
Author Sen'ei Ikenobo
Title Ikenobo ikebana : Shimputai style
Publisher Tokyo Shufunotomo Co. 1997
Material 144 p. : col. ill. ; 27 cm.

13
full
items(1)
marc
Add To Subset

Select to add
record to cart
☐

Number Available: 1
Available At: JF Library
Request [Request]
Title 4.Ikebana 日本の伝統文化　生け花
Publisher NHK 0

This record shows that the titles with ikebana will appear in any fields.

Heading Keyword

Allows you to search one of the heading keyword indexes for the specified term or phrase. This can inlude options to join multiple search terms.

Other than that, Heading Keyword give the ability to do keyword searching of _authority records_.
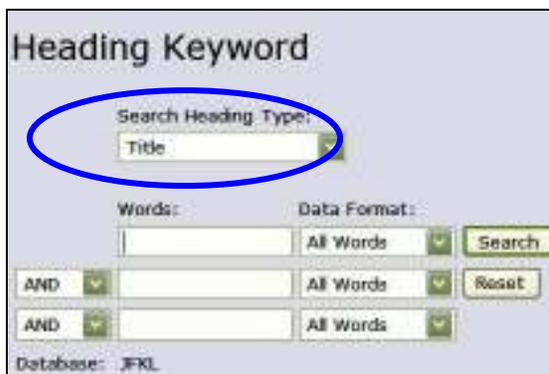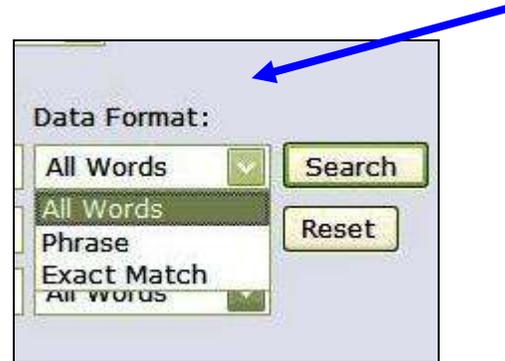
Note:
All Words: The term contains one or more words. Headings only match if they contain all of the listed words.

Phrase: The term contains a single phrase. Headings match if they contain the phrase anywhere in the heading.

Exact Match: The term contains a phrase that must be the beginning of the heading, in the same manner used to find a heading in the browse option.

RENEWAL

Welcome FAUZIAH (JF19)more info

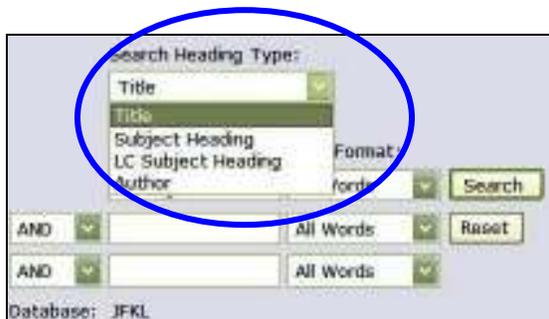You currently have the following circulation activity:

0	Requested Items
1	Items that you have Checked Out
0	Items Overdue
0	Booked Items

Your library account currently has a balance of:

RM0.00   Fines & Fees

Checked-Out Items

Due Date	Title	Call Number	Notice	Status	Actions
25-3-2010 23:59	FRENS OF MALAYSIA IN COLOUR	587.31		Checked Out	Select for Renewal ☐

more info

[Select All]   [Renew]   [Clear]

If patron want to renew online please select first which item to be renew. Then click at the renew button and the new due date will appear at the screen.

REQUEST

first record | previous record | next record | last record

full | items(1) | marc

Record 1 of 1
You searched JFKL - Title: ISSA

Author	柳沢京子
Title	ISSA-HAIKU　きりえ一茶48句
Publication	風塵社 0
Subject	一般
Subject	新書
Subject	風塵社
Language	JAPANESE

Checked Out	0	On Reserve	0
Available	1	Requested	0
On Hold	0	Other	0
Total Items	1		
Unsatisfied Requests	0	Total Requests	0

Items 1 - 1 / 1

Item Barcode Call Number Shelf Location Item Class Copy Status

1 J01330   JF Library   Book   0   Available

☐ **Select for cart**   Request

Save to Cart

"**Request"** allows patron to request/ reserve books for which the status is recallable.

Online Request can only be done if the book status is shown as "checked out"

"**Recallable"** status means the book has been loaned out

HOW TO VIEW CART

To view Cart screen, click the Cart link

Cart

The Cart is currently holding 1 record.

⦿ Refresh Cart

◯ Delete Selected Records

◯ Clear Cart

◯ Save or Print Cart   [Brief View ▾]

◯ E-mail

[Submit]

To edit Cart records, click the radio button next to the desired action and click the Submit button.

Request	You must log in to make a request.
Title	Principle : centered leadership / by Stephen R. Covey.
Author	Covey, Stephen R.
Subject	Management.
Subject	Leadership.
Call Number	158.4 COV
Publication	New York : Summit, 1991.

☐ Check to select this record for deletion.

Save And Reload Session

Save session allows patron to save the contents of the current session or load a saved session. Session means the Search History and the contents of the Cart.

Save Session

Patron may load or save a former searching session or current searching session from here. Please be advised that the duration of time that your session remains on the server is at the discretion of the sys admin.

Current Session ID 2009032815291107611

Enter the session ID in the box below and click the Load Session button.

Load Session

End & Save Session

Enter the saved session number and click the Load session button