

NATIONAL LAW UNIVERSITY ODISHA

Library

(OPAC User Manual)

Link: <http://192.168.0.9:8001/> (intranet) & <http://14.139.213.74:8001/> (internet)

1. Your Account

Managing the patron's account from the OPAC.

You must be logged in in order to view information about your account. (Login name is your Employee code or Roll no. , e.g. NLUOT45, 2014BALLB23 and default password is 'university').

ONLINE PUBLIC ACCESS CATALOGUE
NATIONAL LAW UNIVERSITY ODISHA, CUTTACK
(We're Opened Together with the Future of Legal Education)

Search Library catalog All

Advanced search

Home

Our Website
Research Databases
Contact Us

Welcome to OPAC, National Law University Odisha!

The Online Public Access Catalogue (OPAC) provides access to search the holdings of library learning resources such as Books, Journals/Reports and Bare Acts. Explore the library in the search box at the top of this page or click "Advanced search" for additional search options. It also facilitates to reserve a book which is issued to someone else. Feel free to contact library for any assistance.

Log in to your account:
User:
Password:

Find out what's new!
New Items
-- Please choose --

When logged in, you can...

- View items checked out
- View items overdue
- View status of and cancel holds you have placed
- View fines you owe
- Submit a change to your password
- View your Reading History (also known as 'Checkout History')
- Manage your purchase suggestions (view status and add)
- Review and edit your lists

Example of account homepage is below...

The screenshot shows the account homepage for Abhishek Rai. At the top, there is a header with the university logo and name: "ONLINE PUBLIC ACCESS CATALOGUE NATIONAL LAW UNIVERSITY ODISHA, CUTTACK". Below the header is a navigation bar with "Welcome, Abhishek Rai" and a "Log out" link. A search bar is present with "Library catalog" and "All" filters. The main content area is titled "Hello, Abhishek Rai" and includes a "Click here if you're not Abhishek Rai" link. There are two tabs: "Checked out" (selected) and "Holds". Under the "Checked out" tab, it says "3 Item(s) checked out" and displays a table of items. On the left side, there is a sidebar with "Our Website" links (Research Databases, Contact Us) and a "your summary" section with links for "your fines", "your personal details", "change your password", "your reading history", and "your purchase suggestions".

Title	Due	Barcode	Call No.	Fines
WTO and international environmental law Goyal, Anupam	13/07/2015	3337		No
V. N. Shukla's constitution of India Singh, Mahendra P.	13/07/2015	2124	342.54 SIN/CON	No
Mulla on the Indian Contract act Wadhwa, Anirudh	14/07/2015	8974		No

Here's what the tabs do...

Your Summary

'Checked Out'

- Click on the 'your summary' tab
- Click on the tab 'Checked Out' to view the items you currently have checked out

NOTE: This is the default view from the account homepage.

TIP: You can see both overdue and non-overdue items from this page. In case of overdue items they will have a red 'due date'.

The screenshot shows the "Overdue" tab selected. It displays "2 Item(s) checked out" and a table of items with red due dates. The items are "Company law and practice" and "Fundamentals of corporate accounting".

Title	Due	Barcode	Call No.	Fines
Company law and practice Majumdar, A.K.	13/07/2015	10280	346.066 MAJ/COM	No
Fundamentals of corporate accounting Sehgal, Ashok	13/07/2015	10327	657.95 SHE/FUN	No

'Overdue'

- Click on the 'your summary' tab
- Click on the tab 'Overdue' to view ONLY the items you currently have overdue

'Holds'

- Click on the 'your summary' tab
- Click on the 'Holds' tab

Title	Placed on	Expires on	Pick up location	Priority	Status	Modify
Dictionary of human resource management Heery, Edmund (ed.)	11/07/2015	Never expires	NLUO		Item waiting at NLUO since 11/07/2015	

- This will list all items you have on hold and their statuses

Title	Placed on	Expires on	Pick up location	Priority	Status	Modify
Fundamental rights and their enforcement Rai, Udai Raj	11/07/2015	Never expires	NLUO	1	Pending	Cancel

- To cancel a hold, just click the 'Cancel' button next to the hold in question
- You will be asked to confirm if you are sure

'Fines'

- Click on the 'your summary' tab
- Click on the 'Fines' tab

Amount
You currently owe fines and charges amounting to: 20.00

- For libraries that charge files, this will show you your total balance.
- TIP: To see you entire account information click on the 'your fines' tab

Your Fines

- Click on the 'yours fines' tab

Fines and charges

Date	Description	Fine amount	Amount outstanding
03/05/2015	Lost Item Untouchable 12455 Untouchable	0.00	0.00
03/05/2015	Ancient Indian law	100.00	0.00
03/05/2015	F 11288 Ancient Indian law	120.00	20.00
03/05/2015	F 11288 Ancient Indian law	120.00	0.00
20/12/2014	11272 Indirect taxes made easy	-10.00	0.00
20/12/2014	Late return fee for 11256 11272 Indirect taxes made easy	-10.00	0.00
04/12/2014		12.00	0.00
04/12/2014		-12.00	0.00
04/12/2014		25.00	0.00
04/12/2014		-25.00	0.00
03/12/2014		10.00	0.00
03/12/2014		-10.00	0.00
03/12/2014		12.00	0.00
03/12/2014		-12.00	0.00
		Total due	20.00

- This will list your account information (including credits and charges)

Your Personal Details

- Click on the 'your personal details' tab
- Your profile information will be available for there. If you need any modification in your personal details, please contact library to make necessary changes.

Change Your Password

- Click on the 'change my password' tab

Change your password

Your password must be at least 3 characters long.

Current password:

New password:

Re-type new password:

- From here you can change your login information for the OPAC
- TIP: Library staff cannot see or retrieve passwords for patrons. If a patron loses their password the only option is to have the library staff change the password from the staff client.










Your Reading History

- Click the 'your reading history' tab

Checkout history

Order by date ▾

Showing all items

Title	Item type	Call no.	Date
 Students referencer on indirect taxes Sekar, G.	 Book	343.5404 SEK/STA	11/07/2015
 Charitable and Religious Trusts Act 1920 (14 of 1920) Universal	  Book		10/07/2015
 Organizational learning perspectives & practices Basu, Bhaskar (ed.)	 Book		09/07/2015
 Learning organization Economist Intelligence Unit	 Book		08/07/2015

Your Purchase Suggestions

This will list all of the title suggestions and their order status

- Click the 'your purchase suggestions' tab
- From here you can view the status of each suggestion
- If you'd like to delete a suggestion, check the box and click the 'Delete Checked Items' button
- You can also add a new suggestion right from this page by clicking 'Add a purchase suggestion'

Your Lists

Patrons can keep their own private lists or create public lists to share with all visitors to the OPAC. This tab allows patrons to maintain their lists.

Lists

Your private lists Public lists

[New list](#)

List name	Contents	Type	
Books on Law	36 items	Private	 Edit  Delete

TIP: When deleting your lists you will be asked to confirm deletion of any list with items in it.

Use 'Lists' to...

- Create online Reading Lists for patrons
- Create lists of 'Favorites'
- Enable you to contribute to readers' advisory by creating your own lists and sharing them with the public

Lists come in three varieties:

- Private: Private Lists are just that- only able to be viewed and edited by the creator, but not by the public.
- Public: Public Lists can be viewed by all, but edited only by the list's creator.
- Open: Open Lists can be viewed by all and edited by all (logging in is not necessary). Open Lists will appear under the Public
- Lists heading on the OPAC.

2. Detail Page

The detail view is the page with all of the details about the title.

The screenshot shows a library OPAC detail page for the book "Fundamental rights and their enforcement" by Rai, Udai Raj. The page includes a book cover, title, author, type (Book), publisher (New Delhi: PHI Learning, 2011), and description (803 p.). It also displays the ISBN (9788120044327), subject headings (Civil Rights--India | Freedom of Speech--India | Citizens and State--India), and an average rating of 0.0 (0 votes). The "Holdings (5)" section shows three items checked out from the NLUO collection. On the right, there are navigation and action buttons: "Browse results", "Previous", "Back to results", "Next", "Place hold", "Print", "Add to your cart", "Save record", "More searches", and social media sharing options.

Home > Details for: Fundamental rights and their enforcement

Normal view MARC view ISBD view

Fundamental rights and their enforcement
by Rai, Udai Raj.
Type: Book
Publisher: New Delhi : PHI Learning, 2011
Description: 803 p.
ISBN: 9788120044327.
Subject(s): Civil Rights--India | Freedom of Speech--India | Citizens and State--India
☆☆☆☆ average rating: 0.0 (0 votes)


Holdings (5)

Item type	Location	Collection	Call number	Status	Date due	Barcode	Item holds
Book	NLUO		342.540285 RAI/ FUN (Browse shelf)	Checked out	15/07/2015	12562	
Book	NLUO		342.540285 RAI/ FUN (Browse shelf)	Checked out	15/07/2015	12563	
Book	NLUO		342.540285 RAI/ FUN (Browse shelf)	Checked out	15/07/2015	12564	

Share Tweet

- The detail page gives you several view options. These are all tabbed across the top.

Home > Details for: Fundamental rights and their enforcement



Fundamental rights and their enforcement

by Rai, Uday Raj.

Type: Book

Publisher: New Delhi : PHI Learning, 2011

Description: 803 p.

ISBN: 9788120344327.

Subject(s): Civil Rights--India | Freedom of Speech--India | Citizens and State--India

☆☆☆☆☆ average rating: 0.0 (0 votes)


Holdings (5)

Item type	Location	Collection	Call number	Status	Date due	Barcode	Item holds
Book	NLUO		342.540285 RAI/ FUN (Browse shelf)	Checked out	15/07/2015	12562	
Book	NLUO		342.540285 RAI/ FUN (Browse shelf)	Checked out	15/07/2015	12563	
Book	NLUO		342.540285 RAI/ FUN (Browse shelf)	Checked out	15/07/2015	12564	

Share

- It also provides you with a way to browse the library shelves right from the OPAC:

Home > Details for: The Verdict of the court



The Verdict of the court Passing judgement in law & Psychology

by Mcewan, Jenny, Mcewan, Jenny.

Type: Book

Publisher: Oxford Hart publishing 2003

Description: vi, 225p.

ISBN: 1901362531.

Subject(s): Jurisprudence

☆☆☆☆☆ average rating: 0.0 (0 votes)

Holdings (1)

Item type	Location	Call number	Status	Date due	Barcode	Item holds
Book	NLUO	340.019 MCE/VER (Browse shelf)	Available		R1	

Share

- Clicking 'Browse Shelf' will open a shelf browser below the record

Publisher: Oxford Hart publishing 2003
 Description: v. 225p.
 ISBN: 1901362531
 Subject(s): Jurisprudence
 ☆☆☆☆ average rating: 0.0 (0 votes)

Add to your cart
 Save record
 More searches
 Share

Item type	Location	Call number	Status	Date due	Barcode	Item holds
Book	NLUO	340.019 MCE/VER (Browse shelf)	Available		R1	

Total holds: 0

Browsing NLUO Shelves
Clear shelf browser

340 WIL/LEA Learning the law
 340 WIL/LEA Learning the law
 340 WIL/LEA Learning the law
 340.019 MCE/VER The Verdict of the court
 340.0207 FAN/I I have to move my car
 340.023 AYI/ADV Advocate His mind and art
 340.023 BOY/PBA A practical guide to lawyering skills

3. Holds in the OPAC

Placing and managing holds via the OPAC.

Patrons must be logged in in order to place a hold on an item for themselves through Koha's OPAC.

- Log in to your account using the login box provided

Log in to your account

Login:

 Password:

- Search for an item in the OPAC (using simple or advanced search)

Search Library catalog

Or

Advanced search

Home > Advanced search

Search for:

Keyword


and Keyword


and Keyword


Search [\[More options\]](#) [\[New search\]](#)


Item type


Limit to any of the following:


 Bare Act


 Book


 CD/DVD

 Journal/Law Report

 Photocopy Material


 Reference


 Subscribed periodicals

 On Display

- You now have a list of results.
- You can place a hold on multiple items in the search results by checking the box next to them and clicking the 'Place Hold' link at the top of the results list.

Select all Clear all | With selected titles: Add to... **Save** [Place hold](#)

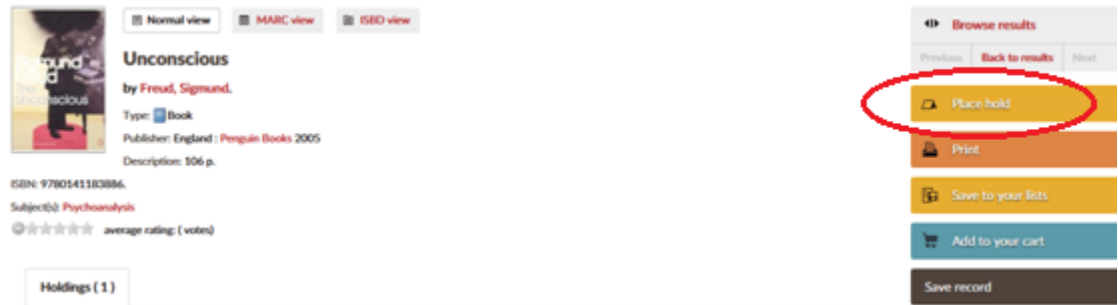
1. **Street on torts**
by Murphy, John.
Edition: 11th ed.
Type:  Book; Format: print ; Literary form: not fiction
Publisher: New Delhi : Oxford, 2006
Availability: Copies available for loan: NLUO [346.03 MUR/STR] [1]
★★★★★
[Save to table](#) [Add to cart](#)

3. **Korlys law of trademarks and trade names**
by Kitchin, David.
Edition: 14th ed.
Type:  Book; Format: print ; Literary form: not fiction
Publisher: South Asia : Thomson, 2007
Availability: Copies available for loan: NLUO [346.0488 KJT/KEE] [1]
★★★★★
[Save to table](#) [Add to cart](#)

4. **Clerk and Lindell on torts**
by Clerk and Lindell.

- To place a hold on one title you can click on the TITLE of the item in the results list that you would like to place a hold on.

- Click 'Place Hold' from the details page of the item



- Select if you want to place a hold on next available copy OR a specific copy from the library by choosing the right radio button

Confirm holds for: Archana Sahu (NLUONT037)

Place a hold on **Unconscious**, by Freud, Sigmund

[Hide options](#)

Hold not needed after: [Clear date](#)

Next available copy A specific copy

[Place hold](#)

Or

Next available copy A specific copy

Select a specific copy:

Copy	Item type	Barcode	Home library	Last location	Call number	Information
<input checked="" type="radio"/> X	Reference	12561	NLUO		342.540285 RA/ FUN	Not on hold
<input type="radio"/>	Book	12562	NLUO		342.540285 RA/ FUN	Due 15/07/2015 Not on hold
<input type="radio"/>	Book	12563	NLUO		342.540285 RA/ FUN	Due 15/07/2015 Not on hold
<input type="radio"/>	Book	12564	NLUO		342.540285 RA/ FUN	Due 15/07/2015 Not on hold
<input type="radio"/>	Book	12565	NLUO		342.540285 RA/ FUN	Due 16/07/2015 Not on hold

[Place hold](#)

- Click 'Place Hold'
- After hold has been placed, Koha takes you to your account view, showing you all the holds you currently have placed

Checked out		Holds					
Holds (1 total)							
Title	Placed on	Expires on	Pick up location	Priority	Status	Modify	
Fundamental rights and their enforcement Raj, Udai Raj	11/07/2015	Never expires	NLUO	1	Pending	Cancel	

- To cancel a hold... click 'Cancel' next to the hold you wish to cancel
- Multiple items can be placed on hold at once
- If you forget to login before you have clicked on 'Place Hold' a book you want to place a hold on, Koha will prompt you to log in at that time. Once logged in, Koha takes you to the screen where you can place a hold on the item.
- You will come to know about the status of the placed hold once you log in to your account through the OPAC and also you can automatically receive an email notification when a hold is ready for pick up at the library

Checked out		Holds					
Holds (1 total)							
Title	Placed on	Expires on	Pick up location	Priority	Status	Modify	
Dictionary of human resource management Heery, Edmund (ed.)	11/07/2015	Never expires	NLUO		Item waiting at NLUO since 11/07/2015		

4. Search Results Feed

RSS feeds for OPAC search results.

Koha offers built in RSS (Real Simple Syndication) feeds for search results pages. This allows patrons and librarians to subscribe to their searches and receive alerts when a new item is added to the collection. This means that every time a new item is added to the collection that matches your search terms your feed will be updated.

This video <http://www.youtube.com/watch?v=0klgLSxGsU> is a great introduction to what RSS is.

8. Purchase Suggestions

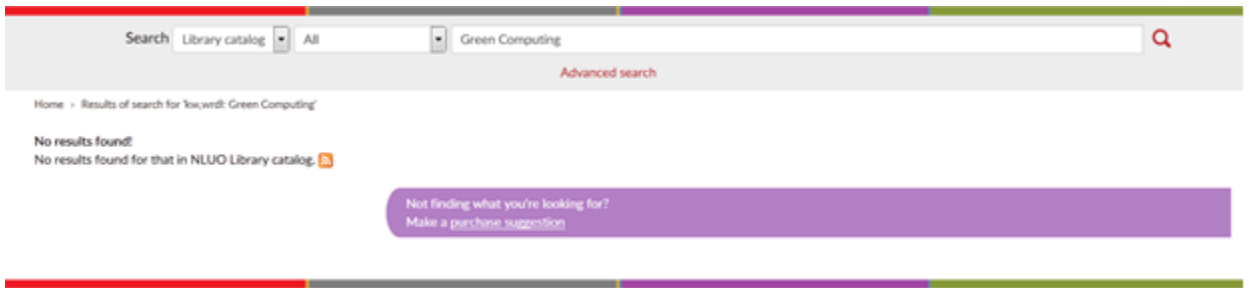
Patrons can make suggestions to the acquisitions department regarding titles for the library.

When patrons are logged into the OPAC they have the option to make purchase suggestions for items they cannot find in the library catalog.

Suggestions from Search Results

When logged in patrons perform a search that does not return the result they were looking for, they are presented with the option to make a purchase suggestion.

- Perform a search & click on 'purchase suggestion'



- Fill in as much information as you can and click 'Submit Your Suggestion'

A screenshot of a web form titled 'Enter a new purchase suggestion'. The form includes a sidebar on the left with links: 'Our Website', 'Research Databases', 'Contact Us', 'your summary', 'your fines', 'your personal details', 'change your password', 'your reading history', 'your purchase suggestions', and 'your lists'. The main form area contains the following fields: 'Title:' (text input), 'Author:' (text input), 'Copyright date:' (text input), 'Standard number (ISBN, ISSN or other):' (text input), 'Publisher:' (text input), 'Collection title:' (text input), 'Publication place:' (text input), 'Item type:' (dropdown menu with 'Default' selected), 'Reason for suggestion:' (dropdown menu with '-- Choose --' selected), and 'Notes:' (text area). Below the form, there is a horizontal line.

- Patrons can view the status of their suggestions or place additional suggestions from their profile