XJTLU Library OPAC Induction

--- For 2017 Freshmen

August, 2017
Welcome to Library
What is OPAC?

OPAC is short for *Online Public Access Catalogue*, which is an online database of materials held by a library or group of libraries. Users search a library catalogue principally to locate books and other material available at a library.

The **OPAC** lists all books, serials and media resources owned by or on order for the Library.
How can I find OPAC?

1. University Website – Login--OPAC

2. Directly access into the website: http://opac.lib.xjtlu.edu.cn

   ▶ NOTE: Login using your university username and password.
OPAC Main Functions

- Lending Rules
- Search
- Suggestion
- My Library
# Lending Rules

<table>
<thead>
<tr>
<th>XJTLU Library Lending Rule</th>
<th>Loan Period (days)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Max Issues (copies)</td>
</tr>
<tr>
<td>Academic staff, Researchers</td>
<td>Unlimited</td>
</tr>
<tr>
<td>XJTLU PHD Students</td>
<td>30</td>
</tr>
<tr>
<td>XJTLU Postgraduate Students</td>
<td>30</td>
</tr>
<tr>
<td>XJTLU Undergraduate Students</td>
<td>20</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>30</td>
</tr>
</tbody>
</table>

Current/Single issue of journals, **Past Exam Papers** and **Bound Journals** are not for loan, they can only be read in the Library.
OPAC Main Functions

- Lending Rules
- Search
- Suggestion
- My library
Search

Simple search could provide basic search via different retrieval points.

Choose a filed to be searched, such as Title or Author.
Simple Search

You can search a book through ISBN code if you know it.
Search through ISBN code will help you to find a book you want directly since it is a unique code of this book.

The unique ISBN code is on the back of a book.
Now, let us make an example...

1. Input the title in the search box.
   Note: you can only input English or Pinyin here.

2. Click it to enter the detailed information page of the item.
You are suggested to use the **Call No.** to find the book you want.


---

<table>
<thead>
<tr>
<th>Call no.</th>
<th>Barcode No.</th>
<th>Year/No/Issue</th>
<th>Campus—Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN/PE1128/LHB1/15</td>
<td>13254643</td>
<td></td>
<td>MAIN—Acquisition</td>
<td>processing</td>
</tr>
<tr>
<td>CN/PE1128/LHB1/15</td>
<td>13254644</td>
<td></td>
<td>MAIN—Acquisition</td>
<td>processing</td>
</tr>
<tr>
<td>CN/PE1128/LHB1/15</td>
<td>14245322</td>
<td></td>
<td>MAIN—Library Floor 5</td>
<td>On loan due date: 2015-09-12</td>
</tr>
<tr>
<td>CN/PE1128/LHB1/15</td>
<td>14245409</td>
<td></td>
<td>MAIN—Library Floor 5</td>
<td><strong>in stock</strong></td>
</tr>
</tbody>
</table>

You may see the 3 status like above, and you can only borrow this book when the status is "**in stock**".
Reservation

You can reserve this book only if there is no copy available.

Otherwise, you will see…
Reservation Rule

• One book just can be reserved by 3 users at the same time.
• Each account is allowed to reserve no more than 8 books.
• The reserved book can be kept 3 days for you by Circulation Desk.
  ➢ If the reserved book is returned to library, you should get the book from the circulation desk within 3 days after receiving the email notification, otherwise the reservation will be cancelled automatically.
OPAC Main Functions

- Lending Rules
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- Suggestion
- My Library
You can recommend good books to library, and find the suggestion status here.

You may see the 4 status as below:

1. **TO BE PROCESSED:**
The recent recommended books are to be processed...

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Publishing Info</th>
<th>Suggestion Date</th>
<th>Suggestion Status</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HANDBOOK OF CULTURAL AND CREATIVE INDUSTRIES IN CHINA</td>
<td>Michael KEANE (Ed.)</td>
<td>Edward Elgar 2016</td>
<td>2016-06-28</td>
<td>To be processed</td>
</tr>
<tr>
<td>2</td>
<td>111</td>
<td>111</td>
<td>2016-06-28</td>
<td>To be processed</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>A First Course in Continuum Mechanics</td>
<td>Oscar Gonzalez Sampayo, Andrew M. Stuart</td>
<td>Cambridge University Press 2008</td>
<td>2016-06-22</td>
<td>To be processed</td>
</tr>
<tr>
<td>4</td>
<td>An Introduction to the Mathematical Theory of Waves</td>
<td>Roger A. Knobel</td>
<td>American Mathematical Society 2000</td>
<td>2016-06-22</td>
<td>To be processed</td>
</tr>
<tr>
<td>5</td>
<td>从零开始说—口译和翻译</td>
<td>张乃亮</td>
<td>2016-06-20</td>
<td>To be processed</td>
<td></td>
</tr>
</tbody>
</table>
We will deal with your suggestion as soon as possible, please be patient.

2. **DECLINED** means your suggestion is unsuccessful, and you can find the reason in the *Remark* column.

3. **ORDERED** means your suggestion has been accepted.

4. **STORED** means the book is on shelves and you can borrow it now!
How to recommend books?

We would like to remind you that you can input both English and Chinese here.
How to recommend books?

Many relative books will appear after using **Recommend via Internet**, you can select that one you need from them.

Choose the right one

Click **Suggestion** button to complete recommendation.
OPAC Main Functions

1. Lending Rules
2. Suggestion
3. Search
4. My library
My library

Borrowing

Many information about you can find in My Library, please make full use of it.
Renew

- You can renew your borrowed books 5 times by taking your ID card to the Service Desk or choosing self-service in “My Lib” online.
- A new loan period is calculated starting from the date of renewal.
- Overdue items and reserved items are not renewable.
Suggestion History

You can track your recommendations status here.
Reservation

You can cancel your reservation in **My Lib**.
Please Note: If you lose your Student ID Card, and in order to avoid others continue to use.

1. Please report the loss **Online meanwhile** go to the **Library Service Desk (3rd Floor)** for help first.

2. And then, go to the student one-stop service office for getting a new card.
Fine

- If you return borrowed items after the due date you will be fined 0.2RMB per item per day. Also, you may not be allowed to borrow any materials until the fine has been paid.

- If the borrowed items on loan are lost, a fine will be charged which will be twice the item’s value (or you can buy a new one as the same book and will be fined 5 RMB labour cost).
For all the library materials, if the item is damaged when returned, you will be fined according to the book damage extent:

<table>
<thead>
<tr>
<th>Book Damage Extent</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 10 damaged pages</td>
<td>0.5RMB for each page</td>
</tr>
<tr>
<td>10 to 20 damaged pages</td>
<td>50% of the book price</td>
</tr>
<tr>
<td>More than 20 damaged pages</td>
<td>Book Lost Regulation</td>
</tr>
<tr>
<td>Damaged CD or DVD</td>
<td>Book Lost Regulation</td>
</tr>
</tbody>
</table>

The fines will be deducted from the non-tuition account annually, usually on 30th May of each Academic Year.
THANK YOU!