

# CATHOLIC UNIVERSITY OF EASTERN AFRICA



UNIVERSITY LIBRARY  
POPE PAUL VI LEARNING RESOURCE CENTRE

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# SEARCHING FOR BOOKS AND JOURNALS USING THE LIBRARY OPAC

- The library catalogue is available online at <http://library.cuea.edu/vs/vubis.csp> and from CUEA Library's website: [www.cuea.edu/ Library/library catalog](http://www.cuea.edu/Library/library%20catalog).
- Important Information in the OPAC about books
  - **Call number / Shelfmark:** A unique serial number for each book that indicates the location of the book on the library book shelves. This number is also printed on the backside of the book (spine of the book)
    - Example of a Shelfmark /call number
      - Z (Class number for subject covered by the book)
      - 695 (Subdivision for topic covered by the book)
      - W94 (Book number)
      - 1996 (Year of publication)
  - **Author:** This is the person responsible of the work. The name is written with surname first. If it is an editor, translator, it will be indicated
  - **Title:** This is the full title of the book
  - **Sub title:** This gives more information on the main title
  - **Subject:** This indicates the content of the book
  - **Imprint:** This includes place of publication, publisher and year of publication,
  - **Accession Number:** This is the registration number of the book in library records
  - **Location:** This is the campus in which the book is found
  - **Sub-location:** The location of the book in the sections in the library e.g. special collection
  - **Availability:** Indicates whether it is available (not borrowed) or Unavailable (already). At times it might be in library use only to indicate the item is available to use can only be used inside the library
- The library catalogue gives you two search options: **Simple Search** & **Advanced Search**

# SIMPLE SEARCH

This approach enables you to search for a record using various parameters such as **Keyword, Author, Publisher, Publisher Location, Subject, Title Series, Title, ISBN, and Call Number/Shelfmark** in the following ways:

- Search term or more from the title if you are not sure of the complete title.
- Combine a word from the title and a name of the author
- Search one name the author or more in any order.
- You can limit your search by the Location, Material Type or Sub location

The screenshot displays the OPAC search page for The Catholic University of Eastern Africa (A. H. E. C. E. A.). The page features a red header with the university's name and logo. Below the header, there are three main search sections: Simple Search, Advanced Search, and Browse Headings. The Simple Search section is active, showing a search bar with the text "All keywords" and a "Search" button. Below the search bar, there are three dropdown menus for "Location", "Material Type", and "Sublocation". The "Location" dropdown shows options: "No preference", "CABA - CAMPUS", and "KISUMU CAMPUS". The "Material Type" dropdown shows options: "No preference", "Books and monographs", and "Research projects, theses and dissertations". The "Sublocation" dropdown shows options: "No preference", "AFRI - Arica Collection", and "ARC - Arica Collection". On the left side, there are several navigation buttons: "Home", "About Us", "Contact Us", "Privacy Policy", and "Terms of Use". At the bottom right, there is contact information for the library, including the address, phone number, and email address.

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA LIBRARY  
A. H. E. C. E. A.  
P.O. Box 82857  
Nairobi - Kenya  
Tel: +254 20 292871 15  
Fax: 254 20 898084  
Email: library@cuea.edu

- Once you have typed your request or search parameters, click on **Search** button or press on the **Return /Enter Key** and the list of available records will appear.

The screenshot displays the OPAC interface for The Catholic University of Eastern Africa. The header includes the university's name and logo. The main content area shows a list of search results with columns for Author, Title, Edition, Reprint, Availability, and Cover. The results include books such as 'Business law with Abbott, Norman Penzberg, Kenneth Wardman' and 'Business Law'.

Author	Title	Edition	Reprint	Availability	Cover
<input type="checkbox"/> Abbott, Kenneth Penzberg, Norman Wardman, Kenneth	Business law with Abbott, Norman Penzberg, Kenneth Wardman	7th ed.	London Continuum, 2002	Available in the library	
<input type="checkbox"/> Abbott, Kenneth Penzberg, Norman Wardman, Kenneth	Business law with Abbott, Norman Penzberg, Kenneth Wardman	8th ed.	London Cengage Learning 2004, 2007	Available in the library	
<input type="checkbox"/> Abbott, Kenneth Penzberg, Norman Wardman, Kenneth	Business law with Abbott, Norman Penzberg, Kenneth Wardman	8th ed.	London Cengage Learning 2004, 2007	Unavailable. Sorry the book is out on loan until 2008/10/01	
<input type="checkbox"/> Abbott, K.R.	Business Law	8th Edition	London DP publications 1990	Available in the library	
<input type="checkbox"/> Akeel, Amin M., 1999-	Legalization of development in the WTO : between law and politics / Amin Akeel.		Alphen aan den Rijn, The Netherlands : Frederick, MD : Kluwer Law International, 2001 and distributed in North, Central and South America by Aspen Publishers Inc., c2001	Available in the library	

- Use scroll down keys or navigation keys (**page >**, **page <**) on the toolbar to move from one record to another.

# ADVANCED SEARCHING

- This method enables you to do a search for records by combining multiple search terms and adds a few more limits using the Boolean Operators (**AND**, **OR**, **NOT**, **NEAR**)
  - Any combination of several terms can be used in Advance Search.
  - Using multiple search terms will help narrow down your search on a topic.

The screenshot displays the OPAC interface for The Catholic University of Eastern Africa (A.H.E.C.E.A.). The header features the university's name and logo. The main search area is divided into three sections: Simple Search, Advanced Search, and Browse Headings. The Advanced Search section is active, showing a search form with multiple input fields and dropdown menus for Boolean operators and keywords. The form includes fields for search terms, Boolean operators (AND, OR, NOT, NEAR), and a search button. Below the search form, there are fields for Year of publication, Material Type, Location, and Sublocation, each with a dropdown menu. The footer contains contact information for the library, including the address, phone number, fax number, and email address.

**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA**  
A. H. E. C. E. A.  
Library Online Public Access Catalog (OPAC)

**Simple Search** | **Advanced Search** | **Browse Headings**

Search term:  All keywords

AND   All keywords

AND   All keywords

Year of publication:  -

Material Type:

Location:

Sublocation:

**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA LIBRARY**  
A.H.E.C.E.A.  
P.O. Box 62167  
Nairobi - Kenya  
Tel: +254 20 270299-10  
Fax: 254 20 270004  
Email: library@comu.ac.ke

- Once you have typed your request or search parameters, click on **Search** button or press on the **Return /Enter Key** and the list of available records will appear.

**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA**  
A. H. E. C. E. A.  
Library Online Public Access Catalog (OPAC)

Author	Title	Edition	Reprint	Availability	Cover
<input type="checkbox"/> Abbott, Keith/Pendelberg, Norman/Hardman, Kevin.	Business law with Abbott, Norman Pendelberg, Kevin Hardman	7th ed.	London Continuum, 2002	Available in the library	
<input type="checkbox"/> Abbott, Keith/Pendelberg, Norman/Hardman, Kevin.	Business law with Abbott, Norman Pendelberg, Kevin Hardman	8th ed.	London Cengage Learning 2004, 2007	Available in the library	
<input type="checkbox"/> Abbott, Keith/Pendelberg, Norman/Hardman, Kevin.	Business law with Abbott, Norman Pendelberg, Kevin Hardman	8th ed.	London Cengage Learning 2004, 2007	Unavailable. Sorry the book is out on loan until 2008/10/01	
<input type="checkbox"/> Abbott, K.R.	Business Law	8th Edition	London Cengage Learning 2004	Available in the library	
<input type="checkbox"/> Akei, Amin M., 1969-	Legalization of development in the WTO : between law and politics / Amin Akei.		Alphen aan den Rijn, The Netherlands : Frederick, MD : Kluwer Law International, 2004 and distributed in North, Central and South America by Aspen Publishers Inc., c2004	Available in the library	

- Use scroll down keys or navigation keys (**page >**, **page <**) on the toolbar to move from one record to another.

# FULL DESCRIPTION OF BOOKS

- Click on the **Title**, **Author** or the **image** to find out the **Full Description** of the book. This page gives you a lot of information about the title selected. You can use this information to find out if title selected will fill your needs or create a bibliography.
  - Once the records appear use scroll down keys or navigation keys (**page >**, **page <**) on the toolbar to move from one record to another.

The screenshot displays the library's OPAC interface. At the top, the header reads "THE CATHOLIC UNIVERSITY OF EASTERN AFRICA A. H. E. C. E. A. Library Online Public Access Catalog (OPAC)". The main content area shows a detailed record for the book "Principles of Marketing" by Philip Kotler and Gary Armstrong, 13th edition, published in 2010. The record includes fields for Author, Title, Edition statement, Imprint, Description, Notes, Subject, Other authors, ISBN, Shelfmark, Availability, and Cover. Below the record, a "Holdings - details" section contains a table with columns for Shelfmark, Availability, Item Category, and Reservations.



Shelfmark	Availability	Item Category	Reservations
1 Lurgate Campus General Collection HF 6410 .A8 2010	-	Books and monographs	0
2 Lurgate Campus General Collection HF 6410 .A8 2010	06/10/2010	Books and monographs	0
3 Lurgate Campus General Collection HF 6410 .A8 2010	27/08/2010	Books and monographs	0
4 Lurgate Campus General Collection HF 6410 .A8 2010	03/03/2010	Books and monographs	0

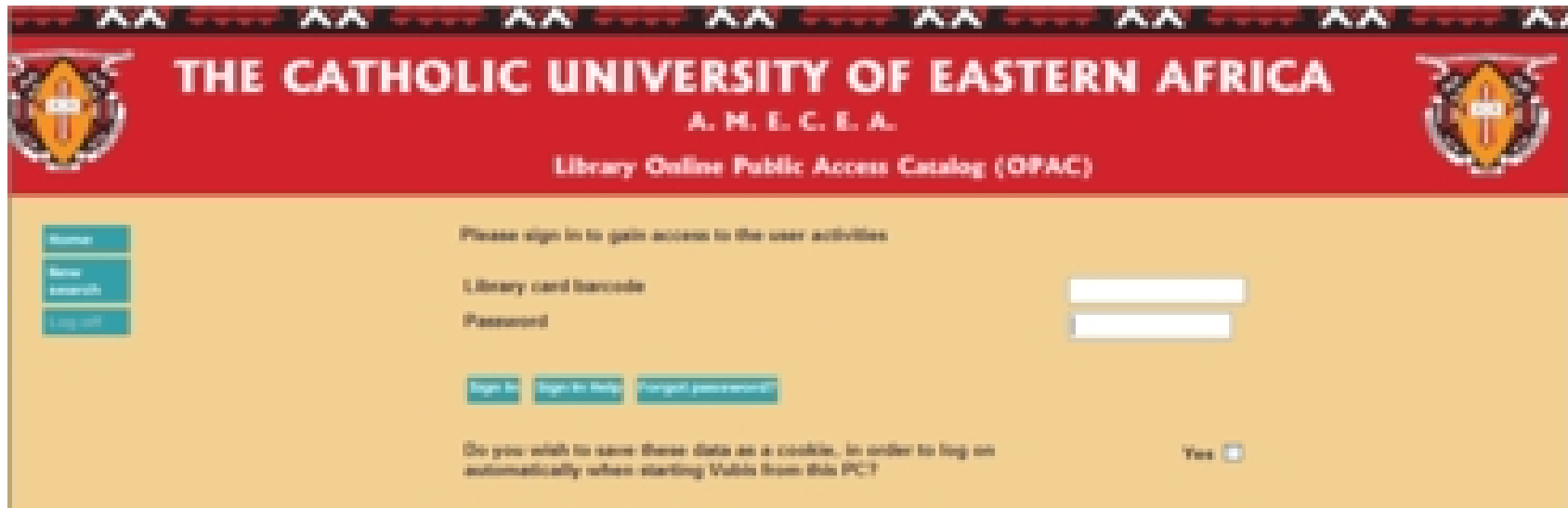
# RETRIEVING THE BOOK FROM THE SHELVES

1. Copy from the library catalogue the **Call number/Shelfmark** of the books you want to read or borrow and also note its location in the library.
2. With the information you have copied from the catalogue you can now use the **Shelfmark /Call number** to trace the book on the shelves.
  - Each book has its **Shelfmark /call number** labeled on its spine. Books are arranged on the library book shelves by the Shelfmark /call number alphabetically (A to –Z)
3. Go to the appropriate place on the shelves using the **Shelfmark /call number** you have copied from the catalogue and if the book has not been borrowed or if it is not been used on the tables, it will be easy to find it.
  - Using the **Shelfmark /call number**, go to the correct place on the shelves and you will find the book.
  - Materials in the library are shelved together by **topics/subject** they cover and therefore in case the book you are searching is missing from its location by looking around the same shelf you will discover others that are also relevant to your research topic
  - Sections in which the material is kept e.g. **General Section, Reserve, Africana** is indicated on the library catalogue



# ACCESSING AND OPERATING USER ACCOUNTS

- The **User Activities** page on the V-Smart Web OPAC allows you to view your personal information, change your *pin code*, view your saved lists, verify and renew the items you have borrowed, view your reserves list and view any money owing.
- To access your account, click on the button on the left-hand side of the screen.  Or 



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA  
A. H. E. C. E. A.  
Library Online Public Access Catalog (OPAC)

Please sign in to gain access to the user activities

Library card barcode

Password

Do you wish to save these data as a cookie, in order to log on automatically when starting V-Media from this PC?  Yes

- Enter your **Library Barcode/Number/Membership number** (*student registration number or staff payroll number on your CUEA ID card*).
- Enter your Password (**PIN number**).
- If you do not a **password code** you can request one from the **Circulation Desk**.
- You will be assigned a computer-generated password. You have to change this password to one that is easier for you to remember. Your password must be 4-digit number.
- While you are within your account you can check your **reading history** or **reserve** library books or **renew** the ones you borrowed materials earlier before they are overdue

# PERFORMING TRANSACTIONS USING SELF-CHECK STATIONS

## Login

- To perform transactions at the self-check stations you have to login as follows using your Barcode/Membership Number as indicated in the following screenshots



**Membership number:** Refers to the student registration number or the staff payroll number



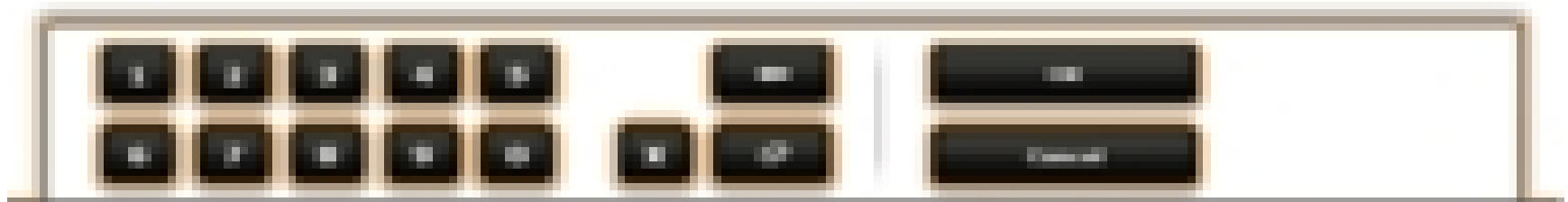
**Pin number/pin code:** Refers to the pin-code you were issued by the Library department for use of the Integrated Library system



Enter your password using the on-screen keyboard

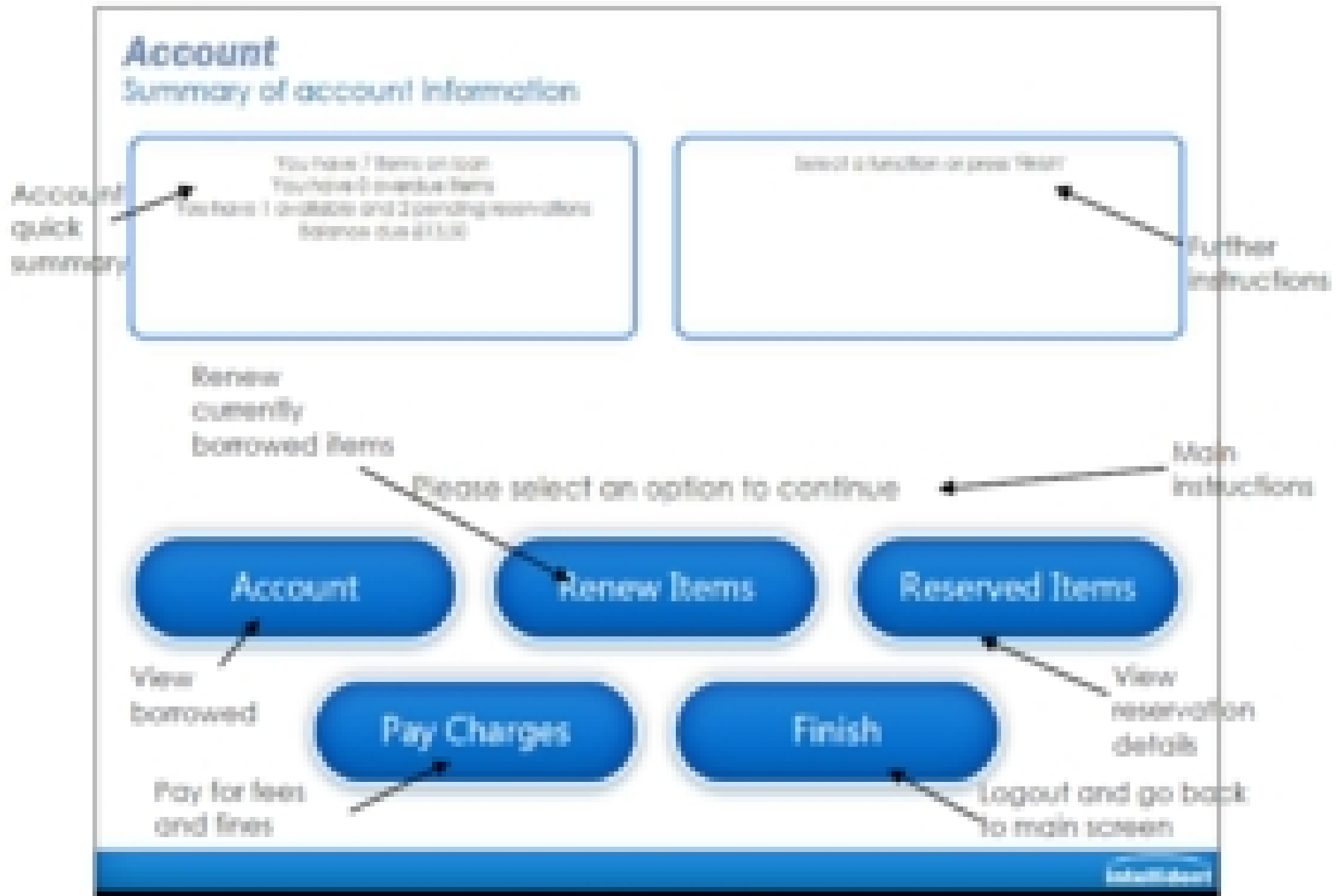
Membership no:

Password:



Login screen with Password

# SUMMARY OF ACCOUNT INFORMATION



Account Screen

While in this screen you also select other transactions you would like to perform

**Account**  
Account Information

Account quick summary

View your 7 items on loan  
View your 0 items on loan  
View your 0 available and pending transactions  
Balance due \$ 1,500

Item ID	Item Name	Due Date
1	Table Lamp (Loan ID)	18/06/2010
2	Track yourself (Loan Program) 1 in 21 days (RC)	18/06/2010
3	Smartbook 1000 (SAC)	18/06/2010
4	Loan ID	18/06/2010
5	Ball (SAC)	18/06/2010
6	Barbon (SAC)	18/06/2010
7	Book (SAC) A (SAC)	18/06/2010

List of all items currently on loan

Number of items

7 items

Close the 'My Account'

Finish

Information

Account Summary window

# BORROWING BOOKS

- To **borrow** the books you want to carry for use outside the library you do as indicated in the following screenshots.

The screenshot shows a library borrowing interface. At the top, the word "Borrow" is displayed in blue, followed by the instruction "Place items to be loaned in the opening below". A blue arrow points from this instruction to a physical library machine on the right. Below the instruction is a summary box containing the text: "You have 11 items on loan. You have 8 overdue items. You have 1 available and 2 pending reservations. Balance due \$1200". To the left of this box is the annotation "Summary of account status". Below the summary is a table of items:

Item Title	Due Date	Status
Book (CD)	12/04/2010	✓
Book (DVD)	12/04/2010	✓
Teach yourself how to program C in 21 days	12/04/2010	✓

To the left of the table is the annotation "Items that have been placed in machine". Below the table, the text "Number of items successfully borrowed" is shown, with an arrow pointing to a "3 items" indicator. At the bottom right, there is a blue "Finish" button, with an arrow pointing to it from the annotation "Finish the borrow transaction".

# RENEWING BORROWED BOOKS

- To **renew** the books you had borrowed earlier but you still need to use the do as indicated in the following screenshots.

**Renew**  
Choose item(s) then press RENEW button

You have 7 items on loan  
You have 0 overdue items  
You have 1 available and 0 pending reservations  
Balance due 0.00

Item No	Item Title	Due Date
1	Jodie Love Johnson CD	18/06/2010
2	Teach yourself Java (Program 1.1 in 21 days)	18/06/2010
3	Stronghold 1999 (DVD)	18/06/2010
4	Iron CD	18/06/2010
5	Rob (DVD)	18/06/2010
6	Renew Ghosts (DVD)	18/06/2010
7	Rocky Delt: A Fascinating Profile	18/06/2010

Renew selected items

Renew all items

Cancel renew screen

Number of selected items

Select all rows

Renew window

List of all items currently on loan

Highlighted row selected for renewal item



# RESERVING ITEMS

- To **reserve** a book do it as indicated in the following screenshots. You can reserve materials in the library for a period of three days.

**Reserved Items**  
You have reserved the following items

You have 7 items on loan  
You have 0 overdue items  
You have 1 available and 2 pending reservations  
Balance due \$11.00

Item #	Item Title	Status
1	Book #20	Available
2	The North Water	Pending
3	To Catch a King (Book)	Pending

3 items

Finish

Annotations:

- Account quick summary
- List of all reserved items
- Number of reserved items
- Status of reserved items
- Close the Reservations screen

Reserved Items Screen

# PAYING OVERDUE CHARGES

**Self Payment**  
Pay for your items

**Account quick summary**

You have 7 items on loan  
You have 0 overdue items  
You have 1 available and 2 pending reservations  
Balance due £13.50

**Instructions**

Insert coins into the coin slot below to the desired amount. Then press the Pay button.

Line	Description	Date	Amount
1	Rental charge for Spiderman (DVD)	01/04/2010	£1.50
2	Rental charge for Spiderman (DVD)	01/04/2010	£1.50
3	Rental charge for Thirteen Ghosts (DVD)	13/05/2010	£0.50
4	Rental charge for Thirteen Ghosts (DVD)	13/05/2010	£0.50
5	Rental charge for Spiderman (DVD)	26/05/2010	£1.50
6	Rental charge for Thirteen Ghosts (DVD)	26/05/2010	£0.50
7	Rental charge for Spiderman (DVD)	26/05/2010	£1.50

**Details of individual charges**

7 items       **Balance Due: £13.50**

**Cancel**

**Cancel out of the payment**

**Number of individual**

**Self-Payment window**

**Total amount owed**

Press Cancel at any time to exit the Self Payment window.



Self-Payment screen

The Enter Amount window prompts the patron to enter the amount they desire to pay. The amount to be paid can be entered using the on-screen key pad or clicking **Full Amount** enters the total amount of fees charged to the account.

**Enter Amount**  
Please enter the amount you wish to pay

Amount which will be used to pay off outstanding fees.

Amount Due: \$4.00

Enter amount to pay: 0.00

1 2 3 ←

4 5 6 →

7 8 9

0

Full Amount

OK

Cancel

Library

Enter Amount screen

Click **OK** to confirm the payment amount.

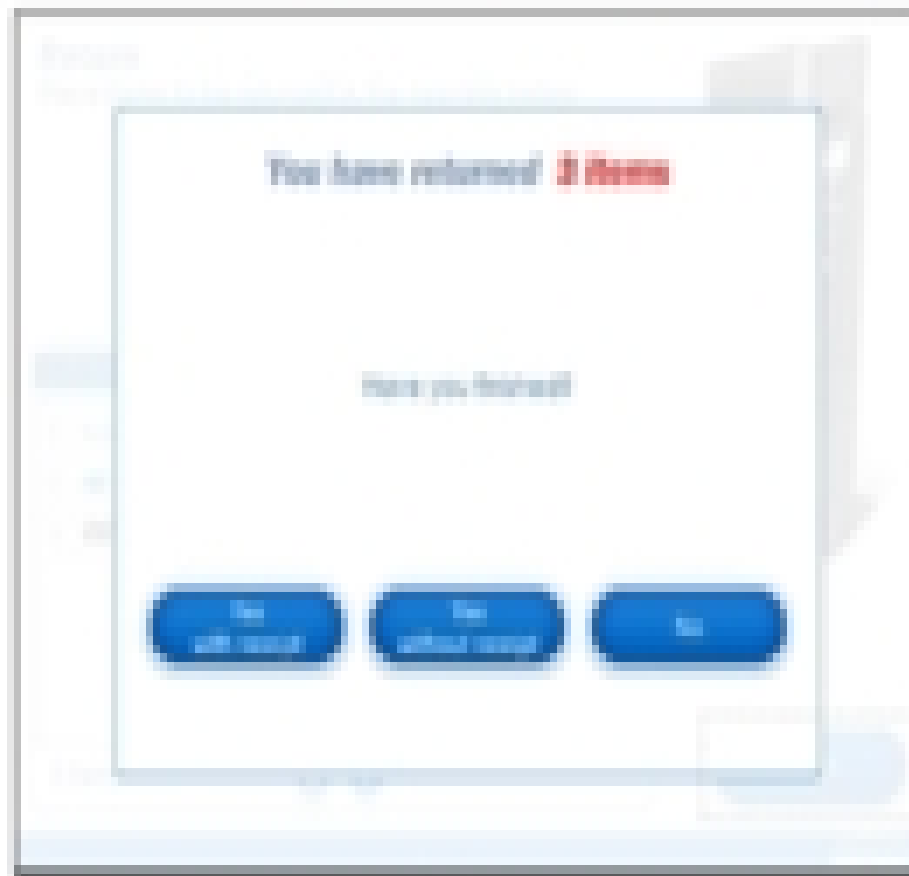
# RETURNING ITEMS

- You can return borrowed items at the **Main Circulation** desk or at the **Self-check stations**.
- To return the books you had borrowed earlier do it as indicated in the following screenshots.

Clicking the **Return Items** button from the main screen takes patrons directly to the Return window without prompting them for any login information. The patron is instructed to place any items to be returned on the antenna.



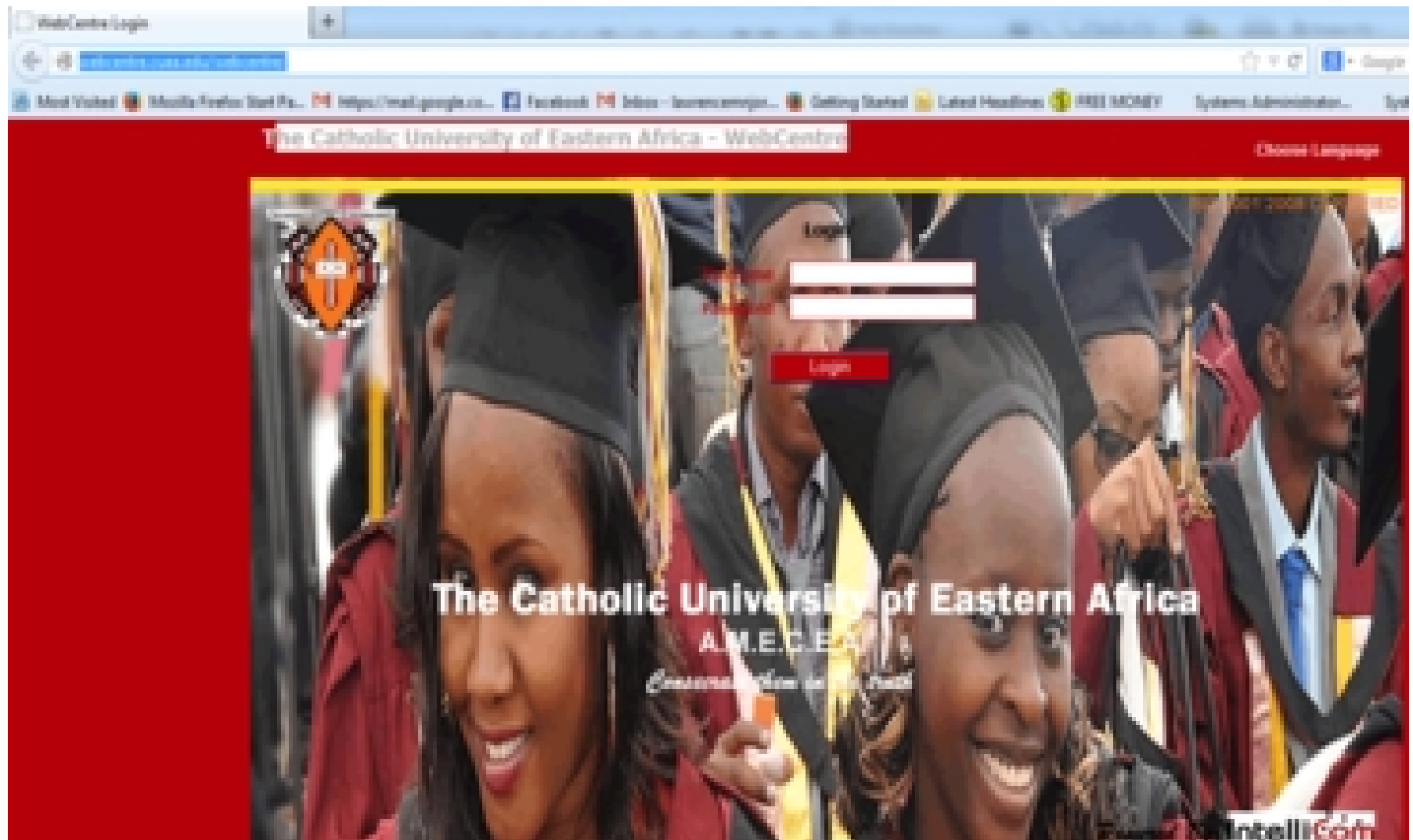
Once all items have been returned click the **Finish** button to complete the return session. librefl can be configured to always print a receipt, never print a receipt, or display the screen below, providing patrons with a choice.



Receipt Choice screen

## THE CATHOLIC UNIVERSITY OF EASTERN AFRICA – WEB CENTRE

- The CUEA library provides you a **Virtual account**. Using the Virtual account you will be able to make cashless payments for the following services **Library Overdue Fines, Printing and Photocopying services** and many others.
- The a **Virtual account** is available online at <http://webcentre.cuea.edu/webcentre/>



## USING THE WEB CENTRE

- Enter the **Username** (*student registration number or staff payroll number on your CUEA ID card*).
- Enter the Password (**PIN number**) assigned.
- Click on the button **Login**

The screenshot displays the 'My Account' page in the CUEA WebCentre. The page header includes the university name and a language selection option. The main content area is divided into a left sidebar with navigation links and a central section for account details and transactions.

**My Account**

id: 001760  
Name: Lawrence Mwangi  
Email: lawrence@cuea.ac.ke  
Group: public  
Access: Administrator

**KSh 20100.00**

Time	Amount	Debit	Credit	Type
29/10/2013 10:53:55	KSh 200.00	-	-	Credit

**Menu**

- My Account
- My Card
- Account History
- Online Top-up
- Logout

**Cashier**

- Cashier History
- On-line Payment Audit
- Find a User
- On-line MTR/MS Payment Audit

Search:

**Admin**

**Help**

View account details and balance.  
Go search area



## THE WEB CENTRE ONLINE TOP-UP

- You can top up your virtual account via (**VISA, MasterCard, Airtel Money, Mpesa**).

The Catholic University of Eastern Africa - WebCentre Choose Language

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**User**

- My Account
- My Card
- Account History
- Online Top-up**
- Logout

---

**Cashier**

- Cashier History
- On-line Payment Audit
- Find a User
- On-line MPESA Payment Audit

Search:

---

**Admin**

---

**Help**

Select an amount of credit to purchase.  
Note your reference

### Online Top-up



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**Select the amount**

Current Account Balance	KSh 20100.00
Top-up with	<input type="text" value="KSh 100.00"/>
Email address	<input type="text" value="mpesag@ucca.edu"/>
Confirm Email	<input type="text" value="mpesag@ucca.edu"/>
Your reference	4882514298181597190

END

