## **STEPS TO FIND OPAC OF LIBRARY**

1. Go to <u>https://www.fergusson.edu/</u> & Click on the "OPAC" on the right side of the page.





Scan QR Code to access OPAC (Online Public Access catalogue)

## **HOW TO SEARCH BOOK**

In <u>'Search By'</u> field, Select "Title" or "Author" Field.
In <u>'Search Text</u>" field, enter search query.

Or

Examaple

- 1. Select "Title" to search book by their title.
- 2. Select "Author" to search book by their author.
  - After entering the search query, scroll down to see the results

News

Search By	Search Text *	
Title	✓ Enter text here to search	n. Q
Book Series	Book Category	
Please Select	✓ Please Select	~

## HOW TO LOCATE BOOKS IN LIBRARY

1. Once you find desired book on the OPAC, click on the book and note down its Class No. and Accession No.





Locate book in Library with the help of Class No.
Take help of Library staff to locate book by showing them Class No. and Accession No.

## #If you pick any book from shelf, keep it in the same shelf. Do not disturb the order of the books.