

STEP BY STEP GUIDE ON HOW TO THE USE OF THE LIBRARY CATALOGUE (OPAC)

- 1) Visit the college website: (www.omc.ac.ke)
- 2) Place the cursor on top of the library link to show a drop-down menu.
- 3) On the drop down menu click on library catalogue to open the catalogue window
- 4) You are now In the library catalogue homepage. There is a search bar with fields that you can choose e.g. (Library Catalog: Title, Author, subject etc.)

Please note:

On the search box

- i. Start with one field at a time e.g. Title, Author, Subject
 - ii. You do not have to type in the whole title. You can type one word or two words of the title.
 - iii. When you use the author field please do not abbreviate. Therefore use one name of the author.
- 5) Once you have typed in your request /search query press enter key.
 - 6) Retrieved records/books will appear.
 - 7) Use scroll down to move from one record to another. Please note the following for the book/record you want to use.
 - i. The call number of the book e.g. **R735 .M39 2017**
 - ii. The section where the book is to be found e.g. Reference section, General Stacks

8: Write the call number down and go to the shelves section to retrieve the book.

**IN CASE OF ANY PROBLEM, KINDLY ASK FOR ASSISTANCE FROM
THE LIBRARIANS.**