



Access the OPAC Library Search Catalogue via Student Options on the College Intranet Home page  
<http://intranet.yorkcollege.ac.uk/> or ask one of the LC staff for help

# Learning Centre Short Guide to the Library Search – OPAC

## On-line Public Access Catalogue

<http://autolib.yorkcollege.ac.uk/opac/york.htm>

**OPAC** – Search the Learning Centre stock for books, magazines, DVDs, videos, e-books, internet links etc

### Location

York College Intranet Home page - Student Options - <http://intranet.yorkcollege.ac.uk/> - accessible from any internet connected PC.

Dedicated PC for OPAC Library search on each floor

### Searching

Basic search - enter any word or phrase, results in class number order, 100 per page

Truncation - use \* after a base word or part word to get more results, use additional words to focus search

Advanced search

Limit search to a specific field- author, title, classification

Search a media type - dvd, periodical (journal), internet link, electronic resource

Exclude words by selecting NOT, use AND or OR to focus search

### Results

Basic search shows copies available in class number order, advanced search - can choose result order. Scroll down page to view first 100 results

Title link to full record for details, also keyword links, related web links. Move between 100 records. Return to main page to see other results

Media indicated by icons: Book, video, CD, map, electronic resource with link from the full record to ebrary or other site

Other media without icons: Periodical, copy, article, DVD, internet link, audio cassette, audio e-book

To get more results from e-books, search within the ebrary site

### Finding Your Resource

Use the floor guide to Dewey to see which floor your resource is on LC maps show you which shelves subject resources are on Colour coded shelf signs help you to locate the subjects

The Dewey class number - label on book spine - indicates the precise location. Ask one of the LC staff for help if you need it