Online Book Reservation

Perform a search in OPAC. Select an item that has been checked out and click ‘Request’ button. Type in your patron number, click ‘Submit’ button and follow the prompts.

Note: You can only reserve the books within your library. For materials not held by the faculty library but are found in other faculty libraries, you need to fill a form at the Circulation Counter to make the request.

Online Book Renewal

Library books can be renewed online twice if there is no reservation by other patrons and the books are not overdue. Type in your patron ID and password and click ‘Submit’ button. Find out what titles you have checked out. Click ‘Renew’ button and follow the prompts.

For further information, please contact:
Universiti Tunku Abdul Rahman
Library
13 Jalan 13/6
46200 Petaling Jaya
Tel: 03 - 7958 2628
Email:library.utar.edu.my
**Introduction**

The Library’s Public Access Catalogue (OPAC) is a database containing English, Malay and Chinese bibliographic records for books, journals, government documents, electronic resources, etc. owned by the Library. The database is updated continually as materials are ordered, received and catalogued.

Bibliographic records in the OPAC can be easily searched from any computer located in the Library. Outside the Library, the OPAC can be accessed through the Library’s homepage or at the following URL: http://library.utar.edu.my

**Language Preference**

By default the first screen of the OPAC is in the English language as shown below:

To search for Chinese Language records, click ‘Chinese (cn)’ in the dropdown box on the top right hand corner of the screen and the following screen is displayed:

**Types of Searches**

**a) Browse Search**

By default the search type is by browse search. This search type is based on the exact order of words in the title, author, subject, publisher and call number.

**Example: Browse Search by Title**

When you know the book’s title, this is often the quickest method. For example, to find “gone with the wind”, key in this title in the browse box, and select “Title”, as shown below:

Note: Do not key in “a”, “an”, “the” in front of the title for browse search, e.g. “the world is flat”, just key in “world is flat”.

**Example: Browse Search by Author**

If you know the author, choose “Author” from the drop-down menu and type the author’s name (last name first), then click search. For examples, Bill Gates, key in Gates Bill. For Chinese name, key in family name first, e.g. Lee Ban Chen, key in Lee Ban Chen.

**b) Keyword Search**

Keyword search lets you search bibliographic records that contain one or more keywords in a field that has been indexed for searching. You may do a keyword search by title, author, subject or anywhere. The bibliographic records for the search will be displayed.

To use keyword search, click on “keyword”, you will get the screen as shown below:

**Search Tips**

a) Punctuation does not affect the search.

b) Hyphenated words are searched as separate words.

c) Search functions are not upper-case or lower-case sensitive.