

# Mazoon College

**Library Management Policy** 

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# **Abbreviations**

CD	Compact Disk
DVD	Digital Video Disk
OPAC	Online Public Access Catalogue

# **Definitions**

Definitions	
Librarian	A person who is responsible with the management of the library and providing access to information and instructions on the utilization of the library resources regardless of format.
Assistant Librarian	A person who supports and helps librarians in the preparation of acquisition and in the organization of library materials.
Collections	The total accumulation of books and other materials owned by a library are catalogued and arranged for easy access, consisting of printed and nonprinted materials which are either purchased or donated.  The total accumulation of books and other materials owned by a library consist of printed and non-printed materials are catalogued and arranged for easy access. These are either purchased or donated.
Borrowing	An activity of using library materials for a period of time.
Renewal	An action of extending the period of time in using the library resources.

Reservation	An action to place a request for the library materials which is on-loan.	

#### 1. Introduction

A library is a source of information for research and academic activities to serve staff, students and researchers. The library plays a significant role in facilitating teaching, learning, and research and knowledge dissemination. It provides access to resources in a physical or digital way. The library collection includes books, periodicals, newspapers, manuscripts, documents, CDs, DVDs, e-books, databases, and other formats.

# 2. Purpose of the Policy

The library management policy is to provide the library staff with guidelines for making decisions about the development, management and monitoring library programs and activities in terms of quality of services and facilities.

# 3. Rationale for Policy

The library is required to maintain a library management policy on the various services as a guide to all the library users in order to use the resources and services effectively and efficiently.

Therefore, it is important to have a library management policy.

# 4. Scope of Policy

The library management policy is applied to all the staff and students of Mazoon College.

# 5. Policy Statement

The utilization of library resources is based on the Mazoon College Bylaws. Mazoon College provides the library resources for the development of College's research, teaching and learning objectives.

#### 6. Procedures

# 6.1 Circulation and procedures

All registered users are entitled to borrow materials from the library and take advantage of library services by library membership. Users are responsible for safe return of the materials borrowed from library.

# a) Borrowing Materials

Borrowing privileges may differ depending on the member category as follows:

5

- Students and administrative staff can borrow three books at the general circulation for a period
  of two weeks. If required, these books can be reissued for a further period of one week, if they
  are not reserved by any other library user.
- Masters students can borrow five books for a period of three weeks.
- Faculty can borrow three books at the general circulation for one semester. They can get these
  books reissued, if required, for another two weeks, if they are not reserved by any other library
  user. Faculty can also borrow seven books for the whole semester.

# b) Returning the Materials

- Borrowed library materials are to be returned to the library on or before the due date stamped.
   All borrowed library books should be returned back to the library before the end of the semester.
- Late fine will be collected from faculty and staff that will be imposed for overdue materials. This
  will be decided from time to time. The weekends and national holidays will not be counted in
  calculating fines.

# c) Renewals

• On expiry of the loan period, library materials may be renewed once if they are not reserved by any other library user.

## d) Reservation

If a library user wishes to borrow an item currently under circulation, he/she can reserve
the item at the Circulation Desk. The user will be informed once the item has returned to
the library. This item will be re-shelved if it is not picked up within three days after the
library user was informed.

# e) Lost or Damaged items

 Borrowers will be required to replace lost or damaged item(s) of the collection with a new copy. If replacement of lost material is impossible, the borrower is charged with an amount to the current prize value of the said material plus other amounts decided by the library.

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# 7. Implementation guidelines

Please refer to Appendix 1

# 8. Monitoring and review

This policy will be reviewed on a four-yearly cycle using one, or a combination of the following methods (at least):

- Impact study
- User survey
- Document analysis
- Benchmarking exercises.

# LIBRARY MANUAL

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# **About the Mazoon College Library**

The Mazoon College Library was established on 7<sup>th</sup> August 1999. It has grown over the years and today it is a vital component of the academic environment of the college. The Mazoon College library is located at the second floor of the main building and serves as the primary information sources for students and staff.

The Library supports the educational needs of the students and staff by continuously updating and upgrading the services so that the students will be equipped with the knowledge and information they need.

This manual is a guide on how to use the library and its facilities properly. Hopefully, it will help the students and staff concerning Library Services and will guide the students to use the library more effectively and to inform about the availability of materials. It also provides them resources for teaching and research.

#### MISSION

Mazoon College Library provides students, faculty and staff with modern technology to facilitate lifelong learning and research. The library is a center of excellence and a source of knowledge in multiple formats. The scholarly resources vital to study, discovery and ethical research are made available to all.

#### VISION

Mazoon College Library is an integral part of the academic life with its versatile collection of educational resources that can be the intellectual hub for learning and ethical research with the state-of-the-art technology.

# **OBJECTIVES**

To fulfill the mission of Mazoon College, the Library:

- 1. Provides accessibility to the relevant and quality library collections regardless of format and location.
- 2. Ensures easy and fast access to resources and services with an updating information technology infrastructure.
- 3. Provides a suitable environment to read, research and study either in groups or individually.
- 4. Utilizes access to local, national, and global materials through interlibrary loan with other libraries.
- 5. Maintains expert and service oriented staff for library work to cater the needs of all the library stakeholders.
- 6. Maintains good working relationship with all the library users of Mazoon College.

# 1. LIBRARY SERVICES

# 1.1 Library Opening Hours

The library opens to all from 8 AM to 6 PM from Sundays to Wednesdays, and from 8 AM to 4 PM on Thursdays with no lunch break in between.

# 1.2 Library Orientation

The Library provides orientation to all new students and staff at the beginning of the semester to acquaint library users to locate, retrieve, and select information.

# 1.3 Lending Services

Privileges for borrowing books are different for faculty and students.

- Students and Administrative Staff are privileged to borrow three books at a time and retain
  it for two weeks. These books can further be extended for another week if required.
- Master students have the privilege to borrow up to five books at a time and retain it for three
  weeks.
- Faculty is privileged to borrow five books which can be retained for two weeks. Any of these
  books that are not reserved can be reissued for another two weeks if required. Up to a
  maximum of seven books can also be borrowed by the faculty during a semester.

# 1.4 Automated Circulation Control

An open shelf system is in place for the readers to browse the collections in the library.

The automated circulation system enables the library to control stock and give improved service to the users. The system makes the service effective, easy, accurate in detail with monitoring of loans, checking out, renewing and reserving materials efficiently

# 1.5 Online Public Access Cataloguing (OPAC)

The library provides automated records of all learning resources. The Mazoon college students and staff can use the OPAC to easily search by title, author, subject, call number or any key word.

## 1.6 Online Databases and E-Resources

Mazoon College Library users can access the databases provided by Missouri S&T Affiliated University, ProQuest Research Library, ProQuest eBook Central, and two ELibrary databases from US Library. Library users can browse, copy paste URL, and write the User ID & Password to gain access to the various resources.

#### 1.7 Reserves

The materials (books, journals and CD-ROMs) for the use of students and staff in their classes can be reserved by the librarian.

#### 1.8 Internet Services

Access to the World Wide Web is provided to the students and all library users through the internet workstation. Online access to the databases and e-resources can be done through the 23 computers provided in the library.

#### 1.9 Books / Periodicals / Audio-Visual Procurement

The college staff are encouraged to recommend various subject materials for the library as per the selection criteria. Faculty members are encouraged to review and be familiar with the materials available in the library and make orders for new publications that they need for their teaching and research.

#### 2. LIBRARY RULES AND REGULATIONS

# 2.1 Library Membership

Students registered officially with the college are automatically authorized to use the library resources. A college ID card is required to use resources and it is strictly observed.

## 2.2 Conduct inside the Library

The following are the library rules to be implemented and observed.

While being in the library, library users must keep silence and consider other users.

Any disturbing behavior, which includes talking with loud voice, threats of violence, sleeping and the use of mobile phones with loud ringtones in study sections of the library are strictly not allowed in the library premises.

Eating, smoking and drinking are strictly prohibited in the library (only bottled water is allowed).

The library staff are responsible for implementing library rules and in case of failure to adhere the rules, the library staff is authorized to ask the library user to leave the library.

# 2.3 Library Control Procedure

Every time a student uses the library, a student identification card is required.

A security system is installed to prevent library users to take the books and other library resources out without proper issuance the library staff shall inspect the library users and their belongings if there is a need.

# 2.4 Library Access

Registered members shall have access to the library. Special permission from the college is required for outside researchers to have admission to the library for reference and study purposes. However, certain specific resources in the restricted category require specific access requirements.

Utmost care should be taken with the books and other materials taken on loan or for reference within the library. A fine may be imposed on any damaged item.

The college has the right to suspend a library member for violating the library rules and regulations. Any such member thus suspended shall not have any entry to the library premises.

Appropriate disciplinary measures will be taken on such suspended members.

#### 2.5 Circulation Procedure

All borrowed library materials should be issued at the circulation counter by showing a valid College ID card or the ID card that is valid only for the semester the students have registered.

Graduated or dropped out students are no longer allowed to borrow or use library materials. It is not allowed to borrow library materials for another person. Every borrower holds the responsibility for all the materials issued under his or her name.

Library resources that are overdue are subjected to reissue if they are needed for classroom lessons.

Students with overdue library books will not be allowed to borrow until they return the same. .

Faculty members should return their books and other materials borrowed from the library before they borrow books for the next semester.

#### 2.6 Lending Periods

- Students and Administrative Staff are privileged to borrow three books at a time and retain
  it for two weeks. These books can further be extended for another one week if required.
- Master students have the privilege to borrow up to five books at a time and retain it for three
  weeks.
- Faculty is privileged to borrow five books which can be retained for two weeks. Any of these
  books that are not reserved can be reissued for another two weeks if required. Maximum
  seven books can be borrowed by the faculty during a semester.

#### 2.7 Borrowed Books Renewal Procedure

Students, Staff and other library users may renew books that are not overdue, not reserved by any other user or have not been retrieved to be placed on reserve section. A book may be renewed only once to give others the chance to borrow and use the book.

# 2.8 Return Procedure of Library Materials

All borrowed library books should be returned on or before the end of the semester. Students, staff and other library users are responsible to return all borrowed library materials at the circulation desk on or before the due date. The library staff is not responsible to remind the borrowers about the overdue books.

#### 2.9 Reserve Procedure

The books and materials that are categorized as 'Reserve' will not be permitted to take them out of the library premises. Reserved books are allowed to use for two (2) hours and it is only allowed to renew if there is no another user request for that material.

General Reference Materials are usually not allowed to take out from the library, however if there is a need to use in the classroom teaching, these materials are allowed to take out before the class and must be returned back immediately after the use.

Graduate students' unpublished projects materials are permitted to read only inside the library.

All books are considered On Reserve for one (1) week before the final examination, hence may be not been borrowed.

# 2.10 Lost, Damaged and Overdue Books Procedure

To discourage late returns, fines are imposed on borrowers who fail to return the library materials on or before the due date. A fine of Baisa 200 has to be paid by the students, and Baisa 300 has to be paid by the faculty for each day after the due date.

Weekends and national holidays will not be counted in charging fines.

The list of delinquent borrowers with their accumulated fines will be submitted to the finance office one week after the final examination. Clearance with unsettled overdue fines will not be signed.

Library users with outstanding fines will not be allowed to borrow until they are cleared. Students who are in their last year of study will not be allowed to graduate until all library obligations have been settled.

All borrowers are responsible in taking care of any library materials under their custody from damage or loss. Lost book must be reported to the librarians immediately to avoid overdue fines.

Replacement of lost and damaged library books, is preferred with exact copy and if replacement is not possible, the borrower is charged with the current price value of the said material and one rial (1.000 RO) to cover the handling and processing fee.

A book shall be replaced if it is damaged beyond repair while under the custody of the borrower. The replacement cost is assessed based on current price value plus the processing.

Borrowers are instructed to inspect the library materials when they borrow before leaving the circulation desk. Any damaged on returned books or periodicals is charged to the last borrower.

Stealing and mutilating to any library materials will be taken appropriate disciplinary action.

# 2.11 Procedure for Interlibrary users.

The Mazoon library welcomes alumni, researchers and other visitors to assess complying with the established policies and getting the special permission.

Visitors may get access to library facilities after seeking permission from the librarian and after presenting referral letter or valid ID. But they are not allowed to take books outside the library.

#### 2.12 Guidelines in the use of Internet Services

The internet service is for research and educational purposes only.

Services shall be first come, first serve basis. Each user may access the internet workstation depending on the availability of the terminals at any time during the library hours. Only one person is allowed at every computer for every two hours.

Access on any site which contains malicious images or videos is strictly prohibited.

Changing the setting of the computers such as display, wallpaper, icon, etc. is prohibited. The penalty for violating the rules and regulations of using internet resources is either suspension or loss of privilege for all internet facilities.

## 3. SECTIONS OF THE LIBRARY

# 3.1 Circulation or Loan Section

The circulation counter is the most important key to the library where books and other materials are to be issued or returned. Specific regulations is available for borrowing books, fines, and lost books.

## 3.2 General Reference Section

This is the place to find dictionaries, encyclopedias, almanacs, bibliographies and other books to look for specific information. It is also a place to maintain a collection of geographical, historical, political and economic maps and atlases.

## 3.3 Local Collections

This section of the library has materials about the Sultanate of Oman including local history, catalogs, photographs, posters and manuscripts.

#### 3.4 Periodical Section

This section contains both local and foreign journals, magazines, newspapers and publications of societies, organizations and corporations.

## 3.5 Graduate Collection Section

This section contains collections of graduate students' projects including books for the graduating students.

#### 3.6 Internet Section

Internet section is adequate with computers to gather information from the web. Access to thousands of e-Books and e-Journals can be available to students and library users from online databases.

#### 4. LIBRARY COLLECTION DEVELOPMENT PROCEDURE AND PLAN

# 4.1 Library Collection Development Procedure

The Collection Development Procedure has been conceived to serve as a guide for the present and future selection and procurement of knowledge and information resources by the Mazoon College Library. The selection process is done in accordance with the policies, procedures and statements outlined in this plan. This will be done by those responsible for collecting and developing the materials of contemporary significance and permanent value.

The Mazoon College Library is an academic library. Primarily, it aims to support and reinforce the academic programs to meet the needs, abilities, and interest of library users.

To achieve this objective, the Mazoon College Library is responsible for the selection, acquisition, management, organization and providing service to the needs of the Mazoon College community, administrators, students and staff.

The end result can be the best use of budget allocation for the library materials, consistency in the selection and acquisition of materials, and an orderly development of a collection process in line with the Mission and Vision of Mazoon College.

# 4.2 Collection Development Priorities

The library's collections, which support the educational mission of Mazoon College, enhance student learning and faculty research in the following ways: The basic and advanced course related to research materials are provided to the students.

- The materials are adequate to supplement the classroom lectures with additional information.
- All relevant materials are provided for the faculty to enhance and update their instructional needs.
- Provision of all necessary materials are made available for the research needs of the staff and administrators.
- Provisions are made available to meet the recreational and cultural needs of the college community.

# 4.3 Budget

Funds for collecting library materials are allocated from the college library budget.

#### 4.4 Evaluation

The process of an ongoing evaluation of the existing collection will be determined by the library staff. Each section of the collection is scrutinized and reviewed to assess the specific weaknesses and strengths. Accordingly, the library will support the existing and new courses with required new materials.

## 4.5 Selection

Identification of materials for updating is done by the library officials depending on the potential use and demand. In order to do this, a systematic stalking of the current materials relevant to the subject curriculum must be done.

#### 4.5.1 Criteria for Selection

For the development of the collection, evaluation of the purchased materials has to be done, in addition to the established priorities. Print, non-print and other electronic materials come under the category of "materials" termed above.

Materials shall meet the high standards with the following criteria:

The needs of the present and future library users.

- Quality of content; accuracy; balance arrangement and organization.
- Positive reviews and evaluations
- Reputation of the publisher, author or creator.
- Accuracy and relevance of information or contents
- Quality of binding (sturdy and easy to photocopy)

  Physical format (Presentation, ease of use, accessibility).
- Special features (e.g. bibliographies, indexes).
- Cost
- English Language.
- Copyright restrictions and license

# 4.6 Replacement

The materials withdrawn from the collection due to lossor damage will not be replaced automatically. The replacement decisions for such items will be based on the following criteria.

- · Demand for the item

# 4.7 Multiple copies

If a considerable number of students require extra copies for reserved reading, provisions should be made to acquire duplicate copies from time to time.

# 4.8 Periodicals

Periodicals provide information that are not available in books, keep the faculty informed about the development in their fields, and provide for the research needs of students and the faculty.

In addition to the basic selection considerations, additional factors considered in selecting a periodical include: accuracy, objectivity, demand and cost of subscription.

The library acquires and maintains subscriptions to periodicals that are related to and that will support curriculum, faculty and student research.

## 4.9 Electronic Resources

In addition to print forms, the library has gain access to the online databases. It contains thousands of eBooks and e-Journals.

# 4.10 Weeding of Materials

The process of weeding is the withdrawal of materials, which are deemed no longer useful, from the library collection. Materials are removed from the collection based on the following:

- Outdated materials pertaining to law, science, careers and technology.
- All editions that are entirely replaced by materials with new and updated contents.
- Danaged materials.
- Specific materials related to technical or occupational programs which are taken out of the curriculum.
- Duplicate titles that are not required.
- · Gifts that do not meet the selection guidelines.
- Materials that are not circulated as determined by statistical data.

# **4.11 Responsibility for Collection Development**

The library must keep abreast of current materials in subject areas relevant to the curriculum in order to assist in the identification of materials that require updating. Selection of materials to be added to the collection will depend upon its potential use.

The library staff facilitate collection development. All library users including students and faculty of the different programs are encouraged to recommend and request materials for library purchases. Contentious collection decisions are discussed at the Library Committee.

The Head of the Library is solely responsible for enhancing and building up the collection.

#### **4.12 Gifts**

Gifts of library materials are welcomed from different sources. However, the relevance of such materials should be in line with the requirements and needs of the college. Opinion in this regard may be solicited from the faculty and library staff. Once material is donated to the library. It becomes the property of the library and will be treated in the same manner on books purchased.

# 4.13 Special Collections

The library will create a separate section for specific collection of materials about the Sultanate of Oman, highlighting its history, by collecting old manuscripts, catalogs, photographs, posters and the rarest of books.

#### 4.14 Dissemination of the Plan

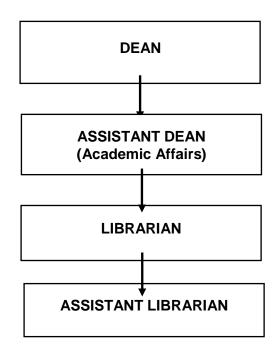
To have a greater involvement of faculty in collection development, the following actions are taken:

- The librarian has to explain about order procedures and order requests to all departments by arranging meetings.
- The librarian will provide orientation on the collection development plan during the preopening activities of the college.

Effective student surveys may be conducted to acquire students' input in library collection.

## 5. ORGANIZATIONAL CHART OF THE MAZOON LIBRARY

The operation and management of the Library is defined in the organization structure of Mazoon College in general and the Library.



#### 6. LIBRARY STAFF

# 6.1 Library Staff Jobs and Responsibility

#### 6.1.1 The Librarian

The specific duties of the librarian:

- Formulate a plan for continuous development and improvement of library resources
- Submit periodic reports and gives information to concerned authorities on all library activities, accomplishments, problems and needs, and its plan for development
- Maintain a continuous program for the improvement of collections, and physical facilities
- Support preparing the annual budget for library
- Supervise cataloging records
- Provide readers advisory, current awareness, and reference services
- Circulate and maintain materials
- Conduct library orientation program for staff and students on library services, resources and facilities
- Perform relevant tasks as assigned by competent authorities

The Librarian shall possess the required expertise, experiences and other qualifications for effective and efficient discharge of duties.

At least a graduate of Bachelor in Library Information Science or equivalent degree.

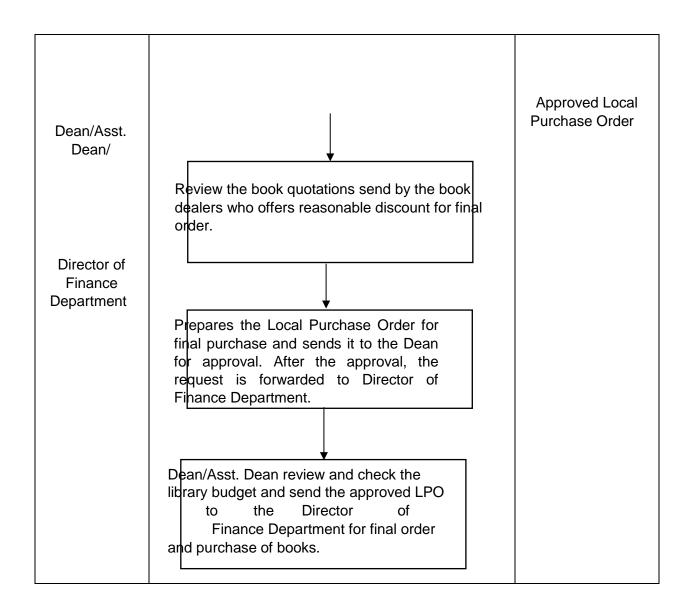
## 6.1.2 The Assistant Librarian

- Assist the Head Librarian in implementing programs and activities
- Perform managerial and administrative duties
- Establish and maintain cataloging records
- Supervise library loans
- Issue / return resources from the library counter through the library database system
- Help students how to use the online library and OPAC
- Assist the students and staff in finding information from the library resources
- · Read and tidy Library bookshelf
- Assist in stock check
- Send reminders for overdue resources
- · Perform other tasks as needed

#### 7. PROCUREMENT PROCEDURES LIBRARY RESOURCES

**Purpose:** This document will give a definite steps of ordering library materials.

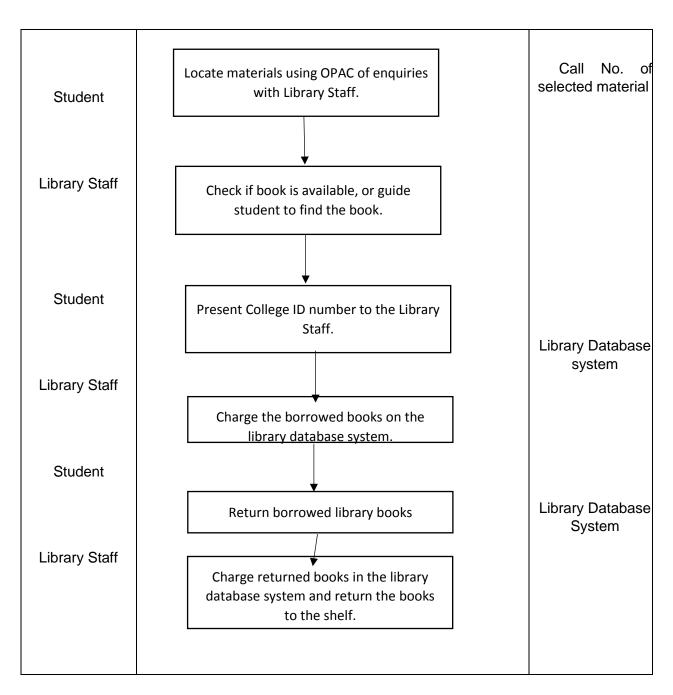
IN CHARGE	ACTIVITY	REFERENCES
Faculty Members and students	Select materials from catalogues based on important considerations as stated in the collection development plan.  Faculty members prepare and submit list of books / library materials to their respective Heads of Department.	List of titles of books reviewed or examined.
Heads of Department	Review the selected materials and determine if it qualifies as top priority. If so, then endorse the recommend materials by submitting the completed request forms to the library.	
Librarian		
Heads of	Verifies if titles are not available in the collection. If not seriously consider the endorsed recommended materials for purchase, however, some considerations shall be taken into account and the criteria for selection is carefully considered.	
Department		Book Quotations
	Reviews the list of books requested and recommended.	200K Quotations
Director of Finance Department	Send the approved recommended list of books to the accredited book dealers and request for quotations.	



# 8. BORROWING AND RETURNING PROCEDURE

Purpose: This document is to facilitate borrowing and returning of library materials.

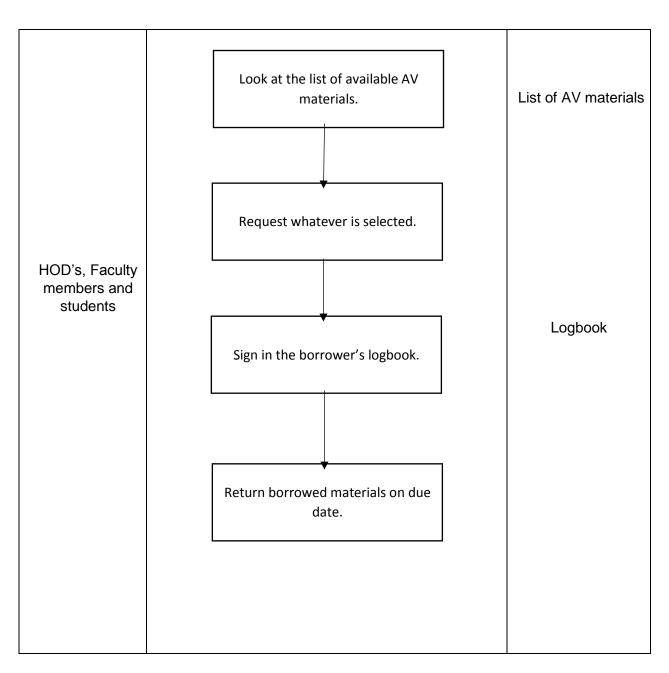
PERSON	ACTIVITY	REFERENCES	1
RESPONSIBLE			ı



## 9. BORROWING OF AV MATERIALS PROCEDURE

Purpose: This document will ensure the smooth borrowing of AV materials.

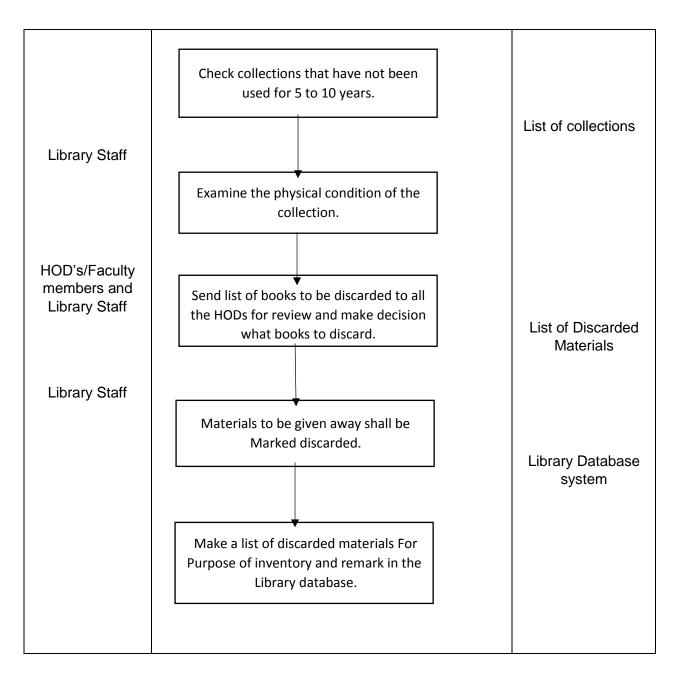
<u> </u>		
PERSON	ACTIVITY	REFERENCES
RESPONSIBLE		



# **10. WEEDING OUT PROCEDURE**

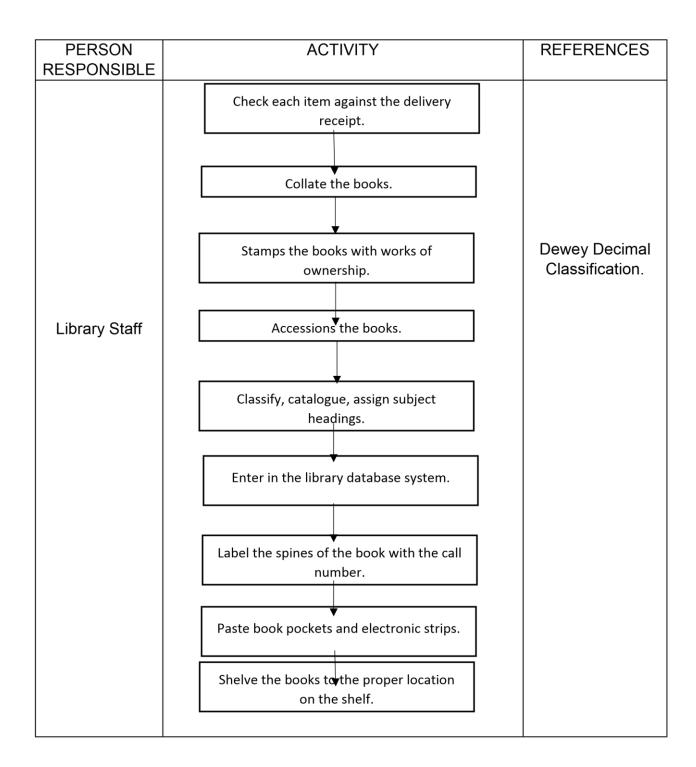
**Purpose:** This document is to guide the weeding out of absolute materials.

PERSON	ACTIVITY	REFERENCES
RESPONSIBLE		



# 11. CATALOGUING PROCEDURE

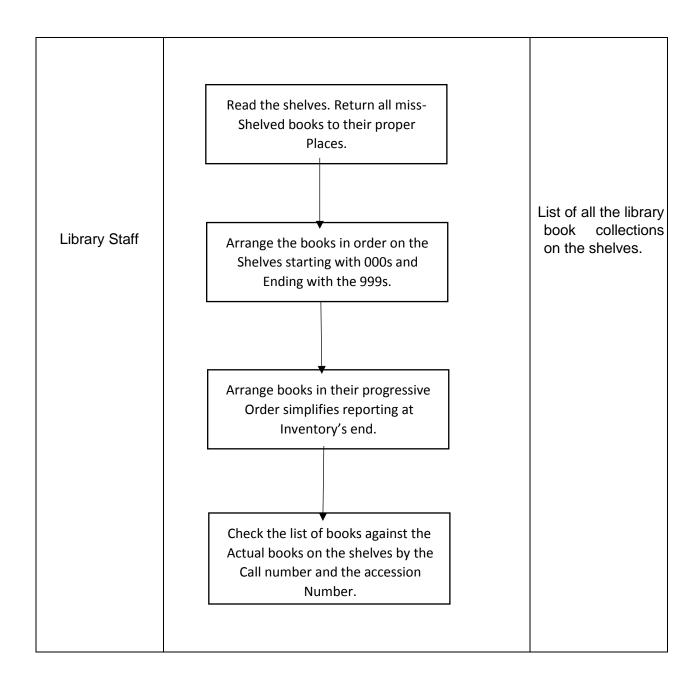
Purpose: This document is to be able to arrange and retrieve books to the easiest way.



# 12. LIBRARY MATERIALS INVENTORY PROCEDURE

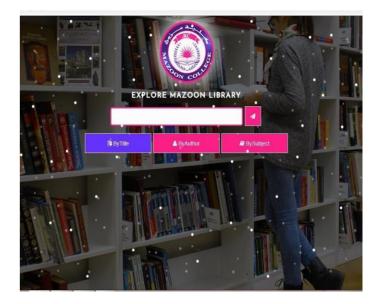
**Procedure:** This document is to be able to monitor the lost and unreturned library books.

PERSON	ACTIVITY	REFERENCES
RESPONSIBLE		



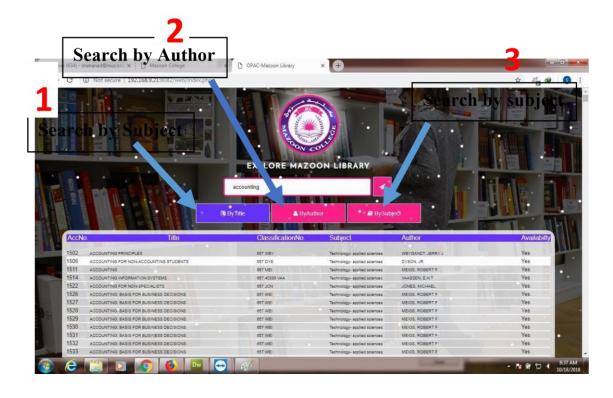
# 13. PROCEDURE TO SEARCH IN THE ONLINE PUBLIC ACCESS CATALOG (OPAC)

Purpose: This document is to help users find the library books on the shelves easily



# Steps to search in the **OPAC**

- 1) Search by Title
- 2) Search by Author
- 3) Search by Subject



# 4. PROCEDURES TO SEARCH FOR ERESOURCES LOGIN TO PROQUEST

