

STEP BY STEP GUIDE TO THE USE OF THE CATALOGUE (OPAC)

STEP 1: Visit the Kibabii University website: www.kibabiiuniversity.ac.ke

STEP 2: Place the cursor on top of the library link to show a dropdown menu

STEP 3: On the drop down menu click on the library link catalogue to open the Catalogue window

STEP 4: on the drop down menu immediately after the word Search, choose one of the available fields of your choice 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.*
- iv. You can combine a word from the title and a name of the author.*

STEP 5: Once you have typed in your request /search query press enter key.

STEP 6: Retrieved records will appear.

STEP 7: Use scroll down keys or navigation keys on the toolbar to move from one record to another.

Please note the following on each record

- i. The **call number** of the book e.g. **LB 17.07 2011***
- ii. The **section** where the book is to be found e.g. open shelves section, Reference section, Reserve, Special collection, Town Campus, etc.*

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

IN CASE OF ANY PROBLEM SEE THE [REFERENCE SERVICES LIBRARIAN](#)

OR HELP DESK: library@kibabiiuniversity.ac.ke