

# WEBOPAC HELP

The Online Public Access Catalogue (OPAC) holds the catalogue of items held by the South Coast Cooperative Libraries. This cooperative consists of two councils – Shoalhaven and Kiama.

COUNCIL	LIBRARY BRANCHES
Shoalhaven	Nowra, Sanctuary Point, Ulladulla, Milton and a mobile library service
Kiama	Kiama and Gerringong

The screenshot shows the 'LIBRARY CATALOGUE' homepage. On the left is a navigation menu with categories like 'I Want To...', 'Main Menu', 'Search More', 'New Search', 'New Items', 'Resources', and 'Directories'. The main content area features a 'Simple Search' section with a search box, a 'Limit by Location' dropdown menu (set to 'All Locations'), and search options for 'Title Search', 'Author Search', and 'Subject Search'. Below the search section is a 'New Fiction' carousel displaying book covers for 'Over the Edge', 'Blood Song', 'Jay Ford', 'Athena and Alice', 'The Making of Christina', 'Ghosts of the Past', and 'Fiona McArthur's Mother's Day'. The footer includes the copyright notice '© LIBERO 4.1.10'.

# SEARCHING

To begin searching, enter a search term in the Basic Search box, then click OK.

To limit your search by Location or by Title, Author, Series, Subject etc. select appropriate option/s before clicking OK.

You are here: Simple Search

## Simple Search

### Basic Search

Enter search term/s then click the 'OK' button

An \*\* at the end will broaden your search

Search By

- Anyword
- Anyword**
- Title
- Authors
- Series
- Call Number
- Subject
- ISBN
- Articles
- Notes
- Sounds Like
- Subject Keywords

Limit by Location

- All Locations
- Mobile
- Nowra Stack
- Gerringong

Your search can be refined from the Search Results page. Use the options on the right side menu to limit the results.

Refine Results

Authors:

- [BALL DUNCAN](#)(10)
- [FOGLE BRUCE](#)(7)
- [MILLAN CESAR](#)(6)
- [TROUT NICK](#)(6)
- [Show more](#)

Collection:

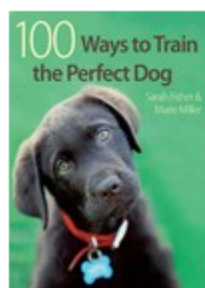
- [Adult Non Fiction](#)(288)
- [Adult Fiction](#)(107)
- [Easy](#)(101)
- [Junior Fiction](#)(60)
- [Show more](#)

Branches:

- [Nowra](#)(476)
- [Kiama](#)(287)
- [Ulladulla](#)(220)
- [Sanctuary Point](#)(117)
- [Show more](#)

## RESERVING AN ITEM

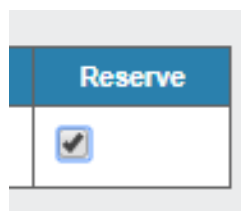
Once you have found the item you wish to reserve, click on its title.



[100 ways to train the perfect dog / Sarah Fisher & Marie Miller. \[Book\]](#)



This will take you to the Catalogue Display screen. Under the Item Information section, click the checkbox next to the copy you wish to reserve and click Submit Reserves.



Submit Reserves

Login using your User ID (library card number) and Password

### Login

User ID:

S0000000

Password:

\*\*\*\*\*

LOGIN

Exit

Select branch you wish to pick up item from, then click PROCEED.

Item: 004798822 - 100 ways to train the perfect dog / Sarah Fisher & Marie Miller.

Pick up from:

Notify by

Reservation Note

[Powered by LIBERO © 2016](#)

You will receive a confirmation message stating your reservation has been placed.

**Please Note: Reservations cost \$2.50 per item**

Please note the following messages:

- #S1325472/004798822
- Your Reservation has Been Placed
- This reserve will expire on 15 Jul 2018
- Reservation Queue: 1

## RESERVING MULTIPLE ITEMS

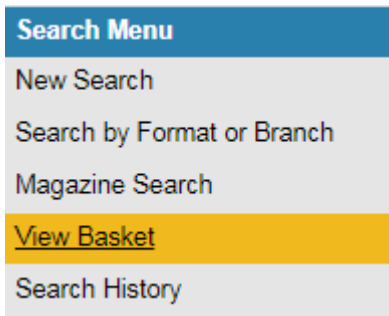
If you wish to reserve multiple items, the basket functionality can be used.

To add items to the basket, from the Search Results page click on the checkbox next to the title of the item, then scroll down to the bottom of the page and click Add to Basket.



The screenshot shows a search result table with columns 'Result', 'Cover', and 'Title'. The first result is '100 Ways to Train the Perfect Dog' by Fisher & Marie Miller. A checkbox is checked next to the title. To the right of the table is a button labeled 'Add to Basket'.

Once the items you wish to reserve have been added to your basket, click the View Basket link located on left side menu.



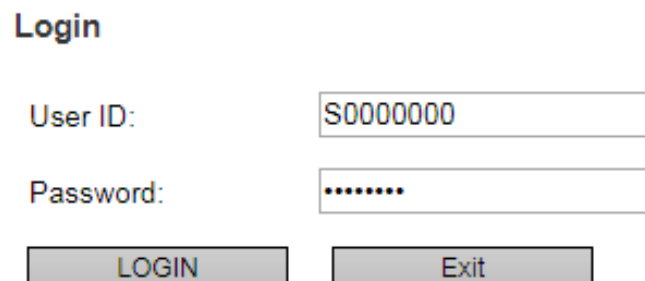
The screenshot shows a 'Search Menu' dropdown with the following options: 'New Search', 'Search by Format or Branch', 'Magazine Search', 'View Basket' (highlighted in yellow), and 'Search History'.

Click Display All. This will display your basket on one page. Click the Reserve checkbox for each item. Once you have clicked all checkboxes, click Submit Reserves.



The screenshot shows three buttons: 'Display All', 'Reserve' (with a checked checkbox below it), and 'Submit Reserves'.

Login using your User ID and Password



The screenshot shows a login form with the following elements:

- Login** (Section Header)
- User ID:
- Password:
-

The Item Reservation/s page will be displayed. This page will list the multiple items you wish to reserve. Select pickup branch, then click PROCEED.

Item Reservation/s

**Reservation costs are \$2.50 per item.**

Select the Pickup Location for the following Items:

Item: 002717996 - Africa's big cats and other carnivores / Nigel Dennis.

Item: 004798822 - 100 ways to train the perfect dog / Sarah Fisher & Marie Miller.

Item: 006290782 - All about dogs / written by Jane C. Scott.

Pick up from:

Notify by

Reservation Note

**PROCEED**

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You will receive a confirmation message stating your reservations have been placed.

**Please Note: Reservations cost \$2.50 per item**

Please note the following messages:

- #S1325472/002717996
- Your Reservation has Been Placed
- This reserve will expire on 12 Aug 2018
- Reservation Queue: 1
- #S1325472/004798822
- Your Reservation has Been Placed
- This reserve will expire on 12 Aug 2018
- Reservation Queue: 1
- #S1325472/006290782
- Your Reservation has Been Placed
- This reserve will expire on 12 Aug 2018
- Reservation Queue: 1

## RENEWING ITEM/S

From the left side menu, click Member Login.



Enter your login details including USER ID (library card number) and Password, then click LOGIN.

### Login

User ID:

Password:

Click the checkbox next to title/s you wish to renew, then click Submit. Items can be renewed up to two times and cannot be renewed if the item has a reservation on it.

Call Number	Due Date/Time	Num. of Renewals	Renew
636.932/RAB	20 Mar 2018	1	<input checked="" type="checkbox"/>
J/ELLI	20 Mar 2018	0	<input type="checkbox"/>
QJ577.85/DAO	23 Mar 2018	0	<input checked="" type="checkbox"/>
J/WHIT	3 Apr 2018	1	<input type="checkbox"/>

# LOAN HISTORY

From the left side menu, click Member Login.



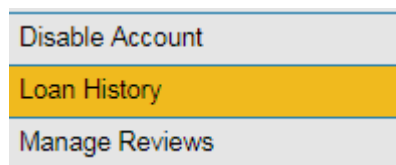
Enter your login details including USER ID (library card number) and Password, then click LOGIN.

## Login

User ID:

Password:

From the left side menu, click Loan History.



To view your latest history, click Last.

[First](#) - [Next](#) - [Last](#)



## FINDING NEW ITEMS

From the left side menu, click New Items List. This will display a list of items recently added to the system.

New Items

New Items List

This list can be limited by Author, Collection, or Branches using the right side menu.

### Refine Results

#### Authors:

- [VARIOUS\(8\)](#)
- [PATTERSON JAMES 1947\(6\)](#)
- [BLADE ADAM\(5\)](#)
- [CRANSTON BRYAN 1956\(4\)](#)
- [Show more](#)

#### Collection:

- [Large Print\(156\)](#)
- [Adult Non Fiction\(138\)](#)
- [Adult Fiction\(123\)](#)
- [Easy\(98\)](#)
- [Show more](#)

#### Branches:

- [Shoalhaven Processing\(616\)](#)
- [Nowra\(179\)](#)
- [Ulladulla\(133\)](#)
- [Sanctuary Point\(118\)](#)
- [Show more](#)

If you require further help, please contact [your local library](#).