

# How to Place a Hold (Reserve) on Book through OPAC Terminal



Library Guide: 12

# **OPAC**

# (Online Public Access Catalogue)

OPAC helps to find out the details of material available in the library.

Through OPAC a borrower can check

- Catalogue record of books
- Availability of the copies of a title
- If any title not available, can suggest for library purchase
- Placing a hold on a title
- Checking the status of borrowed material, due date, fine etc
- Checking Personal Details

If any title listed in the library catalogue but copies are borrowed by other borrowers. In order to safeguard the availability of the title and copies, borrower can put a hold (reserve) the copies. Here are the steps for placing a hold

#### 1. URL: Visit to http://library.thapar.edu

#### 2. Login Step

Login with your library account using your Enrolment number and Password as given below:

HAPAR V		Tha	Nav par Institu	va Nalai ute of Engi	nda Ce	entral Li	brary ology L	Iniversity	Log
L Horse OPAC Horse		i Kando	e Cooks	TACIR PU	109: A	sk 1.Bradan	Book Rev	orania distan	
the libery rations +		1.1	-	10		3	Ge Ge	1	Cett Reds) ins t
	Advented a	Antipi Automy	ABBILLT , and its	out   Mant Joseph	8				
-									
		Re	vised Libr	ary Privilege	18				Log in to your secount:
N	W B	ORR (w.	OWIN .e.f. Ju	IG PF	LOGIN ENROL	HERE USI	NG YO UMBE		Lage 5215838 Panneaut
	General Books Text Books For Password Change Contact GEN TXT belpclethapar.edu Quoting your								
Undergraduate	Entitlement	Duratises	Estillement	Buration	Earolim	ent Number &	& Name	-	Logic
Postaraduate o 30 days 4 30 days 3 2 days 2 7 days									Use Barcoda of ID Card as Your Lager (D
Research Scholars a 30 days 5 30 days 1 2 days 1 7 days								and fur Password, greater Compet. Climulation Counter	
Faculty At Ta Faculty	10	60 days		Current		2 days	2	7 days	ne-seamer as
	And in case of the local division of the	International Activity of the local sectors.	-	and the second statement	and the second second	-		a second s	The second
Staff AD TH SLOT		30 days	28	30 days	BA	NA		7 days	Course Street St

Figure 1: Login Window

#### 3. URL: Conducting a Search

Search for the title you are looking for.

NOL Home	OPAC Home	e-Books	Kindle e-Books	TUDR	PubDB	Ask Librarian	Book Recommendation
arch Libra	ry catalog . IELTS	3 : practice tests	with explanatory key	Search Wir	dow 🤇	0	Cart - Reading Lists
	Advances	search   Author	rity search   Tag cloud   1	Ment popular			
	10000000		22				
Home + Det	alle for IEETS: practice	inth with explanate	ary kary				
		Contract In the Instantion	And the second sec				
IEI TC	Normal	Allen III PORT	CONTRACT INTERVIEW				Witness South
IELTS Practice Test	I Normal	prosties to	ote with evelope	ton: kou		0	Place hold
Practice Test	<sup>3</sup> e IELTS :	practice te	ests with explana	itory key		9	Place hold Print
Practice Test	By: May , F	practice te	sts with explana	itory key		0 6 0	Place hold Print Save to your lists
Practice Test	By: May , F	practice te	ests with explana	itory key		9 6 10	Place hold Print Save to your lists
IELTS Practice Test	B Normal B IELTS : By: May , I Identify type	practice te Peter.	ests with explana	ntory key		0 6 10 10	Place hold Frint Save to your lists Add to your cart
Practice Test	B Normal IELTS : By: May , I Ideternal type Publisher: No	practice te Peter.	ests with explana	itory key		0 6 10 10	Place hold Print Save to your lists Add to your cart Save record •
	By: May, I Publisher No Description	Practice te Practice te Decer W York Oxford Unix ITS Audio CEs. Bot	ests with explana westy Press 2004	itory key		6 10 10	Place hold Print Save to your lists Add to your cart Save record • More searches •

Figure 2: Searching a title and details

## 4. Copy Availabilities

Look for the status of availability, if not available the borrower can put it on hold

Item type	Current o	Collection •	Call number 🔶	Status *	Date due <sup>©</sup>	Barcode
CD/DVD ROM	Nava Nalanda Central Library	MM	420.76 MA-I (Browse shelf)	Available		CD110706
Competetion Books	Nava Nalanda Central Library Career Planning Section	CP	420.76 MA-I (Browse shelf)	Checked out	16/08/2017 Copy a	110706 vailability Sta

Figure 4: Copy availability status

## 5. Placing and Hold

Along the side of title details look for the "Place Hold Button"

NINCL Home	OPAC Home	e-Books	Kindle e-Books	TUDR	Publice	Ask Librarian	Book Recommendation
Search Library	catalog + IELTS	S : practice tests	with explanatory key			ia 👘	Cart * Reading Lans *
	Advance	d search   Author	ty search ) Tag crisid (	Minit popular			
Have + Desi	ikter 16378 pakine	tests with explanate	re bere			112	
IFITS	E Noreca	view III LEUR	www BillSBC) sew				Place hold
Practice Tests	· IELTS :	practice te	sts with explan	atory key		-	Print
611	By: Miry ,	Peter.				0	Save to your lists
	Maturial type	Ginet.		Add to your cart			
	Publisher N	w Vice Owner Live		Save record -			
Contraction of	Description	175 Audio CON, Set					
A FUE	ISON ATOM	045753111		More searches +			
	Subject(s) V	1178				SPA .	
DDC caseficate	er: 420.78						Contraction of the second
Online resources	Downsell CD Come	t Here and Dati here	(red Usin) Disc Emulato	4 Schuber			

## 6. Choose Copy Details

If want to place hold on specific title, then choose the option or proceed to confirm the hold

#### 7. Hold Confirmation

Whenever the copy return to the library, borrower will get an alert through registered email address. The book will be kept on hold for 24 hours, if the borrower fails to collect the copies, it will be pass on to next borrower or return to the shelving area.

**Please Note:** in Order to ensure the proper alerting, the borrower must update valid email address and phone number in order to make proper contact.

