

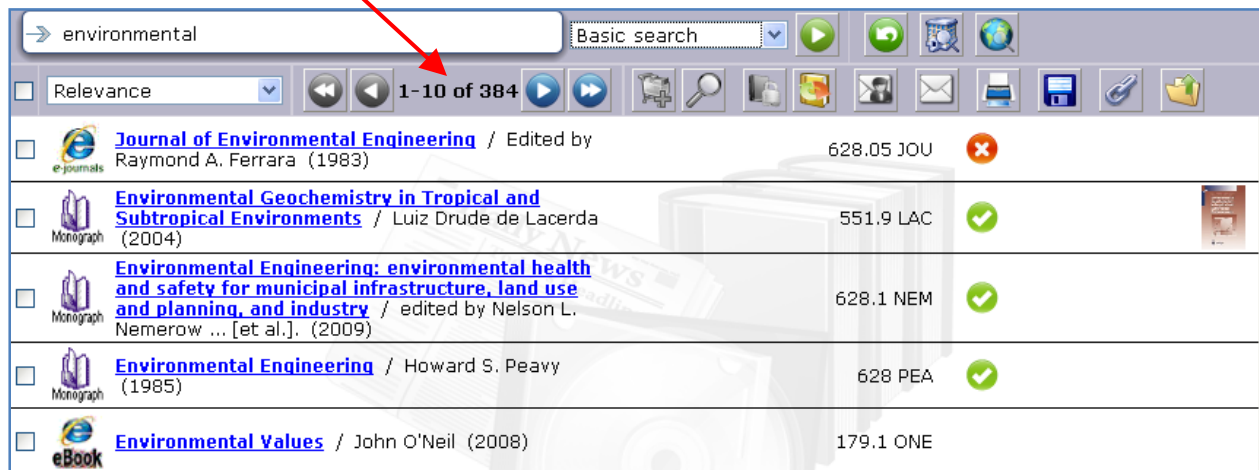


## Conducting a Basic Search





- Enter the term you wish to search into the Search field, for example, environmental or the first few letters of the term. You may enter the title of the book or the surname of the author or a combination of the both.






- The predictive searching functionality will display the terms matching the letters as they are entered in the *Search using* field.
- If the required term display in the list, click on it otherwise continue adding characters until it shows the required term.
- Click the Go button  to return a list of results. The results list includes information indicating the type of resource, the title, classification and availability.
- Each page shows only 10 results. To view next page click on Next Page Icon. 



- Each resource shows Selection Box, Resource Category Icon, Resource Name, Author/Editor, Year of Publication, Classification of the resource, Resource Availability Icon and thumbnail of the Resource.
- Each icon before the title represents the specific Resource Category.

	Represents Books		Represents eBooks
	Represents CD/DVD		Represents Periodicals (Journal magazine etc.)

- Each icon after the title represents the specific Resource Availability.

	Represents the at least one copy of the resource is available.
	Represents no Copy of the Resource is available.
	Represents that some issues of are on loan while others are available.

- Sort the results as per your requirement.

environmental Basic search

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Relevance

- Relevance
- Title
- Title (Desc)
- Year
- Year (Desc)
- Classification
- Classification (Desc)

<input type="checkbox"/>	<a href="#">Environmental Engineering</a> / Edited by ... (1983)	628.05 JOU	✘
<input type="checkbox"/>	<a href="#">Biochemistry in Tropical and ...</a> / Luiz Drude de Lacerda	551.9 LAC	✔
<input type="checkbox"/>	<a href="#">Engineering: environmental health and safety for municipal infrastructure, land use and planning, and industry</a> / edited by Nelson L. Nemerow ... [et al.]. (2009)	628.1 NEM	✔

- Logged in Borrowers will have access to a number of icons which provide functionality such as Reserve etc.
- Click on resource title to view detailed information.

<input type="checkbox"/>	<a href="#">Environmental Management</a> / T V Ramachandra (2009)	628 RAM	✔
<input type="checkbox"/>	<a href="#">Environmental Studies</a> / Manoj Tiwari (2007)	628 TIW	✔
<input type="checkbox"/>	<a href="#">Environmental Studies</a> / Anindita Basak (2009)	628 BAS	✔

- The detail view of the resource will be shown as under. Holding Section will provide further information regarding the copies of the resource.

Environmental Studies / Manoj Tiwari (2007)

**Authors:** Tiwari, Manoj ; Kumble, Kapil ; Tiwari, Archana

**Description:** xvi, 272p.

**Notes:** Contents:  
1. Multidisciplinary Nature of Environmental Studies  
2. Natural Resources  
3. The Ecosystems  
4. Biodiversity and its Conservation  
5. Environmental Pollution

**ISBN:** 8188237825

**Imprint:** New Delhi: [I.K. International Pvt. Ltd.](#) (102), 2007

**Subjects:** [Environmental studies](#) (15);

**Holdings:**

Branch	Collection	Classification	Copies:	Status
JUIT	TEXTBOOK SECTION	<a href="#">628 TIW</a>	2 Copies	Available <a href="#">List</a>


Environmental Studies

- To view next or previous resource click on Next Resource Icon or Previous Resource Icon.
- Collection represents the location where the Book is presently resides.

**Holdings:**

Branch	Collection	Classification	Copies:	Status
JUIT	TEXTBOOK SECTION	<a href="#">628 TIW</a>	2 Copies	Available <a href="#">List</a>

- Click on Classification Link to view the location in Graphic Form.

Holdings:				
Branch	Collection	Classification	Copies:	Status
JUIT	TEXTBOOK SECTION	<a href="#">628 TIW</a> 	2 Copies	Available
				<a href="#">List</a>

- Click on List Link to view the Copies Information (to whom it issued and when it is due for return)

Copy List									
<b>Title:</b>		Environmental Studies							
<b>Authors:</b>		Tiwari, Manoj Kumble, Kapil Tiwati, Archana							
<b>GMD:</b>		text							
Num	Branch	Copy ID	Collection	Classification	Loan Category	Barcode	Status	Loaned to	Date due
1 of 2	JUIT	Copy 1	TEXTBOOK SECTION	628 TIW	TEXT BOOK	017938	Available		
2 of 2	JUIT	Copy 2	TEXTBOOK SECTION	628 TIW	TEXT BOOK	017939	Available		
<b>Sub-totals:</b>		<b>Available:</b> 2		<b>On Loan:</b> 0		<b>Missing:</b> 0			
		<b>Disposed:</b> 0		<b>Unavailable:</b> 0		<b>Bookhire:</b> 0			
<b>Total number of copies:</b>		2		<b>Reservations:</b> 0		<b>Other branches:</b> 0			
								<input type="button" value="Print"/>	<input type="button" value="Close"/>

## In case of NO RESULT FOUND

When a search query finds no results, the **“Your search was not successful”** message is displayed. The options on this screen can include:

- Check your spelling** - The *Check your spelling* prompts you to check the spelling of the search term was correct. Click on the **Return to search link** and re-enter the term correctly.
- Search using a different word** - This option advises that there is no match on the original search term and suggests you use a different word. Click the **Return to search link** to enter a new term to search on.
- Perform a Browse search** - This option advises that a Browse search could be performed. Browsing can be done on Subjects, Authors Series etc.
- Request this item** - Click the **Request this item link** to enter details of the resource you were searching for. Once the details are saved a message will display indicating the request will then be emailed to the Borrower’s Branch email address.
- Ask your library staff** - This message directs you to seek assistance from the staff in the library.
- Return to home page** - Click the **Return to home page link** to return to the home page.