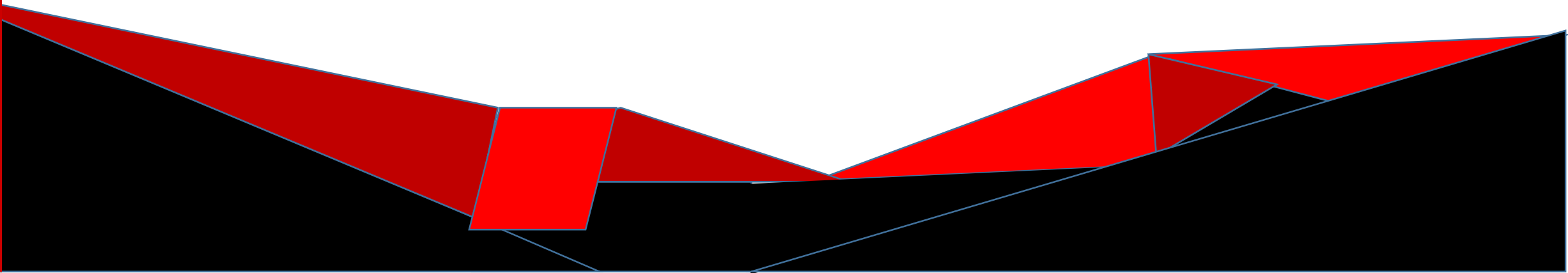




HELP LEARNING RESOURCE CENTRE

User Guide: How to search for books in OPAC



TYPE OF BOOKS

Open Shelf

- Can be checked out from Library
- Eg: Academic and general books

Reference

- Can only be used in Library only.
- Eg: Newspaper, dictionary, handbook and encyclopedia

Redspot

- Can only be borrowed and used for 3 hours in the Library only.
- Eg: Academic main text

Periodical

- Can only be used in Library only.
- Eg: Current issue magazine, print, journal, etc.

HOW TO SEARCH FOR BOOKS

1. Scan **QR code** below or go to Library website and click **“OPAC”** to access Library’s Online Catalogue.



OR

Go to <https://library.help.edu.my/>



HOW TO SEARCH FOR BOOKS

2. Go to search box and enter the **Keyword** and click '**Search**' button.
3. You also may select the desired **Search Terms** below:

- Title
- Author
- Subject
- Call Number
- ISBN
- Series

Online Public Access Catalog (OPAC)



Welcome to our library's online public access catalog. Search our catalog to view bibliography information on holdings we have in our library.

Search Bibliography by Search Phrase:

Title

Title
Author
Subject
Call Number
ISBN
Series

[OPAC](#) | [Help](#)

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HOW TO SEARCH FOR BOOKS

4. Click on desired **books title** on the search result to see the full information of material which consists call number, location, status of the material, and etc.

165 results found sorted by title ([sort by author](#)/[sort by MFN](#)).
Result Pages: 1 [2](#) [next page»](#)

| Search Results: | | | |
|-----------------|--|--------------------|-----------------------|
| 1. | Call Number: HF 5625.15 Mac Title: Accounting and business ethics : an introduction Author: McPhail, Ken MFN: 23802 | | |
| | Copy Barcode: H020954 | Status: checked in | Location: HU Library |
| 2. | Copy Barcode: H021168 | Status: checked in | Location: ELM Library |
| 3. | Call Number: HF5387 Ann. Title: Annual editions : Business ethics 06/07 Author: MFN: 13501 | | |
| | Copy Barcode: H001690 | Status: checked in | Location: HU Library |
| 4. | Call Number: HF5387 Ann. Title: Annual editions : business ethics, 2005/2006 Author: MFN: 12578 | | |
| | Copy Barcode: H001689 | Status: checked in | Location: HU Library |
| 5. | Copy Barcode: H012272 | Status: checked in | Location: HU Library |
| 6. | Call Number: HF 5387 Beh Title: Behavioral business ethics : shaping an emerging field Author: MFN: 24150 | | |

HOW TO SEARCH FOR BOOKS

5. Check the availability and jot down the information below:

i. Call Number

ii. Title

iii. Author

iv. Barcode

v. Description

Redspot (Available
at Circulation
Counter

vi. Location

HU/HA/ELM/
Subang Library

vii. Status

Check in (Book Available)

Check out (Book Borrowed Out)

Bibliography Information:

| | |
|------------------------------------|--|
| Call Number: | HF 5625.15 Mac |
| Title: | Accounting and business ethics : an introduction |
| Remainder of title: | |
| Personal name: | McPhail, Ken |
| Statement of responsibility, etc.: | Ken McPhail and Diane Walters |
| Show in OPAC: | yes |
| MFN: | 23802 |
| Collection: | HU Reference |

Bibliography Copy Information:

| Barcode # | Description | Location | Status | Status Dt | Due Back | No. of Hold | Remark |
|-----------|-------------|-------------|------------|---------------------|----------|-------------|--------|
| H020954 | | HU Library | checked in | 2017-02-17 14:31:34 | | 0 | |
| H021168 | | ELM Library | checked in | 2017-02-24 13:37:39 | | 0 | |

Additional Bibliographic Information:

| | |
|---|--|
| Subject: | Accounts - Professional ethics |
| Subject: | Accounting - Moral and ethical aspects |
| Subject: | Business ethics |
| International Standard Book Number: | 9780415362368 |
| Place of publication, distribution, etc.: | London |
| Name of publisher, distributor, etc.: | Routledge |
| Date of publication, distribution, etc.: | 2009 |

HOW TO SEARCH FOR BOOKS

6. Then, you may locate the book on the shelf accordingly to the **Library of Congress (LC) Classification.**

LC Classification is the shelving system that used by the Library to arranged books.

A: General Works
 (Dictionary)
B: **Philosophy,**
Psychology, Religion
C : Auxiliary Science of
 History
D: World History and
 History of Europe,
 Asia, Africa, etc
E: History of Americas
F: History of Americas
G: Geography,
 Anthropology,
 Recreation

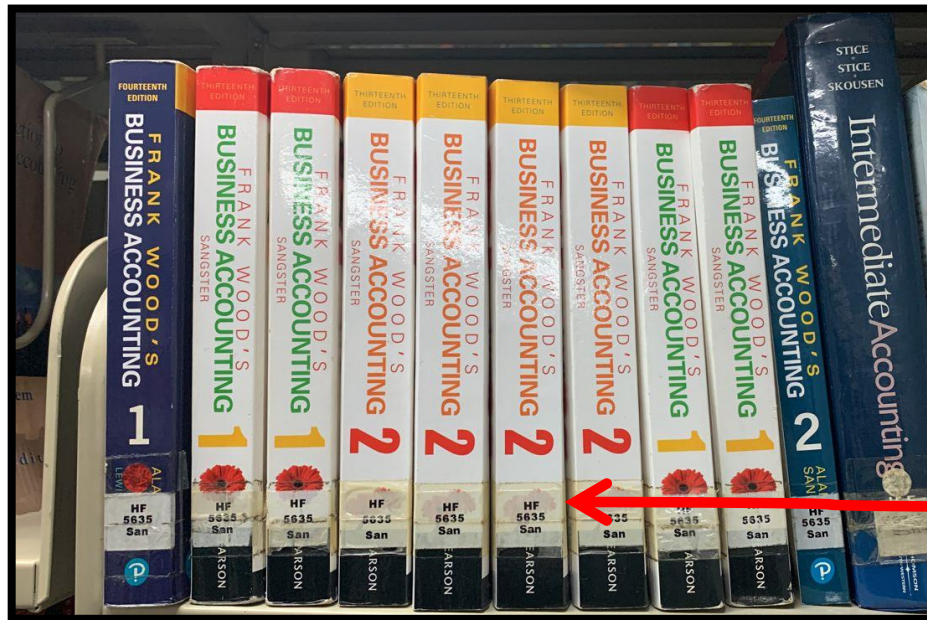
H: Social Sciences
HB: **Economics,**
HF: **Accounting,**
Business, Finance,
HM: **Sociology,**
HV: **Criminology**
J: Political Science
K: **Law**
L: **Education**
M: Music
N: Fine Arts
P: **Language and**
Literature

Q: Science
QA: **Mathematics ,IT**
QC: **Physics**
QD: **Chemistry**
QH: **Biology**
R : **Medicine**
S : **Agriculture**
T: **Technology**
TA: **Engineering and**
Technology
TT: **Arts and Crafts**
TX: **Hospitality**
U: **Military Science**
V: **Naval Science**
Z: **General, Library**

HOW TO SEARCH FOR BOOKS

7. Lastly, use the **call number** to locate the book. You may look at the call numbers on the books' spine.

Since books are organized by subjects using the LC Classification, try browsing the other books in the same section if you want more book titles.



Call Number: *HF 5635 Wat*

| | |
|-------------|----------------------------------|
| HF | Accounting, Business & Finance |
| 5635 | Specific 'Accounting' subject |
| San | First 3 digits of Author Surname |

Thank you