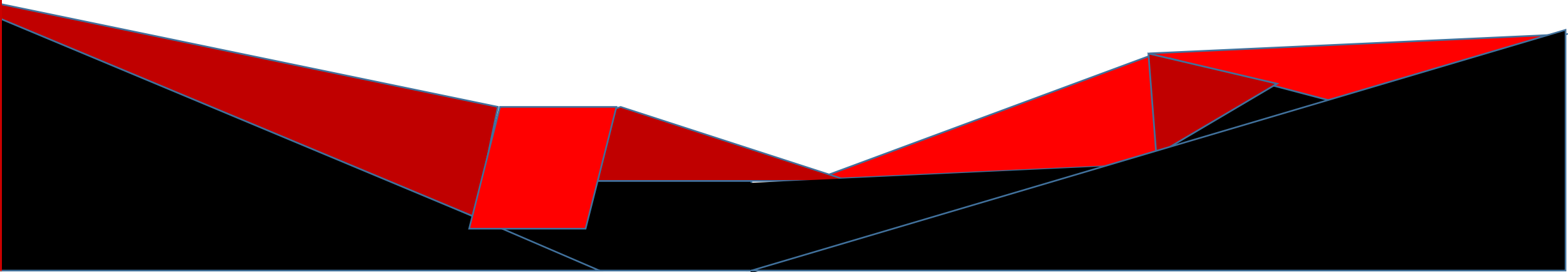




HELP LEARNING RESOURCE CENTRE

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](#)

Powered by OpenBiblio version 0.6.0 database version 0.6.0
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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 arrange the books on the shelves.

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

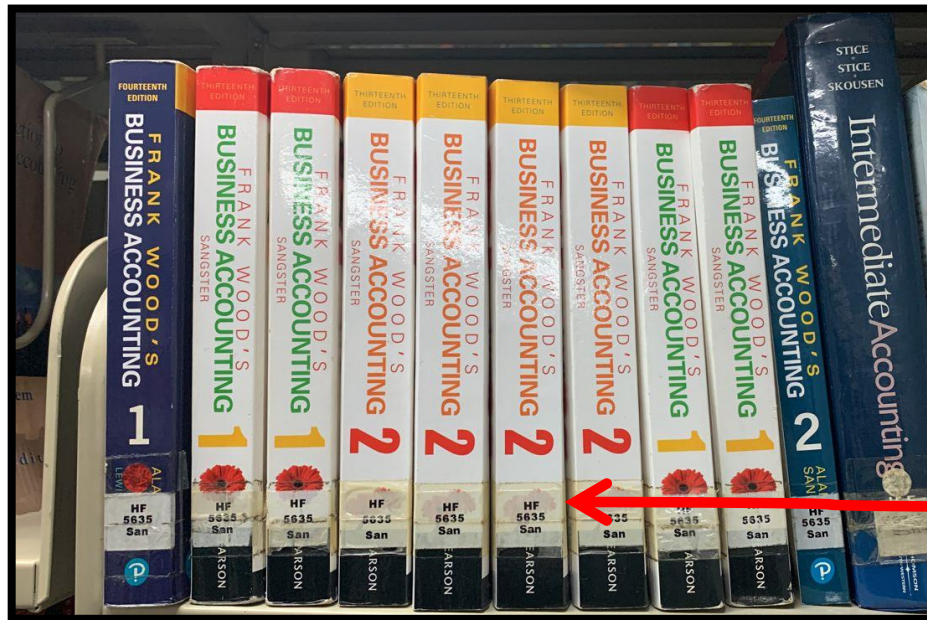
H: Social Sciences
HB: Economics,
HF: Accounting,
Business, Finance,
HM: Sociology,
HV: Criminology
J: Political Science
K: Law
L: Education
M: Music
N: Fine Arts
P: Language and
Literature

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. Next, 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*

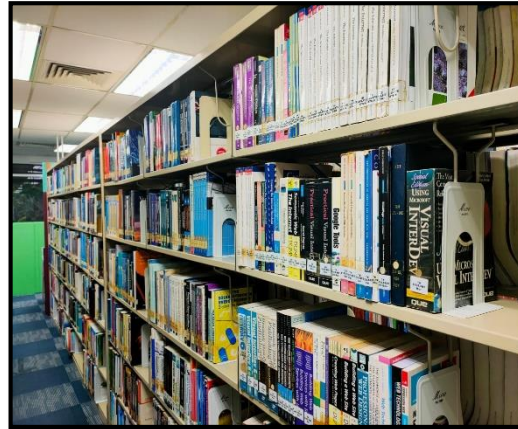
HF	Accounting, Business & Finance
5635	Specific 'Accounting' subject
San	First 3 digits of Author Surname

HOW TO SEARCH FOR BOOKS

8. You may locate the book accordingly to **subjects area** on shelves.



HU/HA Library
WISMA HELP



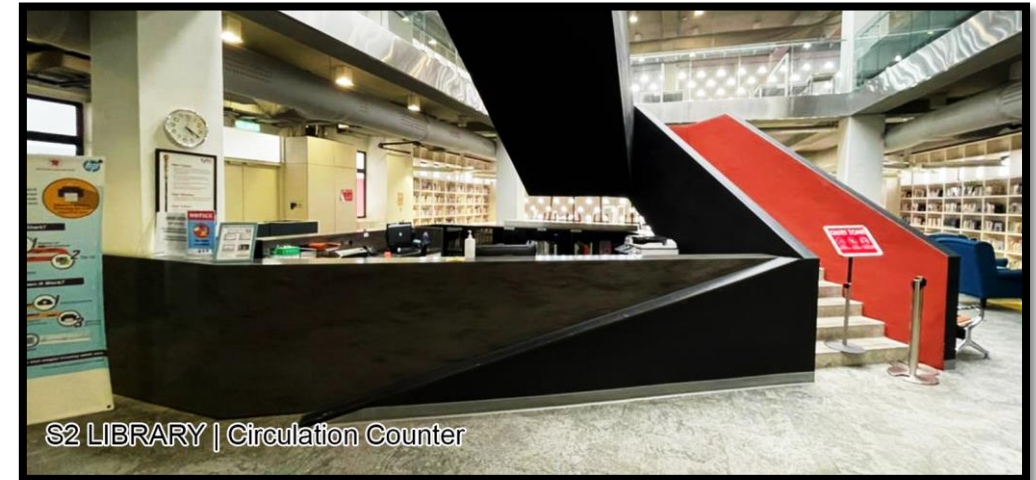
Founders' Library
Subang 2



ELM Library

HOW TO SEARCH FOR BOOKS

9. Lastly, you may **check out** the books at the Circulation Counter.



Thank you