Rencana-Rencana / Articles

ILMU On-line Library Catalogue: Author / Title / Subject Search Option

by Andrew Lee*


Abstract: Since the introduction of the on-line library catalogue or OPAC in 1991, library users are able to access the collections in the University of Malaya Library System via OPAC terminals placed in each library. Several brochures have been produced to guide users when using OPAC. OPAC allows two search options: i) Author/Title/Subject Search Option and; ii) Keyword Search Option. This article will discuss some of the advanced search features of the Author/Title/Subject Search Option and guide users to refine their search strategy to obtain the required information. Screen information is also explained. The advanced search features for the Keyword Search Option will be discussed in the forthcoming issue.

Introduction

The ILMU (Integrated Library Universiti Malaya) computerised library system has a powerful on-line library catalogue, commonly called OPAC (On-line Public Access Catalogue). OPAC allows a user to access the UNIMAL (University of Malaya) bibliographic database of more than 400,000 bibliographic records comprising holdings of the following libraries:

- Main Library
- Periodicals Library
- Medical Library
- Law Library
- Dental Library
- Academy of Islam Library, Nilam Puri, Kelantan
- Institute of Advanced Studies Library

- Engineering Library
- Language Centre Library
- Foundation Studies in Science Library

OPAC was available to library users in January 1992. OPAC terminals are available in most of the libraries with the exception of the Academy of Islam Library and the Foundation Studies in Science Library which will have terminals installed in the near future.

Search Options

Two search options are available when using OPAC. They are:

i) Author/Title/Subject Search, and;
ii) Keyword Search Option.
Using OPAC: Important Tips

When using OPAC, some important tips to remember are:

- At the >> or 1>> prompt, type an option/search statement and then press the <Return> key.
- When typing, OPAC accepts upper or lower case letters. For ease of use, type in lower case letters.
- Type ? or ?? when required to call up the on-line Help facility.

Selecting Option at Main OPAC Screen

<table>
<thead>
<tr>
<th>Sistem Perpustakaan Bersepadu Perpustakaan Universiti Malaya</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Katalog On-line</td>
</tr>
<tr>
<td>On-line Public Access Catalog</td>
</tr>
<tr>
<td>2) Pencarian Perkataan Utama</td>
</tr>
<tr>
<td>Keyword Searching</td>
</tr>
<tr>
<td>3) Bulletin Perpustakaan [Cursor]</td>
</tr>
<tr>
<td>Bulletin Board</td>
</tr>
<tr>
<td>Taip pilihan anda/enter option (1,2,3)</td>
</tr>
</tbody>
</table>

Select Option at Main OPAC Screen

- Select 1 to use Author/Title/Subject/Call Number Search Option. Option 1 displays an unnumbered prompt >>
- Select 2 to use Keyword Searching. Option 2 displays a numbered prompt, eg. 1>>
- Option 3 displays information such as library hours, announcements, etc.

To select a different search option, you may return to Main OPAC Screen by typing at any prompt quit <Return>

Search Statement

A search statement consists of the search command (a, t, e or c) and the search term (author's name, title of work, subject term or call number).

- a=brown roger <Return>

Search Format

Note: Punctuations can be ignored in the search term.

- a=ayere a
  [author's name is a. ayere]
- t=asean american dialogue
  [title is a.e.a.n.-american dialogue]

Search by author/corporate name:

- a=family name rest of the name
  >>a=smith adam [name is Adam Smith]
- a=khoo kay kim
- a=corporate name
  >>a=malaysia kementerian kewangan [country followed by name of agency]
- a=institution of engineers
  >>a=unesco [abbreviation accepted]

Search by title:

- t=introduction to psychology
  Ignore articles, 'a', 'an', 'the', at the beginning of a title, eg. A history of Malaya.

Search by subject:

- e=economics
  LCSH terms using American spelling.

- e=labor [not labour]
  Include the subject subdivision(s) if necessary following LCSH guidelines.

Search by call number:

- c=call number
  Type call number and include space if an author mark is typed.

Search Strategy and Screen Display

Screen display types are:

- List Display
  lists brief bibliographic records in column-style format
- Bibliographic Display
display a bibliographic record with holding(e) information
I) Hit List Display

A Hit List Display lists the number of bibliographic records from the UNIMAL database which match the search term.

A Hit List:
- Displays if search term matches more than 1 bibliographic record in UNIMAL
- Displays in column-style format
- Highlights bibliographic records of item(s) inventoried in the library where the search is performed
- It displays a minimum of 2 records to a maximum of 2000 records
- May display up to 10 hits at one time.

i First Level Hit Display Screen

- Displays bibliographic information of only the content of the term searched and the number of titles (bibliographic record) that match the search term.

See hit display list example generated for an author search >>>a=wallace j

ii Second Level Hit Display Screen

- Displays bibliographic information of author, title and date. Second Level Hit Display is generated by:
  a) selecting a line number (Line #) from a first level hit list which has more than 1 record
  b) an exact search term that has more than one bibliographic record. See example for an author search: a=sagan carl
  c) a search by call number eg. >>>c=de596

Cross Reference Display

- First level hit display may include 'search for' references which is the preferred authority term used. Select the preferred term.

See example for an author search >>>a=khoo kay kim
II) Bibliographic Display

a) Displays if the search term has 1 exact match
b) By selecting a line number (Line #) from First Level Hit Display which has 1 bibliographic record
c) By selecting from Second Level Hit Display.

Bibliographic displays available are:

i) Full bibliographic display
ii) Half bibliographic with or without holdings display

i. Full Bibliographic Display

1) Displays field labels and bibliographic contents

a) Displays when you type ‘f’ at Half bibliographic display
b) Displays when you type ‘f’ after Line number at Hit List Display level, example: >>2f

ii. Half Bibliographic with Holdings Display

Displays brief bibliographic and holding information

Each bibliographic record may have more than 1 copy/volume attached to it. When the copy/volume has been inventoried, the holdings display gives information about the copy/volume (call number, volume, material and location status may differ with different locations).
Other Holdings Displays are available:

i) **Serials holdings display**

- First level holding display provides information about the subscription of the title.
- Second level holding display if the status is Active. Type '1' to show the latest number/volume received.

See example for a title search;

```plaintext
>>t=highways and transportation

[Type 1 to view second level display]
```

[Volume and date of last issue received]

[Volume and date of next issue expected]

[Holdings in Periodicals Library]

ii) **On-Order Record display**

- Shows the library that ordered the title, record status, date item was ordered and the number of copies ordered.

See example for a title search;

```plaintext
>>t=interpersonal communication book

[Type t to view second level display]
```

[Volume and date of last issue received]

[Volume and date of next issue expected]

[Holdings in Periodicals Library]

**Remember:**

**Hit List Display** lists only the number of bibliographic record(s) that matches term searched.

**Bibliographic Display with holding(s)** shows how many physical copy/copies to a bibliographic record.

**Interpretation of Codes Used in Screen Displays**

For a list of codes used and its interpretation refer to **Appendix 1** and **Appendix 2** at the end of this article. For further clarification of the code(s) used, please check with the librarian of the respective library.

**Screen Display:**

**Duplicate/Inconsistent entries**

Duplicate/inconsistent entries and spelling errors of author(s), title(s), subject(s) and bibliographic details may occasionally appear. These are being continuously eliminated/corrected by the Library. If in doubt, please check with the librarian.
Performing Your Search: tips and traps

a. Type Definite Search Term

Tips
• Type the full particulars to retrieve the required record. If search produces no hits, use arrow up key to recall previous search statement to check spelling, etc. Then perform search again and if unsuccessful use truncation.

b. Using Truncation

Tips
• Type part of an author's name if you are unsure of the correct spelling,
  \( \gg a=\text{khoo k} \) [author's name khoo kay kim]
• Type part of a long search term most likely to produce an exact match;
  \( \gg t=\text{engineering math} \)
    [title is Engineering mathematics]
  \( \gg s=\text{artificial int} \)
    [subject term is artificial intelligence]

Trap
• Typing too few characters or words may produce a less precise search and a long hit list.

c. Punctuations in Search Terms

Tips
• Ignore punctuations in search term. If typed, OPAC ignores the punctuations.
  \( \gg a=\text{who global programme on aids} \)
    [actual title is W.H.O Global...]

Possessive terms 's can be ignored;
  \( \gg t=\text{all's well that ends well} \)
    [title is All's well that ends well]

d. Search by Subject

Tips
• Subject headings are mainly in English (using American spelling of LCSH/MeSH)
  Check Tajuk Perkara = Subject Headings to get the Bahasa Malaysia equivalent of LCSH's subject headings.

e. Subject Search to Search an Author

Tips
• Works by/of prominent authors, such as literary luminaries, and famous personalities in all subject disciplines may have a name subject entry. Use the subject search to find out works by/about the author.
  \( \gg a=\text{shakespeare} \)
  \( \gg a=tunku abdul rahman \)
  \( \gg a=\text{usman awang} \)

f. Use Limit Command Qualifiers

Tips
• Use truncation in the search term
• More than one key qualifier can be combined to refine search.

Trap
• It may take a while for the search result to be displayed.

Search Using Limit Command Qualifiers

The Limit Command Qualifiers are used in combination with author, title, and subject searches. Search can be limited by these key qualifiers:

- date of publication
- library location (agency code)
- title

Search format with Command Qualifiers

Type a vertical bar I to add a key qualifier

1. Search by author and limit by title:
  \( \gg a=\text{author I t= title I d=date} \)
  [author is D.G.E. Hall; title of work A History of South-east Asia; date of publication 1981]

2. Search by author and limit by title and limit work by date of publication:
  \( \gg a=\text{author I t= title I d=date} \)
  [author is D.G.E. Hall; title of work A History of South-east Asia; date of publication 1981]

3. Search by title and limit by agency location:
  \( \gg t=\text{title I l= agency code of library} \)
  \( \gg t=\text{concretel}=010201 \)
  [title of work Concrete Technology; location in Red Spot Collection]
iv. Search by subject and limit work from starting date of publication:

```plaintext
>>s=subjectId=datel [Type Vertical bar I]
>>s=economicId=1991
```

[subject is Economics and works published from 1990- till present]

The Limit Command qualifier is particularly useful to find items in another location. In a Hit List Display, by default, OPAC highlights records of the library where the terminal is located. If an OPAC user in Main Library uses the agency qualifier 07010, items kept and inventoried in Engineering Library will be highlighted. For a list of agency qualifiers see Appendix 1 at the end of this article.

Notes

1. The OPAC module of ILMU computerised library system is based on Data Research Associates' library software. OPAC guides produced by the University of Malaya Library are as follows:

   A bilingual booklet guide in English and Bahasa Malaysia. Step-by-step guide with examples given on how to search by author/title/subject/call number and keyword search using boolean operators and wildcards. Colour schemes and flaps allow quick access to information of a particular search option.

   A handy 3 page guide listing the search commands for author/title/subject/call number and keyword searching using Boolean operators. A bilingual guide in English and Bahasa Malaysia.

   A bilingual guide in English and Bahasa Malaysia. Search examples with screen information are available for author/title/subject/call number and keyword searching. Codes used in holdings information and their interpretations are provided. Sufficiently comprehensive to meet both the novice and advanced users' needs.

   DRAs' technical and operations manual for the Public Access Catalogue module.

   An important guide to check subject terms which are used in OPAC.

   A bilingual publication of subject terms used by Library of Congress. Vol. 1 lists subject terms in English language and their equivalent terms in Bahasa Malaysia. Vol. 2 lists subject terms in Bahasa Malaysia and their equivalent terms in English.

| The search format using Limit Command Qualifier must follow the correct order: |
| >>search statement Limit key qualifier |

OPAC will not perform the search if the search format is typed in the reverse order:

| >>Limit key qualifier search statement |

Conclusion

When in doubt, use the On-line Help facility by typing ? or ?? whenever required. Read Help screen information and prompts to perform a successful search. In the next issue the powerful Keyword Search Option will be discussed.
### Appendix 1

**Agency Codes**

<table>
<thead>
<tr>
<th>UNIMALDB</th>
</tr>
</thead>
</table>

**Your search:** A=KHOO KAY KIM

**Holdings highlighted for:** 0101

**LINE # of** # titles

<table>
<thead>
<tr>
<th># titles</th>
<th>Authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 51</td>
<td>KHOO, KAY KIM.</td>
</tr>
<tr>
<td>2 0</td>
<td>KHOO, KAY-KIM.</td>
</tr>
<tr>
<td>3</td>
<td>search for KHOO, KAY KIM</td>
</tr>
</tbody>
</table>

**Agency Codes**

<table>
<thead>
<tr>
<th>Location/Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>010101 - Open shelf, Main Library</td>
</tr>
<tr>
<td>010201 - Red Spot Collection, Main Library</td>
</tr>
<tr>
<td>010301 - Restricted Items, Main Library</td>
</tr>
<tr>
<td>010401 - Reference Items, Main Library</td>
</tr>
<tr>
<td>010501 - Audio &amp; Visual Items, Main Library</td>
</tr>
<tr>
<td>010801 - Foundation Studies in Science Library</td>
</tr>
</tbody>
</table>

**Location/Collection**

<table>
<thead>
<tr>
<th>Agency Codes</th>
<th>Location/Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>020101</td>
<td>Medical Library</td>
</tr>
<tr>
<td>030101</td>
<td>Dental Library</td>
</tr>
<tr>
<td>040101</td>
<td>Law Library</td>
</tr>
<tr>
<td>050101</td>
<td>Institute of Advanced Studies Library</td>
</tr>
<tr>
<td>060101</td>
<td>Language Centre Library</td>
</tr>
<tr>
<td>070101</td>
<td>Engineering Library</td>
</tr>
<tr>
<td>100101</td>
<td>Theses collection, National Collection, Main Library</td>
</tr>
<tr>
<td>110101</td>
<td>Periodicals Library</td>
</tr>
</tbody>
</table>

**Material**

<table>
<thead>
<tr>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
</tr>
<tr>
<td>Kit</td>
</tr>
<tr>
<td>Serials</td>
</tr>
<tr>
<td>Machine readable data file</td>
</tr>
<tr>
<td>Microform</td>
</tr>
<tr>
<td>Musical recording</td>
</tr>
<tr>
<td>Musical score</td>
</tr>
<tr>
<td>Non-musical sound</td>
</tr>
<tr>
<td>Projected media</td>
</tr>
</tbody>
</table>

**Material**

<table>
<thead>
<tr>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
</tr>
<tr>
<td>Kit</td>
</tr>
<tr>
<td>Serials</td>
</tr>
<tr>
<td>Machine readable data file</td>
</tr>
<tr>
<td>Microform</td>
</tr>
<tr>
<td>Musical recording</td>
</tr>
<tr>
<td>Musical score</td>
</tr>
<tr>
<td>Non-musical sound</td>
</tr>
<tr>
<td>Projected media</td>
</tr>
</tbody>
</table>

**MATERIAL:** Book

**CALL NUMBER:** HM251 Wal

**AUTHOR:** Wallace, John, 1931-

**TITLE:** Social psychology: a social science


**DESCRIPTION:** xvi, 429 p. ; ill. ; 24 cm.

**SERIES:** Saunders books in psychology

**NOTES:** Includes bibliographical references

**SUBJECT:** Social psychology

**Press (RETURN) to continue the full display**

Enter: B to Backup

F to redisplay the first screen of the full record.

You may enter a ? for HELP or begin a new search.
Screen Information and Codes Interpretation

**Material** indicates material type and determines loan period

<table>
<thead>
<tr>
<th>Material</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.W.B.</td>
<td>Collection of Asian Wetlands Bureau in IPT Library</td>
</tr>
<tr>
<td>BUKU IPT</td>
<td>Books in IPT Library</td>
</tr>
<tr>
<td>BUKU K</td>
<td>Books in Engineering Library</td>
</tr>
<tr>
<td>BUKU P</td>
<td>Books in Medical Library</td>
</tr>
<tr>
<td>BUKU PB</td>
<td>Books in Language Centre Library</td>
</tr>
<tr>
<td>BUKUUND</td>
<td>Books in Law Library</td>
</tr>
<tr>
<td>JURNAL</td>
<td>Periodical in Periodicals Library</td>
</tr>
<tr>
<td>JURNAL P</td>
<td>Periodical in Medical Library</td>
</tr>
<tr>
<td>K.KERJA</td>
<td>Conference proceedings</td>
</tr>
<tr>
<td>LAT.ILMIAH</td>
<td>Academic Exercises</td>
</tr>
<tr>
<td>MIKROFIS</td>
<td>Microfiche</td>
</tr>
<tr>
<td>MIKROFILM</td>
<td>Microfilm</td>
</tr>
<tr>
<td>MONOGRAPF</td>
<td>Books in Main Library</td>
</tr>
<tr>
<td>PIAWAJAN</td>
<td>Standards</td>
</tr>
<tr>
<td>RISALAH</td>
<td>Pamphlets</td>
</tr>
<tr>
<td>RUJUKAN</td>
<td>Reference materials</td>
</tr>
<tr>
<td>TESIS</td>
<td>Theses</td>
</tr>
</tbody>
</table>

**Location** indicates in which Library system the item is located

<table>
<thead>
<tr>
<th>Location</th>
<th>Library System</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV.UTAMA</td>
<td>Audio Unit, Main Library</td>
</tr>
<tr>
<td>BKK</td>
<td>National Collection Division, Main Library</td>
</tr>
<tr>
<td>B.MERAH</td>
<td>Red Spot Collection, Main Library</td>
</tr>
<tr>
<td>IPT</td>
<td>Institute of Advanced Studies Library</td>
</tr>
<tr>
<td>P.ASASI</td>
<td>Centre for Foundation Studies in Science Library</td>
</tr>
<tr>
<td>P.BAHASA</td>
<td>Language Centre Library</td>
</tr>
<tr>
<td>P.KEJURU</td>
<td>Engineering Library</td>
</tr>
<tr>
<td>P.UNDANG</td>
<td>Law Library</td>
</tr>
<tr>
<td>P.UTAMA</td>
<td>Main Library</td>
</tr>
<tr>
<td>PER.IGI</td>
<td>Dental Library</td>
</tr>
<tr>
<td>PER.UBAT</td>
<td>Medical Library</td>
</tr>
<tr>
<td>PMAJALAH</td>
<td>Periodicals Library</td>
</tr>
<tr>
<td>RUJUTAMA</td>
<td>Reference Hall, Main Library</td>
</tr>
</tbody>
</table>

**Status** indicates the availability of an item

- **Active**: Library still subscribing to item (eg. periodical)
- **Available**: Not on loan
- **Charged**: On loan
- **Hold**: Item is reserved for a reader. Request for reservations may be made
- **Reserve Rm**: In the Red Spot Collection
- **LcRq**: Can reserve at the Circulation Counter for charged items only
- **NonReq**: To be used in the Library only/cannot be taken out of Library
- **Wthrm**: Withdrawn from Circulation. Items may be retrieved upon request at the Circulation Office