

OPACplus: Short instructions

University library Neu-Ulm

What is OPACplus (HNU catalogue)?

OPACplus enables you to search the university library supply of material: it includes the titles of all the books, journals and newspapers, video cassettes, CD-ROMs etc which are available. Dissertations (from Diplom, Bachelor and Masters Courses) are not listed; they can be found in a special data bank for dissertations (URL: <http://blog.hs-neu-ulm.de/bibdb/>).

In addition, OPACplus also makes it possible to access the catalogue of the Bavarian Library Network, as well as the lists of books available through bookshops.

Using the English version of OPACplus

Open the library section of the website of the HNU (Bibliothek) under the picture.

Recherche

Bibliothekskatalog (OPACplus)

When you click this open, you will see 'Sprachauswahl deutsch / englisch'. Click on 'englisch'. This will enable you to search the material available.

If you want to see the list of material you have borrowed from the library, your reservations or any other details about your personal library account, then you should click on 'Account', type in your user number="Bibliotheksnummer" (on your CampusCard) and your password (a 6-figure number using your date of birth but without the '19' of the year of birth). When the screen shows your account details, it will be in German. To change this, click on 'Suche'; this will show the option 'Sprachauswahl deutsch/englisch'. Again, click on 'englisch' and all the screens from this point on will be in English.

Research

When OPACplus is opened, the function 'Advanced Search' appears. You can use this to search using key words from titles, authors' names, ISBN numbers etc. The stock of the HNU library is searched through first. By clicking on 'Database Selection' in the lower part of the screen, you can also search the catalogue

of the Bavarian Library Network and/or the catalogue of the [VLB](#).

Tips for research:

- It does not matter whether you use UPPER (capital) or lower case letters.
- You can link your search words using the command 'and/or/and not'.
- Use the star symbol * to replace a letter /letters when conducting a word stem search and to include plural forms or alternative ways of spelling in your search.
E.g.: Type in "Manag": the search engine will look for all words which begin with ,manag', such as management, manager etc.*
- By using the button 'Limit search', you can limit your search to e-books or choose the form of publication or the language you want the material in (e.g. if you want to look only for English language titles) or the year or a time period in which the material you are looking for appeared.

Results

When the search is complete, you will see a list of results with brief details (title, author, date of publication, library shelf number and whether the book is available for borrowing). If you would like to see all the details, click on the title; you will see the number of copies of the material available in the library, where you can find them.

The list will also contain electronic resources (e.g. eBooks), recognisable by the @-symbol. The 'Availability' button will show the correspondent link.

From OPAC to the bookshelf

The shelf number shows where you can find the book on the library shelves.

E.g.

100/QP 120 M699-2(4)+2

100 = the book is part of the library stock

QP 120 = the book belongs to this subject area (QP 120 = General Business Studies)

M699 = Surname of the author (in code)

-2 = Volume 2 of a series which appears in several volumes

(4) = 4th edition

+2 = 2nd copy

'My list'

If you would like to set up your own list of material which you may want to access, click the title in the list of results and then on 'Add to my list'.

If you want to review your list, click on the button 'My list' in the navigation bar.

You can review the list in short or in complete format; you can also print out the list, send it as an email or export it. If you have logged on using your library user number, you can store the list permanently in your files.

Distance lending (Interlibrary loan)

If you cannot find what you are looking for in the HNU catalogue, you can extend your search to the Bavarian Library Network and order the book through the distance lending service. The library staff is pleased to help you!

Extending the loan period

Under 'Account' you can call up the list of the books you have borrowed. On the right hand side of the screen is the button 'Bulk Renew'. This offers you the chance to renew the loan period of all the material you have borrowed.

Please note: the loan period can only be renewed 3 days before the end of the original

loan period! If another borrower has requested the material, then an extension is not possible.

Reservation

If the title you are looking for is being used by another reader, you can reserve it. Click on the "get document" and then "select".

You will be informed by email or post when the material is available for you to collect. It will be held for you for 5 working days.

You can also cancel a reservation.

Changing your account details:

Under 'User Details' you can view the details of your account as stored by the library and, if necessary, change them.

Please log off from OPACplus when you have finished so that nobody else can access your account!
