



OPAC Procedure



1. Enter **Keyword**, **Subject**, **Title**, or **Author's name** in the search box.
2. Click **Search** button or press **Enter**.
3. Click on the title of your choice to view its bibliographic information.
4. Click **All Copies** tab to find the call number and shelf location.
5. To view your Circulation Record, click on **Log In** on the upper right portion of the screen.

*For your Library ID, key in your complete barcode characters.

Ex. **8201300123456N** or **2201301234569**

*For your PIN, use your patron code, which is the last 6 digits of your ID Barcode, excluding the last character. Please change your PIN immediately.

Ex. 8201300**123456**

6. After entering your Barcode and PIN, click **Log In**. If you cannot log in after several attempts, please ask the Librarian for assistance.
7. Click on **Log out** before leaving the OPAC Stations to prevent other users from viewing your record.





Procedure to Renew a Book.



1. **Log In** to your Circulation Record and click on the upper right portion of the Online Public Access Catalog (OPAC) screen.

*For your Library ID, key in your complete barcode characters.

Ex. **8201300123456N** or **2201301234569**

*For your PIN, use your patron code, which is the last 5 or 6 digits of your ID Barcode, excluding the last character. Please change your PIN immediately.

Ex. 8201300**123456**

2. Open your account located on the upper right portion of the OPAC screen, then view Account Activity to see the list of items loaned out.

3. Click on **Renew Loan** tab below the title of the book to extend its due date.

- Please take note to renew loaned out books before the due date.
- Each book can be renewed once.
- If the renewal limit has been reached or somebody has placed **On Hold** for the specific book, return loaned out material to the Circulation desk.

4. For further information, please email univ.library@addu.edu.ph or call (082) 221-2411 local 8229.

