

OPAC Procedure

1. Enter keyword, subject, title, or Authors 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 8201300012345N

* For your default 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. 8201300123456N or 8201300012345N

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.