KCA UNIVERSITY LIBRARY CATALOG GUIDE

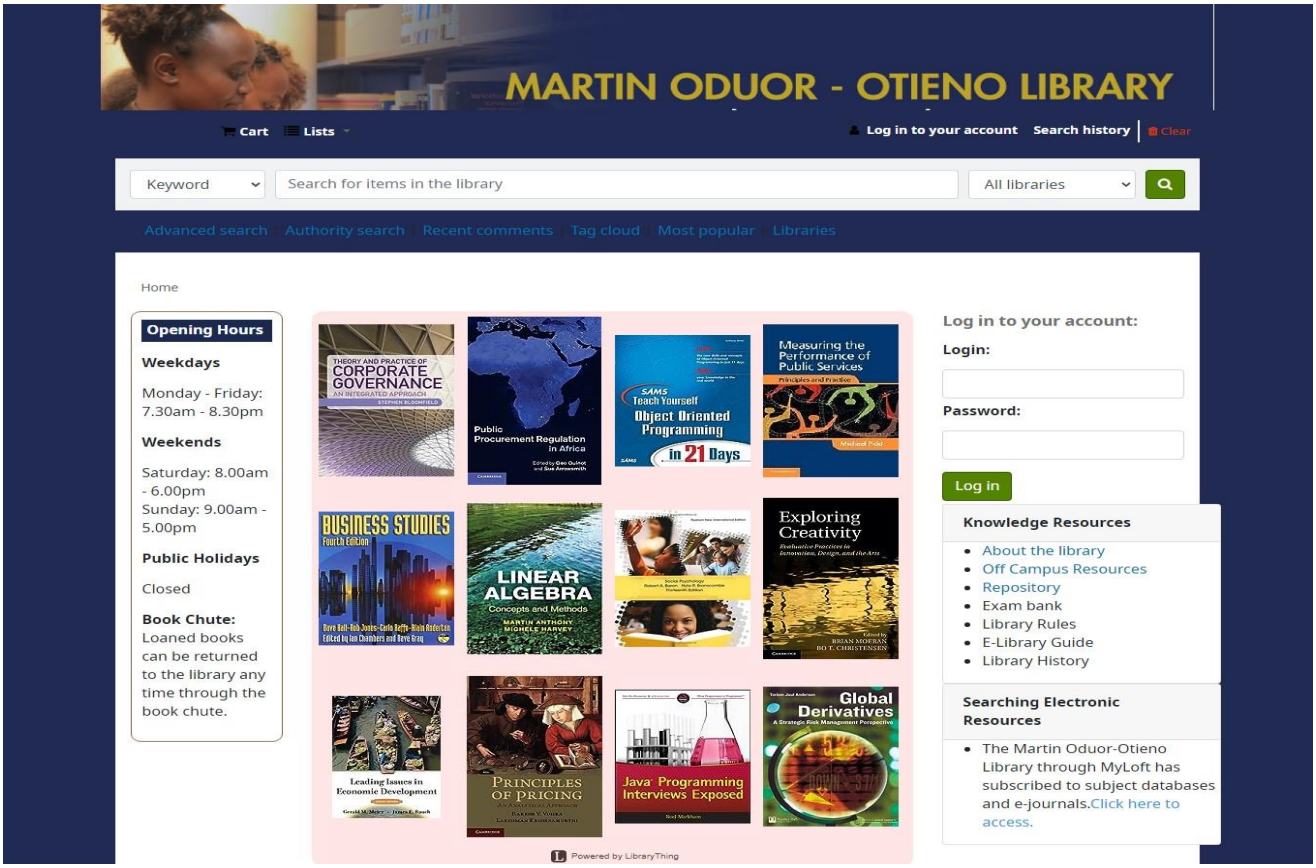
Open public Access Catalogue (OPAC)

The Open Public Access Catalog (OPAC) is an online database that provides information on information materials held in the Library, location on the shelves and their availability.

This guide allows you to understand how to:

a. Access the library OPAC
   OPAC can be accessed through the Library website via http://opac.kcau.ac.ke. The catalogue can be accessed on and off campus.
b. Conduct either a simple or advanced search as well as interpret the results
c. Renew an item on loan
d. Place hold/reservation
e. Access your individual account (change password, see penalties if any etc.)

Below is the OPAC home page:



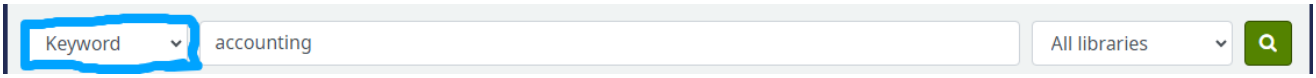
Searching for information resources in the library

OPAC enables you locate an item of which either author, title or subject is known.

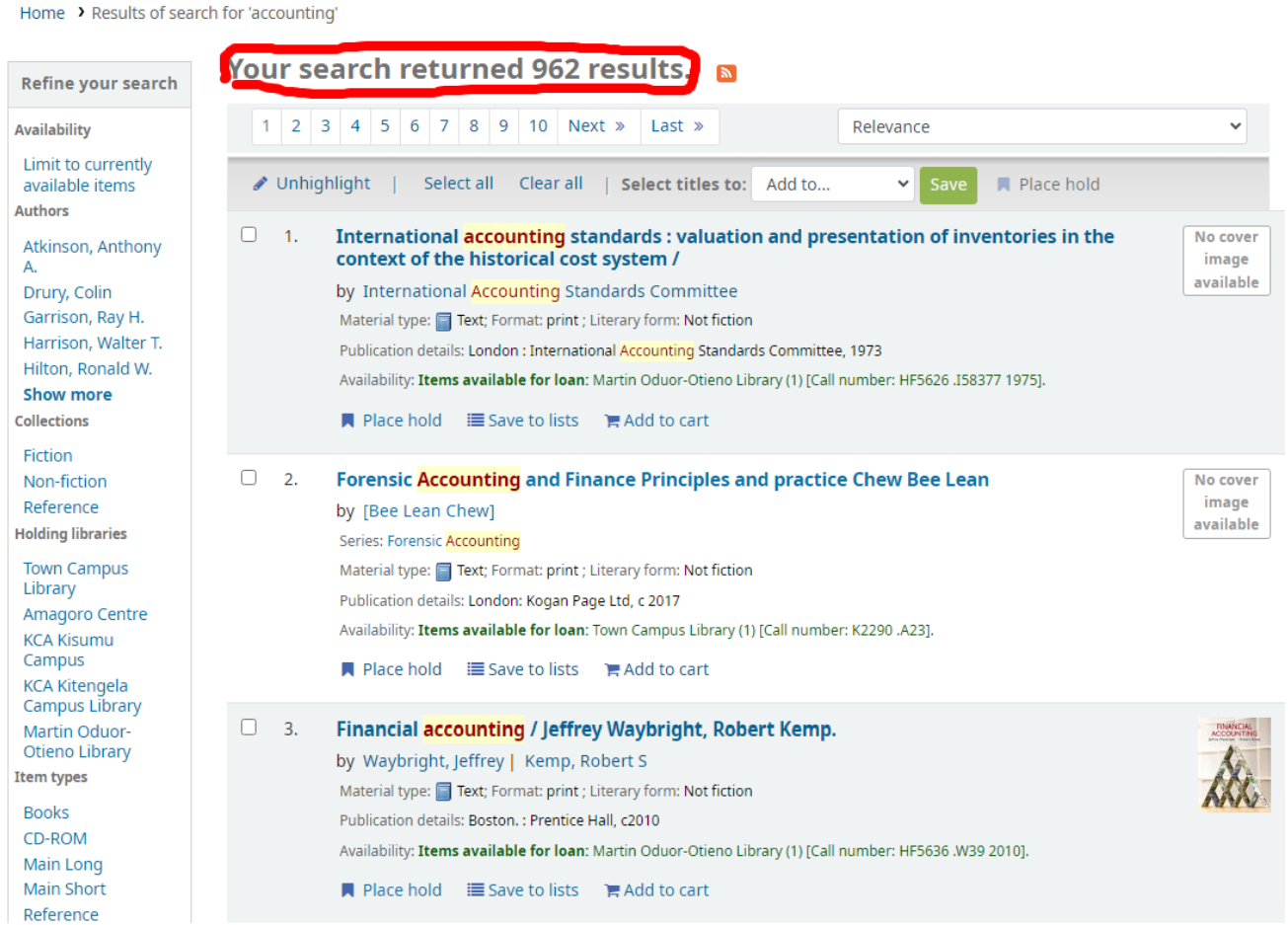
There are two options of searching provided:
• Basic search
• Advanced search

Basic Search

A basic search box appears at the top bar once you open the library catalogue. The Simple Search is a keyword search; the catalogue will retrieve results that include the search term(s) at any field in the record. Basic Search also offers options for searching by Title, Author, Subject, etc. For instance, if you wish to find material about accounting, your search will be as follows:



Once the results are displayed, click on preferred title to verify location and availability.



Select the item you prefer. The results will be as below. The bibliographic details of the book are displayed including the call number and status of the book (either available, checked out, withdrawn/lost etc.)

Fundamentals of accounting / David K. Wang'ombe.

« Previous | Back to results | Next

By: Wang'ombe, David K

Material type: Text

Publication details: Nairobi, Kenya : Focus Publishers Ltd., c2017.

Edition: 2nd ed

Description: xiv, 586 p. : ill. ; 20 cm

ISBN: 9966010874

Subject(s): Accounting

LOC classification: HF5635 .W3 2017

Reviews from LibraryThing.com:

Tags from this library: No tags from this library for this title. Add tag(s)

Place hold
Print
Save to your lists
Add to your cart
Suggest for purchase
Unhighlight
Save record
More searches

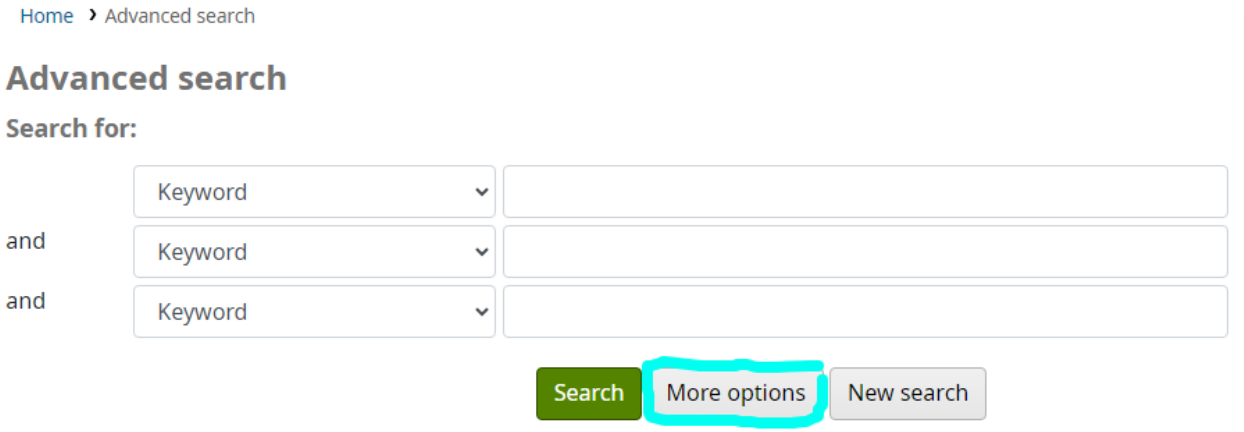
Share

Holdings (6) | Title notes (1) | Comments (0)

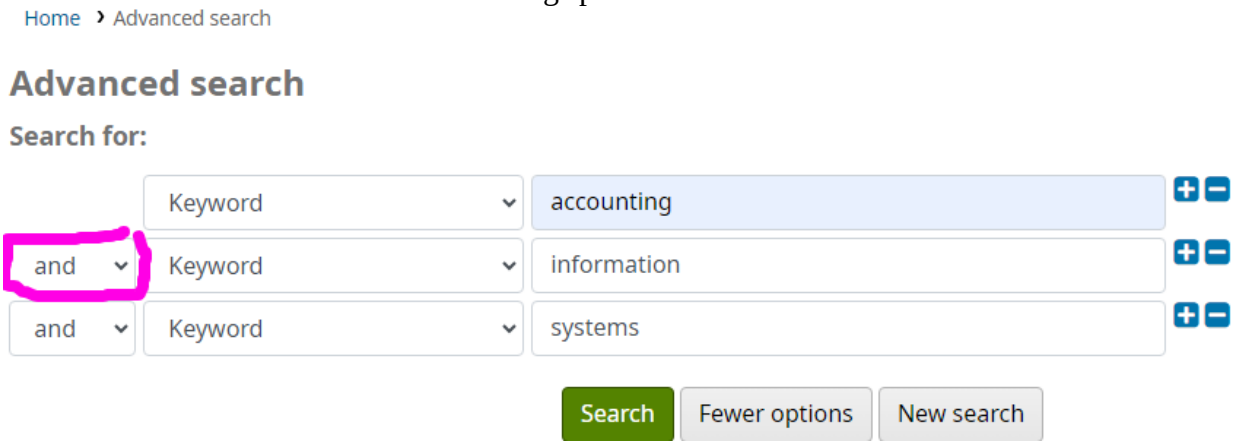
Item type	Current library	Collection	Call number	Vol info	Status	Date due
Main Short	KCA Kisumu Campus		HF5635.W3 2017 (See Similar Items)	4351/19	Available	
Main Short	Martin Oduor-Otieno Library *This item is located on the library ground floor*	Non-fiction	HF5635 .W3 2017 (See Similar Items)	31186/22	Available	
Reference	Martin Oduor-Otieno Library *This item is located on the library ground floor*	Non-fiction	HF5635 .W3 2017 (See Similar Items)	29852/19	Not for loan	
Special Short Loan	KCA Kisumu Campus		HF5635.W3 2017 (See Similar Items)	4352/19	Checked out	16/03/2020
Special Short Loan	KCA Kisumu Campus		HF5635.W3 2017 (See Similar Items)	4353/19	Checked out	30/04/2023
Special Short Loan	Martin Oduor-Otieno Library *This item is located on the library ground floor*	Non-fiction	HF5635 .W3 2017 (See Similar Items)	30233/21	Available	

Advanced search

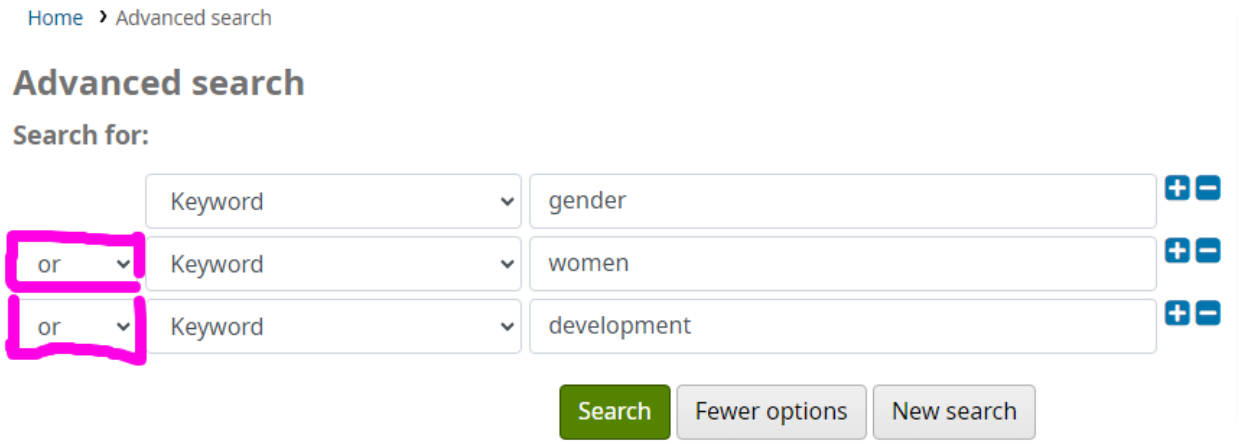
To conduct a detailed search, click on the "**advanced search"** button which allows you to combine keywords using **Boolean operators** (AND, OR, and NOT) to limit your search results and get a specific item. Click on the **''more options''** tab to proceed.



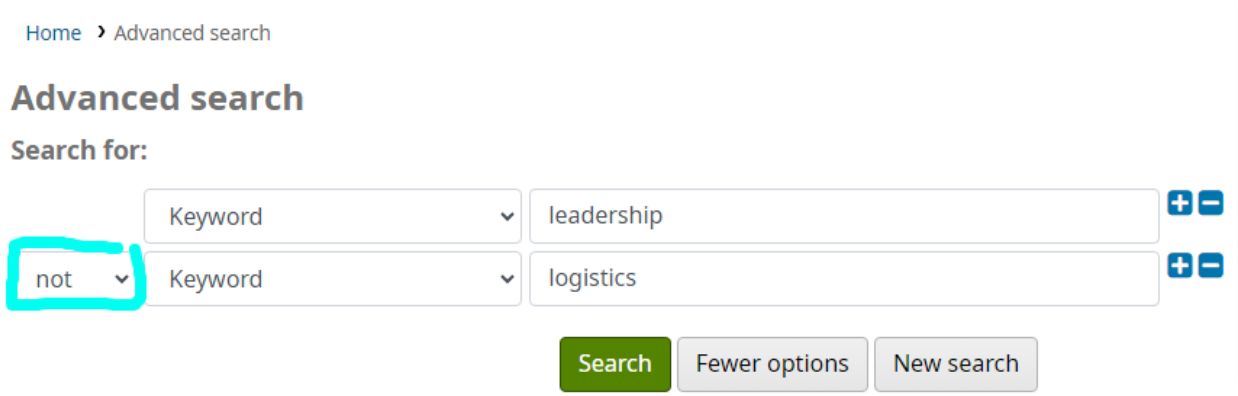
- **AND** is used to narrow the results to only those records that contain both search terms: e.g. (accounting AND information AND systems) will only produce results of items that relate to the three terms. It aims at being specific.



- **OR** is used to expand the search using like-terms: e. g (women OR gender OR development) will produce results for each of the three terms.



- NOT is used to exclude an element from the search set: e.g. (leadership NOT logistics) will produce results relating to “leadership” but exclude those items on “leadership” that relate to “logistics”.



Additional Fields/Limits

The Advanced Search page also shows the multiple kinds of limits that can be applied to your search results:

a. Item Type
You may limit your search to the Item Type for example, books, CD-ROMs and journals.

b. Date Range
For date ranges, you will type the year range (2010-2022), or you could also use "-2000" for everything published in and before 2000 or "2008-" for everything published in 2008 and after.

Renewing an item on loan

Borrowed Items may be renewed on or before the due date. This may be done through:

a. User's online self-service

b. E-mail requests to the Library

c. Face to Face Request through the library circulation desk.

Online Self Service

To renew/ extend loaned items, borrowers should follow the following steps:

a. Visit the library online public access catalogue (OPAC) http://opac.kcau.ac.ke/

b. On the OPAC home page, Log-in to your account. The student/ staff University ID number without the slash (/) is the username e.g. 1700540 and password is the national ID /Passport number (whichever was used during registration. Upon successful Log-in, OPAC will display a list of items that are currently checked out with the user's account including details on items Title, Author, Date due and Renew Options.

c.Tick (√) against the items you wish to Renew on the Renew Column and then Click Renew. If you desire to renew all the loaned items, then click on renew all.

d.The system will automatically generate a new date(s) when the item(s) is supposed to be returned.

Opening Hours

Weekdays

Monday - Friday: 7.30am - 8.30pm

Weekends

Saturday: 8.00am - 6.00pm
Sunday: 9.00am - 5.00pm

Public Holidays

Closed

Book Chute: Loaned books can be returned to the library any time through the book chute.

- Summary
- Charges
- Personal details
- Tags
- Change password
- Search history
- Checkout history
- Purchase suggestions
- Messaging
- Lists
- Ask for discharge

Your summary

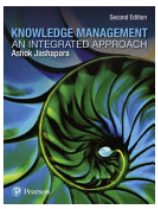
Hello, Ms

Click here if you're not Ms

Checked out (5)

Search | Clear filter | Copy | Print | CSV | iCal | Renew selected | Renew all

5 Item(s) checked out

	Title	Author	Due	Barcode	Call number	Renew	Fines
No cover image available	**Research methods :** COM147/08	Mugenda, Olive M.	11/09/2023	Z00011987	HD30.4 .M8 2003	Renew (1 of 2 renewals remaining)	No
No cover image available	**Knowledge management /** 13969/08	Debowski, Shelda.	27/09/2023	Z00008295	HD30.2 .D43 2006	Renew (1 of 1 renewals remaining)	No
	**The knowledge-creating company :** 24885/12	Nonaka, Ikujirō,	27/09/2023	MOOL12050055	HD30.2 .N657 1995	Renew (1 of 1 renewals remaining)	No
	**Knowledge management :** 25147/12	Jashapara, Ashok.	27/09/2023	MOOL12060189	HD30.2 .J38 2011	Renew (1 of 1 renewals remaining)	No
	**Knowledge management /** 13924/08	Awad, Elias M.	27/09/2023	Z00008219	HD30.2 .A98 2007	Renew (1 of 1 renewals remaining)	No

Renew selected | Renew all

E-mail Renewal Requests

Users can write an email with details on an item(s) they wish to have renewed. Details on Title, Author and Call numbers of the item(s) MUST be quoted. Such request will be disregarded if the item cited is already overdue and so such mails should be written on or before the due dates.

Face to Face Request

Where the first instance of online self-service is not possible, the user can visit the library circulation desk with identification Card and have the librarian extend the loan period.

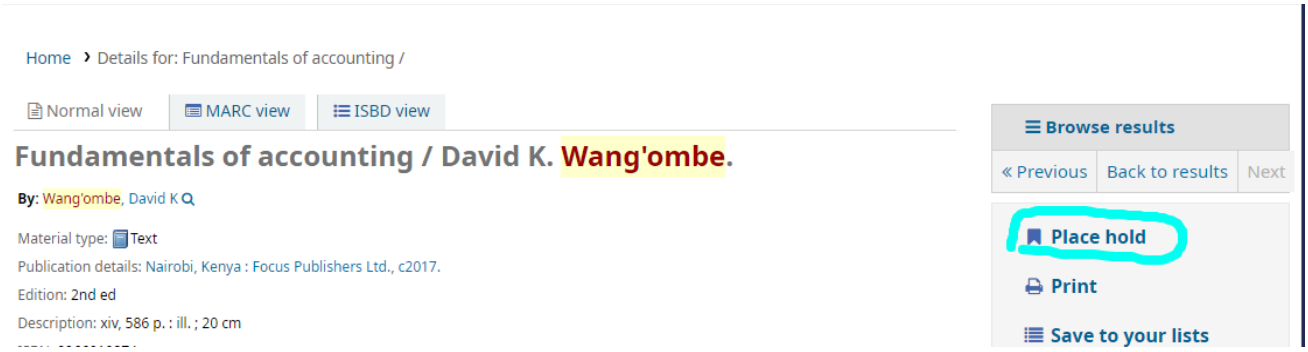
NB: The system will not renew an item in the following three circumstances:

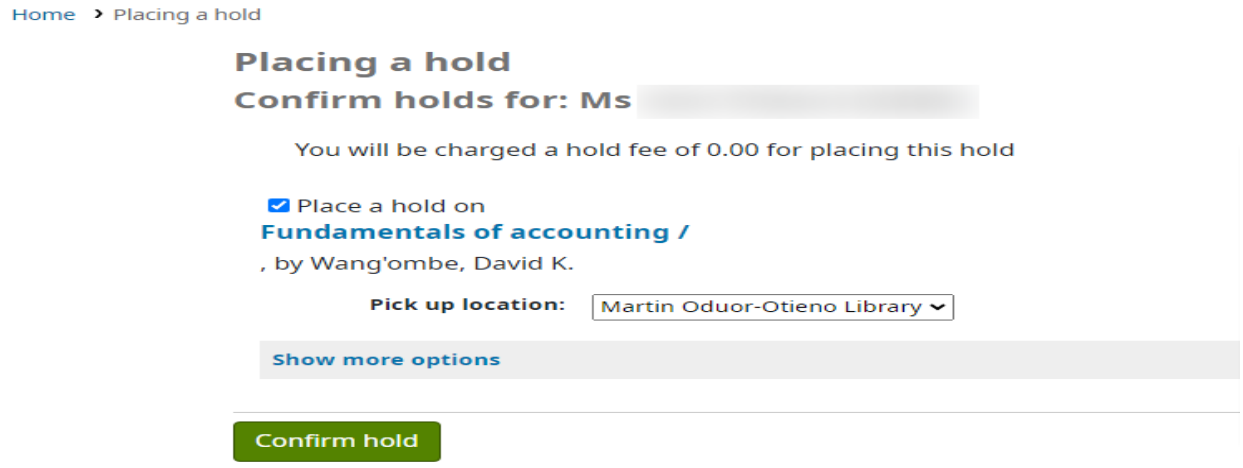
i. If another library user has placed a hold/ reservation on it.
ii. The item is already overdue
iii. The user has exhausted the renewal chances under the same item (Some items can be renewed **once** and others **twice)**

Place hold/reservation

If an item the user requires is already on loan to another user, one may place a reservation/hold on it. To do this, follows the following steps:

i. Login to your OPAC account on http://opac.kcau.ac.ke/
ii. OPAC Search for items on the search bar and select the item you wish to hold/reserve
iii. After the item is retrieved, click on the Hold option on the right side of the displayed page and then follow the confirmation prompt by the system.





When the item is returned, you will receive an e-mail informing you that your reservation has been filled and that you should pick up the item from the Loan/Return desk at the library. Reserved items will be held at the return/loan desk for a maximum **period of 48 hours** after which it will be re-shelved or circulated to the next waiting customer.

Access your individual account

You can log into your account and access your personal information from any computer/ mobile device, on or off-campus. Your user Name is your student number **without the forward slash** (/) e.g. 1100051 and the **password is your national ID number** or **Passport number** whichever was given during registration.

Once logged in, you can see your account summary including number of items borrowed, when they are due (**overdue items are highlighted in red**, fines/ overdue charges, personal details (name, contacts, user category and campus library) change password, checkout history as well as purchase suggestions. See the screenshot below:

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Weekends

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Sunday: 9.00am - 5.00pm

Public Holidays

Closed

Book Chute: Loaned books can be returned to the library any time through the book chute.

Summary
Charges
Personal details
Tags
Change password
Search history
Checkout history
Purchase suggestions
Messaging
Lists
Ask for discharge

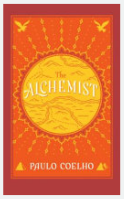
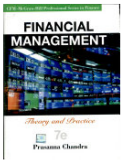
Your summary

Hello,
Click here if you're not

Checked out (3) | Charges (10.00)

Search | Clear filter | Copy | Print | CSV | iCal

3 Item(s) checked out

	Title	Author	Due	Barcode	Call number	Renew	Fines
	**The alchemist /** 21455/10	Coelho, Paulo.	26/09/2023	Z00040827	PQ9698.13.O3546 A4513 2002	Not renewable	No
	**Financial management :** 18299/10	Chandra, Prasanna	09/10/2023	Z00035692	HG4026 .C47 2008	Not renewable	Yes (Item overdue or lost)
	Options, futures, and other derivatives / 25005/12	Hull, John C.	12/10/2023	MOOL12060122	HG6024.A3 H85 2012	Not renewable	No