



University of KwaZulu-Natal Libraries

Guide to iLinkOPAC

Library guide

<http://library.ukzn.ac.za>

Where to access the iLinkOPAC

All computers in the UKZN libraries can access the library catalogue. To logon from your computer outside the library, via an Internet browser, use this address:

<http://libraries.ukzn.ac.za> or go to the library webpage <http://library.ukzn.ac.za> and click on iLink catalogue.

Getting started: searching

1. To begin searching, type a term in the search box under **Quick Search**.
2. To narrow your search, select one of the following options before clicking the **Search** button:
 - o Keyword(s)
 - o Author
 - o Title
 - o Subject
 - o Series
 - o Periodical title
 - o ISBN/ISSN
 - o Dewey number
3. Select a library branch to search in the **Library** box [e.g Pietermaritzburg Campus Library is called Cecil Renaud (Main) Library], or select **ALL** to include all branches of UKZN in the search.
4. Click the **Search** button.

Search results

Search results may be a single catalog record or a list of catalog records.

1. Click **Details** for a full record of the item. The location number is at the bottom left corner of the display. Check the bottom right corner for the status of the item; whether it is **on shelf** or **on loan**.
2. Click **Go back** to return to the search results.
3. Relevant items in the results list may be marked by clicking **Keep**. To access marked items click on **Kept**. To undo mark, click **Remove**.
4. **Save, Print** or **e-mail** kept records by clicking the relevant buttons on the right of your display. To save or print, click on **View** and then use the options under **File** on the Internet browser.
5. To begin a new search click **Search/Home** or **New search**.

Other search features

Click **Power Search** at the bottom of the Quick search box or from the grey rootbar. Combine search elements in Power Search using **AND**, **OR**, **NOT**, or **XOR**. Keyword(s), author, title, subject, series, periodical title and ISBN searches may be combined.

- Type **Keyword(s)** for a typical search.
- Type an **Author** to search for the name. Search for an author by the first name, last name, or initials. However, searching by an author's last name produces a more complete list of search results.
- Type a **Title** to search for an item by title. The search ignores articles as well as other stopwords.
- Type a **Subject** to search the subject index.
- Type a **Series** to search for a series title.
- Type a **Periodical Title** to search the periodical keyword index.

Limiting the search

Use **Power Search** to limit a search.

- Select a **Library** to limit a search to a specific branch [e.g. Pietermaritzburg Campus Library is called Cecil Renaud (Main) Library], or select ALL to search in all UKZN branches.
- If a specific language is required, select a **Language**.
- If a specific format is required (such as printed music, maps, and equipment), select a **Format**.
- Select **Item category 1**, if the item type is known (e.g. Video/DVD or Thesis/Dissertation)
- A search can be matched on a particular part of a catalog record (such as keywords only) by selecting a portion to **Match On**.
- In the **Pubyear** box, type the year the item was published.
- Power search results can be sorted by selecting criteria in the **Sort By** box.

Click **Search** to start your search.

Browsing

- Click **Browsing** under **Catalog searches** on the right of the Power Search box to browse on authors, titles, subjects, series, periodical title, or call no.
- Select a **Library** to limit a search to a specific branch [e.g. Pietermaritzburg Campus Library is called Cecil Renaud (Main) Library], or select ALL to search in all UKZN branches.
- Click **Call Number Search** to search for a specific location/call number.
 - A specific item type may be selected from the **item type** box.
 - A call number search can be limited to the area of the library that the item is located in, by using the **Location** box.
 - Select a **Library** to limit a search to a specific branch, or select ALL to search in all UKZN branches.

Searching tips

- Keyword searches display all records that contain the search term(s) and searches all option/indexes. Other choices search specific option/ indexes such as author, title, or subject.
- To search for a phrase use square brackets (e.g. [knowledge management]).
- The question mark (?) may represent a single character (e.g wom?n).
- The dollar sign (\$) may represent multiple characters at the end of a search term (e.g. program\$ may retrieve programme, programs, programming).
- Click on the Help button for more information on searching.

Using My account

In **My Account**, information about current library transactions can be viewed, personal identification numbers (PIN) and addresses can be changed, and checked-out materials can be renewed.

Log in from the **Search/Home** page, or under My account. Your ID is your student/staff number and a PIN must be allocated which needs to be used every time you log in.

1. Type in your **user ID** and **PIN**.
2. Click **Login** to iLink from the Search/Home page and then click on My account (or **Display user information** from My Account page).

Log out of the e-library at any time by clicking **Logout** or **Exit**.

Don't forget to log out after finishing.

Review my account

You can review your account from **My Account**.

1. Click **Review My Account**.
2. Log in, if required.

Here, bills and checkouts, renewed items that have been checked out, messages and requests from the library, and replies to library messages may be viewed.

Change of address

Addresses can be changed from **My Account**.

1. Click **Change My Address**.
2. **Log** in, if required.
3. Type in the **new address** information and **user ID**. (This ID appears automatically after logging in.
4. Click **Send** to change an address or **Reset** to start over.

Renew material

1. Click **Renew My Materials**.
2. Log in, if you have not already done so. This login is only valid for the current transaction.
3. Select the **Select Items to Renew** or **Renew All** check boxes.
4. If selected items are being renewed, select the check box next to the items to be renewed.

Click **Renew Selected Items** to renew materials, or click **Clear Selections** to start over.

NB: Don't forget to log out after finishing using My Account.

Help

Click on **Help** or, or ask a librarian if necessary.

Reserve desk

To search Reserve Desk (Academic Reserves)

- Click on **Reserve Desk**
- In the **Search For** box, type the instructor name, course ID, or course name to search under.
- Select the reserves desk to search under. Select ANY to search under all reserves desks at all UKZN Libraries.
- Click the appropriate search option (such as **Instructor**, **Course Number**, or **Course Name**) to display the catalog record of the item placed on reserve or a list of catalog records of items placed on reserve.
 - o Click **Instructor** to display catalog records or a list of courses that have these reserved materials.
 - o Click **Course Number** or **Course Name** to display catalog records or a list of instructors who have reserved material for this course.