**HOW TO USE OPAC...**

**STEP 1:** Choose the search type (Leftstring/Pattern/Keyword)

**STEP 2:** Choose the Access Point (Title/Subject/Series...etc.)

**STEP 3:** Select the number of result that will be displayed per page.

**STEP 4:** Enter the title or keyword of book that you want to find according to **STEP 3**.

**STEP 5:** Click 'Search'

**STEP 6:** Tick the result of book that you want to be displayed.

**STEP 7:** Click 'Retrieve'

**STEP 8:** Check at the 'Status' either the book is available or already being circulated by another user.

Provide different view of record in different format.