

USER GUIDE TO SOUL WebOPAC –

Vaze College Library's Online Public Access Catalogue

CHECKING BOOKS BORROWED FROM THE LIBRARY

How to Access?

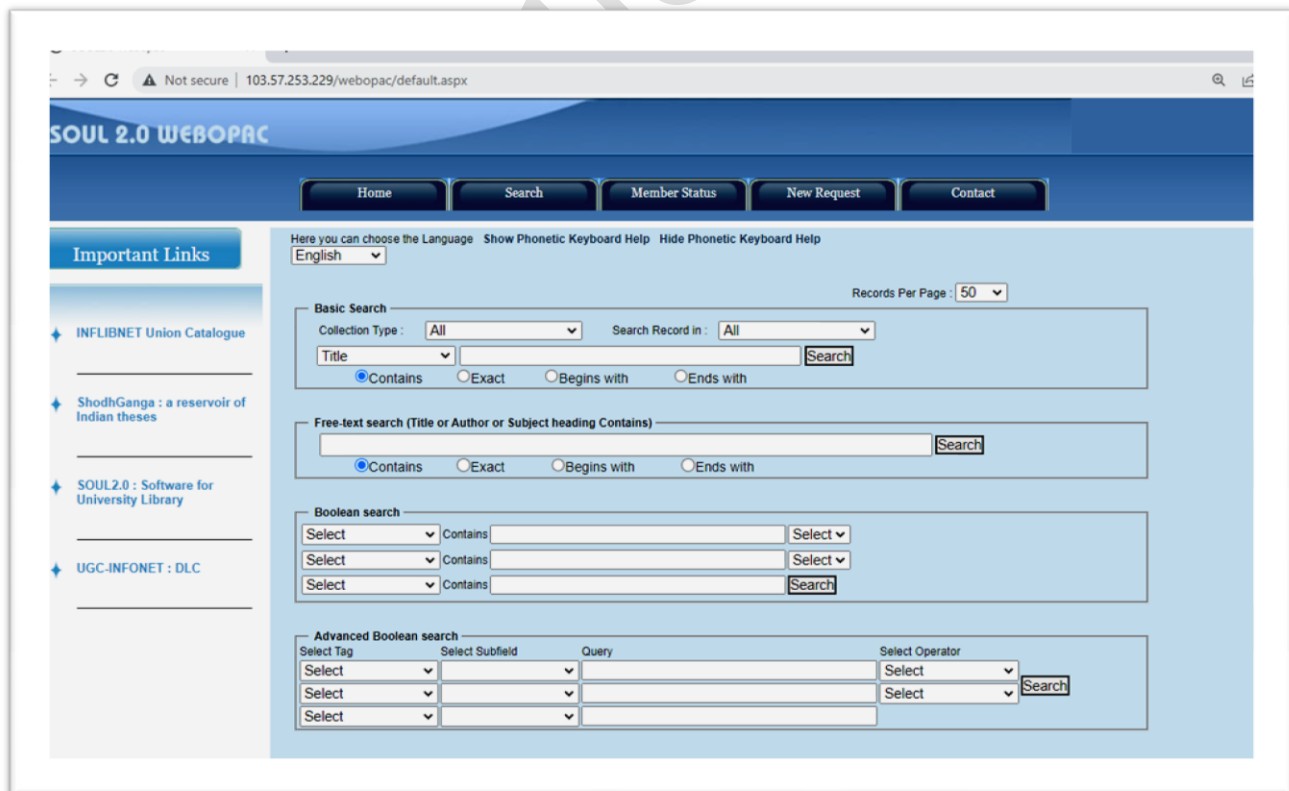
OPTION 1: Visit [Vaze College Website](#) – click on link to [‘Library’](#) – Go to [‘WebOPAC’](#) page – Click on the [‘SOUL WebOPAC’](#) link

OPTION 2: Click on the following link to directly go to SOUL WebOPAC –
<http://103.57.253.229/webopac/Default.aspx>

OPTION 3: Scan the QR code displayed along side. It has been also displayed in the Library and ground floor foyer.



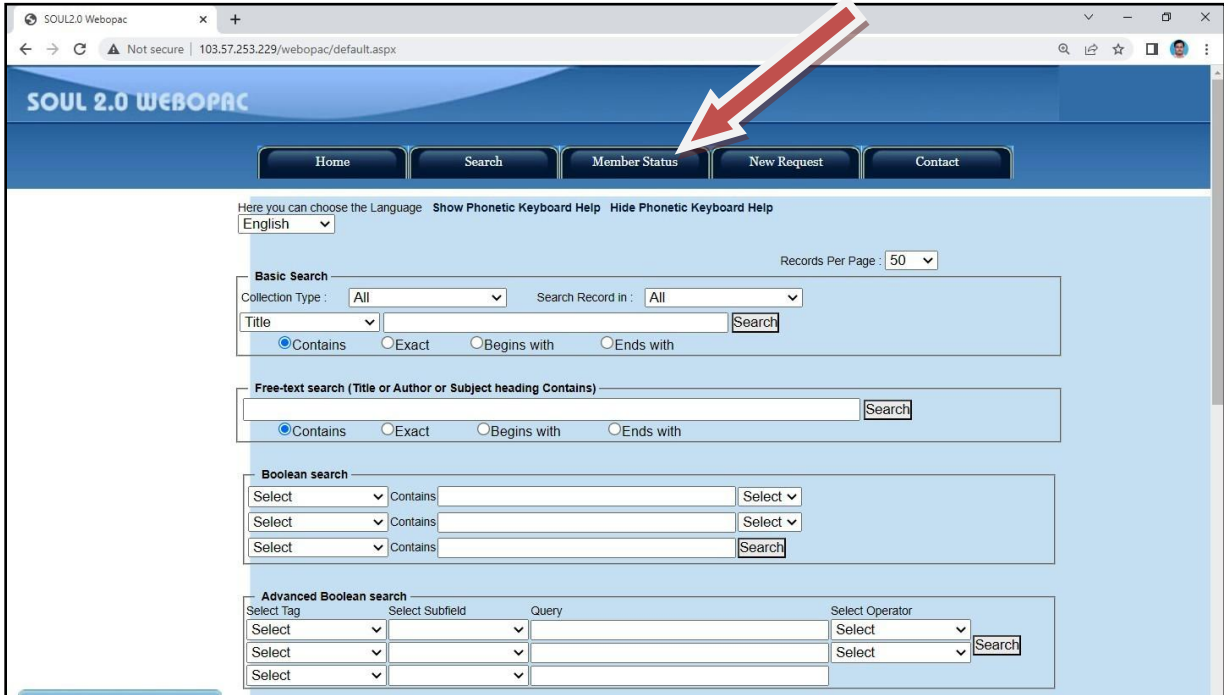
The WebOPAC Home Screen:



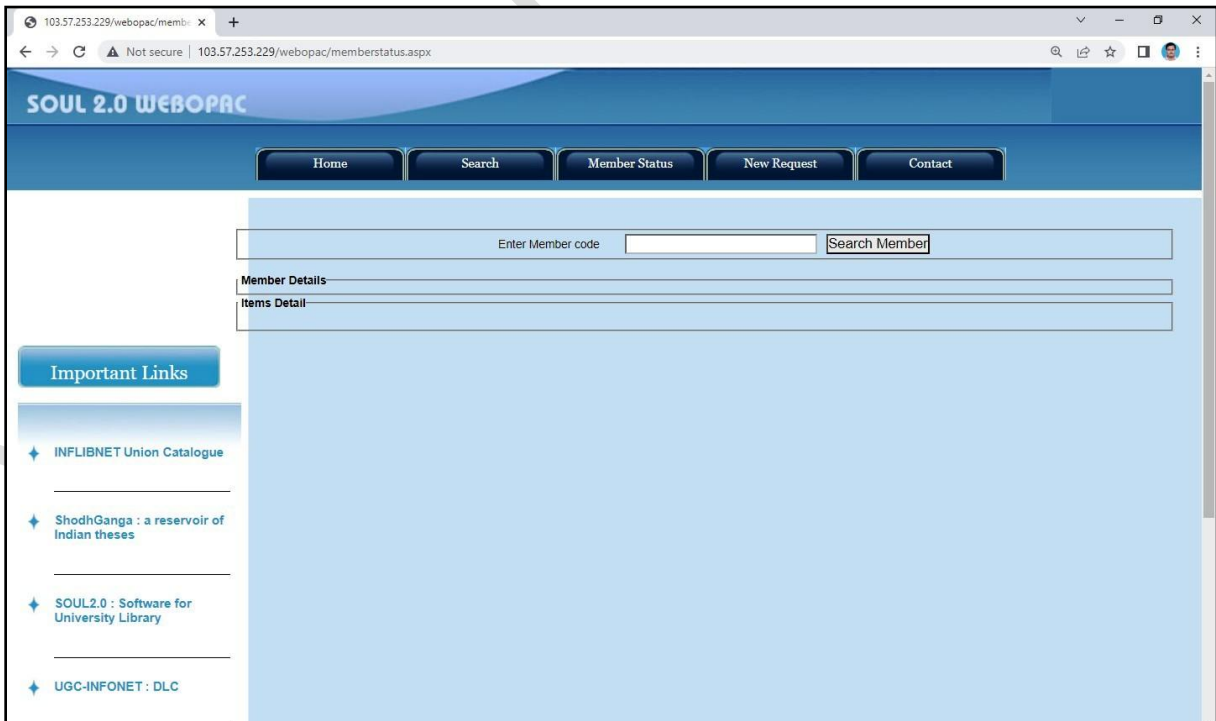
The screenshot displays the SOUL 2.0 WebOPAC interface. At the top, there are navigation buttons for Home, Search, Member Status, New Request, and Contact. Below this is a language selection dropdown set to English and a 'Records Per Page' dropdown set to 50. The main search area is divided into three sections: Basic Search, Free-text search, and Boolean search. The Basic Search section includes dropdowns for Collection Type (All) and Search Record in (All), a text input field for Title, and radio buttons for search criteria: Contains (selected), Exact, Begins with, and Ends with. The Free-text search section has a single text input field and radio buttons for Contains (selected), Exact, Begins with, and Ends with. The Boolean search section features three rows of dropdown menus for selecting search terms and operators, with a Search button at the end. An Advanced Boolean search section is also visible at the bottom, with columns for Select Tag, Select Subfield, Query, and Select Operator, each containing dropdown menus and a Search button.

HOW TO CHECK THE BOOKS YOU HAVE BORROWED FROM THE LIBRARY AND NOT RETURNED -

1) Click on the 'Member Status' Tab.

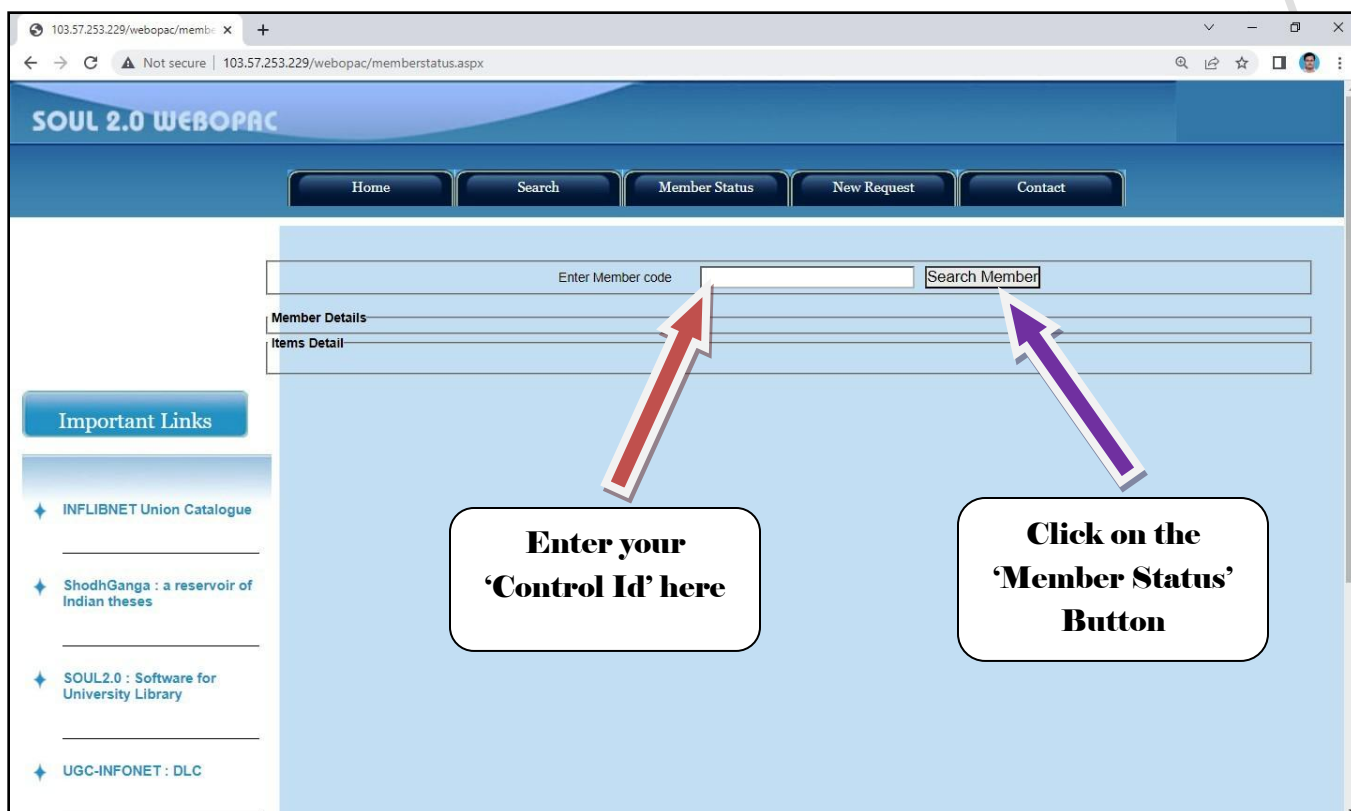


2) The following screen will appear:



Library, KET's V.G. Vaze College of Arts, Sci. and Comm. (Autonomous)

3) Students should enter their **Control Id** in the 'Enter Member Code' field. Teaching faculty members and admin staff members can use their Member Id or Member Code in this field. Please contact the Librarian / Asst. Librarian to get your Member Id and Member Code.



Library, KET's V.G. Vaze College of Arts, Sci. and Comm. (Autonomous)

- 4) After entering 'Control Id', Click on the 'Search Member' button. The following screen will appear:

Member's Details

Member name: PUSHPADANTI JABADE
Department: THIRD YEAR
Over Due: 0

Member code: STTYBS210001
Category: STUDENT
Current issued Items: 1

Media Description	Issue Period	Max Allow	Max Reserve	Reserve Period	Fine Phase1	Fine Phase2	Fine Phase1 CHRG	Fine Phase2 CHRG	fine Charge	Code
Textual Documents	7	3	0	0	7	7	2.00	5.00	10.00	010

Issued Item Details:-

Title	Accession No	Issue Date	Due Date
Biochemistry /	1654	4/29/2023 12:00:00 AM	5/6/2023 12:00:00 AM

Details of Library books borrowed

- 5) The screen will display the information of Library Member's Name and his / her details, List of books borrowed from the library (that includes Title of the book, Accession Number of the Book, Date on which the book was issued, and Due Date of the Book.
- 6) Please note that the library books should be returned on or before the due date, so that other library members can also read those books. Also, if the books are not returned on time, a late fine will be charged as per prevailing rules.

➤ ***This WebOPAC facility can be accessed 24 X 7 using desktop computers, laptops, smartphones, tabs, etc. having internet connectivity.***

- *In case of any doubts, or any discrepancy noticed in the data displayed, please contact the Librarian in the Reference Section or Assistant Librarian in the Study Room Section.*

***HAPPY READING AND
STUDYING.....!***

Vaze College Library