OPAC@NTU Library

A new look, new features, new experience! Our brand new OPAC was launched on 8 July 2004. Bundled with nice features such as keeping track of hot or popular titles, ability to view your position in the reservation queue for a title out on loan, change your own PIN without the hassle of making a special trip to the library and receive courtesy messages to return or renew your loans before the due date. This handy brochure provides useful search tips/hints and information for quick reference.

Title search

(a) Simple title search

Select Title from the drop-down list and type in your title keywords in the search box.

Example: Reuters financial glossary

(b) Refining your title search

If you are unsure of the exact title, enter keywords together with a truncation symbol.

Example: bank invest$

For phrase searching, use single quotes.

Example: ‘financial market’

Keyword Search Tips

- Exclude punctuation and capitalisation.
- Exclude stop words such as articles (e.g. a, an, the) and prepositions (e.g. for, to, in).
- Use $ to search for variations of a word.
  Example: market$
  retrieves titles with the words market, markets, marketing and the like.
- Use Boolean operators (and, or, not) to combine your search words.
  Example: marketing and (thesis or dissertation)

Author search

To do an author search, select Author from the drop-down list and type in the name of the author in the search box. Enter keywords if you are not sure about the exact name of the author, editor or organisation.

Example: Graubard retrieves titles by Graubard, Stephen Richards.

Call number search

To search by call number, click on the Advanced Search link. Select call number from the drop-down list. Type in the call number of the item you are looking for and truncate it with a $ sign if necessary.

Example: HF5635$

The results of your search will be displayed.

What is My Account?

Click on My Account in OPAC. My Account allows you to

- Review your account
- Renew your materials
- Change your Library PIN
- Change your address

How to log in to My Account?

When you wish to access the options in My Account, you will be prompted to key in your library card number and your PIN.

(a) Library card number

The library card number for the various categories of users is as follows:

- NTU & NIE student: matriculation card number
- NTU & NIE staff: staff card number (NRIC or FIN)
- SIMTech & IESE staff: staff card number (NRIC or FIN)
- Outside member: barcode number on library card

(b) PIN

All library members will be assigned a new PIN. Your PIN is the last 4 alphanumeric characters of your NRIC, FIN or Passport number.

Examples:

- NRIC: S7612458H
- Default PIN: 458H
- FIN: F1854398A
- Default PIN: 398A
- Passport number: H743526
- Default PIN: 3526

Click on Change My Library PIN if you wish to change your PIN online.
**Keep track of hot library titles**

Want to know what are the hot library titles that are in demand? Click on Most Popular Items in Bibliographies to display items that are most frequently borrowed according to title, author and subject.

**View your reservation queue**

View your place in the reservation queue when you log in to Review My Account in OPAC. With this new feature, you will be able to make more informed decisions as to whether to queue for a title or pick another title from the shelves.

**Questions?**

Contact your librarian at the Information Desk.

**Information Desk**

Lee Wee Nam Library Level 2
Phone: 6790-6312
email: resource1@ntu.edu.sg

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**Need Help?**

Click on the Help link if you need help with your information search on OPAC.