

RIZVI COLLEGE OF ARCHITECTURE LIBRARY

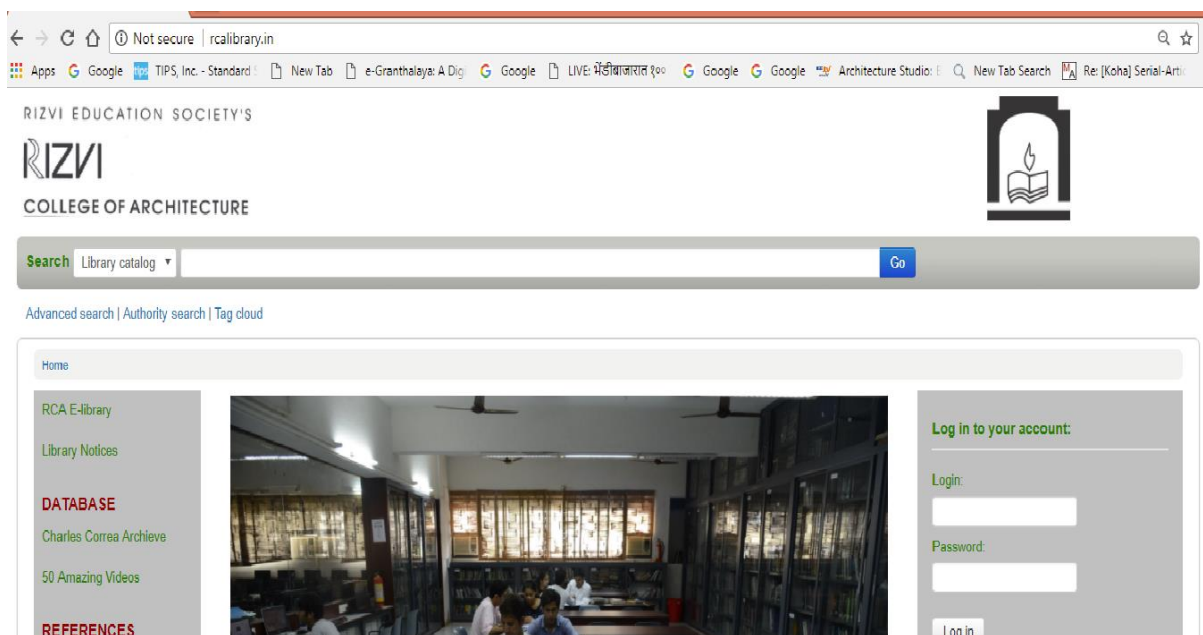
USER GUIDE

- CATALOGUE SEARCH GUIDE

1: Click here to open Library Online Public Access Catalogue using (<http://rcalibrary.in>)

or

By Using college website- Library- Library catlog

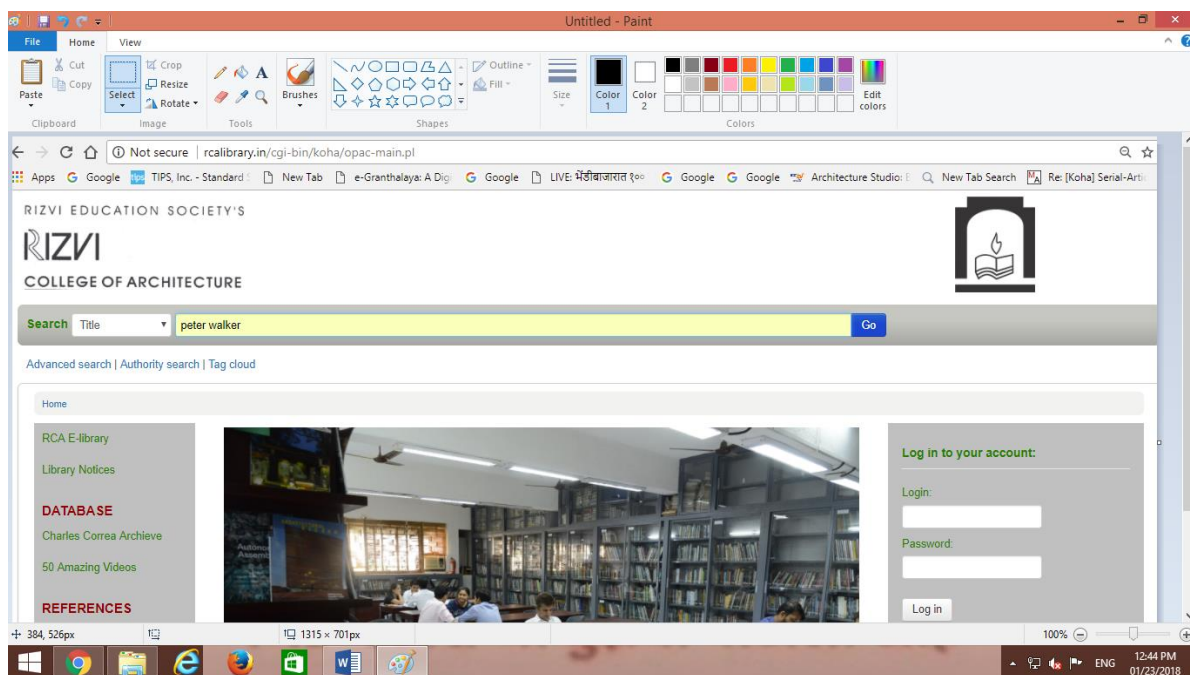


2. Log in is necessary only to reserve book or to recommend it. You can search the catlog without log in.

3. For Log in: - Enter username and password (Collect password from helpdesk). Users are requested to change their default password at first session. Username is your name. Fathers name together surname and password is first 4 letters or rcalibrary.

For example: - The name is Nishad Rahim Thandanvida. Then the username is nishadrahim.thandanvida and password is first 4 letters or rcalibrary

4. A) You can search the catalogue –Author, title, subject wise.



B) After typing the few words from author or title you will retrieve the results

The screenshot shows a web browser window with the URL `rcalibrary.in/cgi-bin/koha/opac-search.pl?idx=ti&q=peter+walker`. The page header identifies the institution as RIZVI EDUCATION SOCIETY'S COLLEGE OF ARCHITECTURE. A search bar contains the text 'peter walker' and a 'Go' button. Below the search bar, there are links for 'Advanced search', 'Authority search', and 'Tag cloud'. The main content area displays 'Your search returned 3 results:'. A sidebar on the left offers 'Refine your search' options for 'Availability', 'Authors', and 'Item types'. The search results list two items:

- Peter Walker and partners: Nasher sculpture center garden** by Amidon, Jane. Material type: Book; Format: print; Literary form: not fiction. Publisher: Princeton Architectural Press 2006. Availability: Items available for loan: [Call number: 712.0922(LJAMI/WAL)] (1).
- Peter Walker : landscape as art** by Sasahi, Yoji. Material type: Book; Format: print; Literary form: not fiction. Publisher: Tokyo Process Architecture 1989.

C) Click on the title and you will get the details here the subject will give you location and the Barcode is accession no which is red number appeared on spine of the books.

The screenshot shows the details page for the book 'Peter Walker and partners: Nasher sculpture center garden' by Amidon, Jane. The URL is `rcalibrary.in/cgi-bin/koha/opac-detail.pl?biblionumber=25976&query_desc=ti%2Cwrd%3A%20peter%20walker`. The page includes a 'Normal view' tab, a book cover image, and detailed metadata:

- By:** Amidon, Jane
- Material type:** Book
- Publisher:** Princeton Architectural Press 2006
- Description:** 144 pages.
- ISBN:** 978156895671.
- Subject(s):** Landscape
- DDC classification:** 712.0922(LJAMI/WAL)
- Tags from this library:** No tags from this library for this title. [Log in to add tags.](#)
- average rating:** 0.0 (0 votes)

On the right side, there is a 'Browse results' panel with navigation links: 'Previous', 'Back to results', and 'Next'. Below this are action buttons: 'Print', 'Add to your cart', 'Unhighlight', 'Save record', and 'More searches'. At the bottom, the 'Holdings (1)' section contains a table with the following data:

Item type	Current location	Call number	Status	Date due	Barcode
BOOK		712.0922(LJAMI/WAL, (Browse shelf)	Available		2219

d) One can also view google preview by clicking the icon below the cover image of book.

The screenshot shows a Google Books page for the book "Peter Walker and Partners: Nasher Sculpture Center Garden" by Jane Amidon. The page includes a search bar at the top, navigation buttons like "View sample", "Add to my library", and "Write review". The book cover is displayed on the left, and the title and author information are on the right. Below the title, there is a "GET PRINT BOOK" button and a "No eBook available" message. The description of the book is provided, along with a "Search inside" button and a "Preview this book" link. At the bottom, there is a section for "What people are saying" with a "Write a review" link.

5. You can use advanced search option too. The Advanced Search page offers many ways to limit the results of your search. You can limit them by using the drop down menus and a combination of the Boolean operators AND, OR, and NOT. The Advanced Search page also shows the multiple kinds of limits that can be applied to your search results. You may also limit your search to the Item Type. Below are shown all the different formats that our library possesses.

The screenshot shows the Advanced Search page of the RIZVI College of Architecture library. The page features a search bar with the URL "rcalibrary.in/cgi-bin/koha/opac-search.pl". Below the search bar, there are several dropdown menus for "Search for:", "and", and "and". The "Search for:" dropdown is set to "Keyword" with the value "peter". The "and" dropdowns are set to "Subject" with the value "landscape" and "Keyword" with an empty field. There are "Search", "More options", and "New search" buttons. Below the search options, there is an "Item type" section with a "Limit to any of the following:" heading. The "Item type" section includes four checkboxes: "BOOK" (checked), "E-books", "Reference Book" (checked), and "Thesis".

5. After you click or enter on "search" bottom. The list will appear like 4-B
6. Results overview -The number of results found for your search will appear above the results.
7. Item Availability -You will see the availability of the items attached to the record and also the library book title images. You can see like 4-C

For any further assistance, please consult the librarian.

- **INSTITUTIONAL REPOSITORY (E-LIBRARY) USER GUIDELINES**

1. RCA Repository is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.
2. Student and staff member can use their username as e-mail id and password as- For Students-password: student@123
For staff (teaching, non-teaching) password: staff@123
3. They can reset their passwords too. Any problems in login, Kindly contact the librarian.

- **E-BOOKS AND E-JOURNALS USER GUIDELINES**

To access E-books and E-Journals Kindly use Your Portal logins

Thanks for Sharing Time with RCA Library.