HOW TO USE THE OPAC

(ONLINE PUBLIC ACCESS CATALOG)

To search the OPAC you can either choose to enter your search words in the box or click on the 'Advanced Search' link to perform a more detailed search.

Basic Search:



Advanced Search:

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Results Overview:

After performing a search the number of results found for your search will appear above the results



By default your search results will be sorted according to relevance.

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Under each title on your results list, a series of values will appear such as the author, material type, publisher and availability for the items attached to the record.



Also, under each title, there is a "Place Reserve" option. You can reserve a maximum of 10 items but you can only loan 3 items at a time. Check the box before the title of the item you intend to borrow and click "Place reserve".



After clicking the "Place reserve", you need to log in to continue the reservation process.

Search Library catalog 🗸 Go	
Advanced search	
Home > Log in	
Log in to your account Login anafe23 Password Log in Default Login (ID number) Default password (surname small letter)	

If you have already logged in, you need to confirm the reservation.

-	me > Placing a hold / reservation		
	onfirm holds for: Ms ana fe azuela (2)		
Place a hold on The behavior and academic performance of elementary with absentee parents /, by Fernando, David Roel N.			
	Number of holds/reserves:		
	Show more options		
	Place a hold on Classroom behavior of teachers as perceived by grade VI pupils and fourth year students in the selected schools of the district of Maragondon, Cavite / , by Martinez, Zenaida B.		
Number of holds/reserves:			
	Show more options		
	Place a hold on Teachers' guidance, management skills, personal and social competencies for students' diverse classroom behavior / , by Dorado, Glecy C. Number of holds/reserves:		
	Show more options		
	Place a hold on Students' behavioral problems encountered by foreign language		
	teachers at the international school Manila : , by Chen, Betsy. Number of holds/reserves:		
	Show more options		

An item's reserve status does not affect whether or not the item is 'available' until the item is in 'waiting' status. Items with on-shelf holds will show as available until a librarian has pulled them from the shelf and checked the item and make it show 'waiting'.

Check at the circulation counter the items you have reserved.

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If you performed an advanced search, you will see an option to go back and edit your advanced search below the list of results pages.



Filters:

To filter your results click on the links below the 'Refine Your Search' menu on the left of your screen



Search RSS Feeds

You will be able to subscribe to your search results as an RSS feed by clicking the RSS icon in your address bar or next to the number of results. Subscribing to search results as RSS feeds will allow you to see when a new item is added to the catalog in your area of interest.

Refine your	Your search returned 3 results. 🔯					
search	& Unhighlight	Relevance				
Availability Limit to currently available items.	Select all Clear all Select titles to: Add to	Save @ Place reserve				
	 The collection of taxes in the local government units of Mountain Province, 1991-1992 / by Cawed A. Gamonnac. by Gamonnac, Cawed A. 					