HOW TO USE
ONLINE PUBLIC
ACCESS CATALOG
Go to

http://opac.aiias.edu/default.htm
WELCOME!

Walk with us as we explore the library’s online catalog!
To start with, type in the search box any search word and then click the Search button.
Let us try the word ethics as an example.
Look at the **total number of books** resulting from your search. Get the **call number** to locate the book on the shelf. Notice the **status** of the book; it may be **available**, **multiple**, **library use only**, **in processing**, or **checked out**.
<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Published</th>
<th>Locations</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Never give up: four true life stories about determination / Lance Armstrong ... [et al.]</td>
<td>Armstrong, Lance.</td>
<td>2002</td>
<td>Leslie Hardinge Lib, English Second Lang</td>
<td>Available</td>
</tr>
<tr>
<td>Moses and Aaron: civil and ecclesiastical rites used by the ancient Hebrews; observed, and at large opened, for the clearing of many obscure texts thorowout the whole scripture / Thomas Godwyn.</td>
<td>Godwyn, Thomas D. 1642</td>
<td>1655</td>
<td>Leslie Hardinge Lib, Adventist Her. Ctr.</td>
<td>In Processing</td>
</tr>
</tbody>
</table>

Scroll down the page to see all titles of the book.
Click Next Page to see more titles.
Welcome To The LIBRARY CATALOG

To search the catalog, type any word(s): [ ] and click Search.

For enhanced searching options, click one of the following images.

Search

My Account - Online Help

Online Resources

You can modify your search using Search icon.
Using **Keyword Search** tab you may find titles, authors, or subjects that begin with, contain, or closely match the word(s) you have typed in the search box. Search according to the combination you want. You may also specify the location, either EGW Research Center or Leslie Hardinge Lib.
Let us use **Titles-begin with-Christian life** in Leslie Hardinge Lib. as an example.
Notice the search word we used is at the beginning of all titles.
Let us try **Titles-contain-church** in **EGW Research Center**.
Notice the titles contain the search word we used.
Use **Browse** tab to create alphabetical list of books by **title**, **author**, **subject**, **call number**.
Type in the box your search term and then click **Search**. Let us use **Titles** about **higher education** in **Leslie Hardinge Lib.** as an example.
If you want to view the shelf location or the call number of the book in this list, just click the title.
Leslie Hardinge Library

Higher education abstracts

Imprint: Claremont, CA Claremont Graduate School, c1967-

General Note: Issues published before 2000 and held by the library can be seen by clicking on the "MARC DISPLAY" button at the top of the screen.

<table>
<thead>
<tr>
<th>Library</th>
<th>Shelf Location</th>
<th>Holding Statement</th>
<th>Last updated</th>
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</table>

This item has been checked out 0 time(s) and currently has 0 hold request(s).
Use Advanced tab if you want to search the title, author, and subject simultaneously; if you know at least the title and author of the book.
Let us use the combination of *Angry saints* (title) and *George Knight* (author) as an example.
Notice that the Online Catalog gives you only this book. It saves your time!
The OPAC has also the capability to show you the table of contents of the books. Just click on the title and the link for table of contents will appear. (Note: Some books don’t have this link.)
Here is an example of table of contents.
The OPAC can also give you listing of books with subject related to the book you are using. For example, you are using the book “Team teaching : what, why, and how” by Francis J. Buckley and you want to find out if the library have other books about teaching. Just click on the subject at the right side.
If you want to view the items, just click the main subject heading or the sub-headings.
In case, you want to know if the author has other books in the library, just click the link for author.
All the books written by the author are listed.
For more information and searching techniques, just click **Online Help** icon.
Congratulations!

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