How to Search Materials by OPAC

How to Access OPAC

Click the banner link, “OPAC(蔵書検索)”, in the middle of the top page of The Toyo University Library website to open the top page of OPAC.

Search Materials

Click “Detailed Search” in the top of OPAC.

Click “Start Search” in the Detailed Search screen of OPAC after entering keywords, titles, authors and so on.

Tips for choosing search items

① Depending on the item you choose, search results would be different even if you enter the same keyword.
② Searching efficiency will be greatly improved by narrowing search results according to the purpose.

What’s OPAC?

OPAC (Online Public Access Catalog) is an online system that allows you to search through the Toyo University Library collection by keywords, book titles, etc. Furthermore, you can order books from other campuses for pick up, confirm lending status, and extend a due date. You can access OPAC from your PC at home as well. (Please note that you cannot order periodicals from other campuses for pick up through OPAC. You need to do procedures for borrowing periodicals at the service counter.) ⇒ Please refer to Library User Guide No.3 for details about ordering materials for pickup.

Tips for choosing search items

- Title, Author, Publisher, Number, etc. ... Hit materials which have the word in titles, authors’ names, publishers’ names and so on.
- Title ... Hit materials which have the word in titles.
- Full Title ... Hit materials of which title is the word.
Find Materials

For Books

<table>
<thead>
<tr>
<th>Media</th>
<th>Request number</th>
<th>Document ID</th>
<th>Volume</th>
<th>Location</th>
<th>Condition</th>
<th>Reservation</th>
<th>Due for return</th>
<th>Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>📚</td>
<td>094:TB3</td>
<td>0110563152</td>
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<td>0210411070</td>
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<td>🧴</td>
</tr>
</tbody>
</table>

For Periodicals

<table>
<thead>
<tr>
<th>Library in possession</th>
<th>Request number</th>
<th>Possessed volume/Year of possession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kawagoe Library</td>
<td>Z318:N</td>
<td><em>&lt;</em>&gt;</td>
</tr>
</tbody>
</table>

Tips for choosing search items

- I need materials right now. - Choose your primary campus at the “Shelf Arrangement”.
- I know the information of materials I want to use. - Enter not only “Title, Author, Publisher, Number, etc.” but also Year of Publication, ISBN/ISSN and more in the “Detailed Search” screen.
- I wish to search a certain theme’s material. - Enter some words into “Quick Search”.

What’s difference between Books and Periodicals?

Books

- Singly published
- Generally, each book has own title.
- Basically completed in one volume. Here the also series.
- Containing certain previous research results and knowledge of expertise

Periodicals

- Regularly published
- Basically, periodicals have the same title in their series (“Journal of ○○”, “Weekly ○○”, “Monthly ○○” etc.)
- Containing the latest research results and current information

Materials are organized according to “Call No.” If you cannot find the book you want, please ask at the service counter. They will help you find it.