USER GUIDE ON HOW TO USE CUU ONLINE CATALOGUE

The CUU online catalog is a database of library material. It allows you to make specific searches of the library content by author, subjects or title. The CUU online catalog can be accessed on this address: *10.0.0.26* while at CUU campus and outside CUU it can be accessed on
 http://137.63.145.10:8585/

1. Click on your web browser. It could be any of these in Figure 1

Figure 1

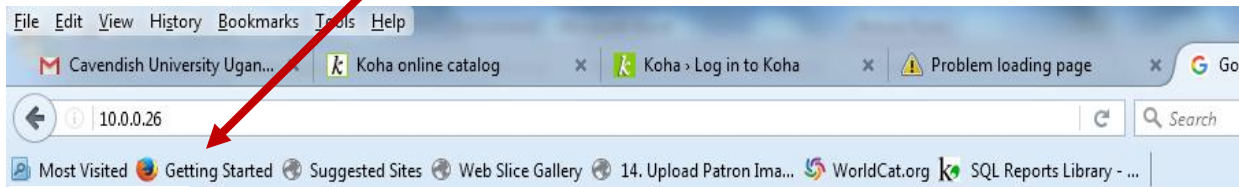## 2. Type "10.0.0.26" in the url address bar and hit the enter key on your keyboard.

Figure 2

3. A new window with the Online Catalog home page will open as displayed in Figure 3

Figure 3

4. You can now search the catalog either by Title, Author, Subject, ISBN, Series or Call number by clicking the "Search Library Catalog" drop down arrow. Then type your Keyword (which could be the Author's name, Subject name, call number, etc) in the search box and click "Go
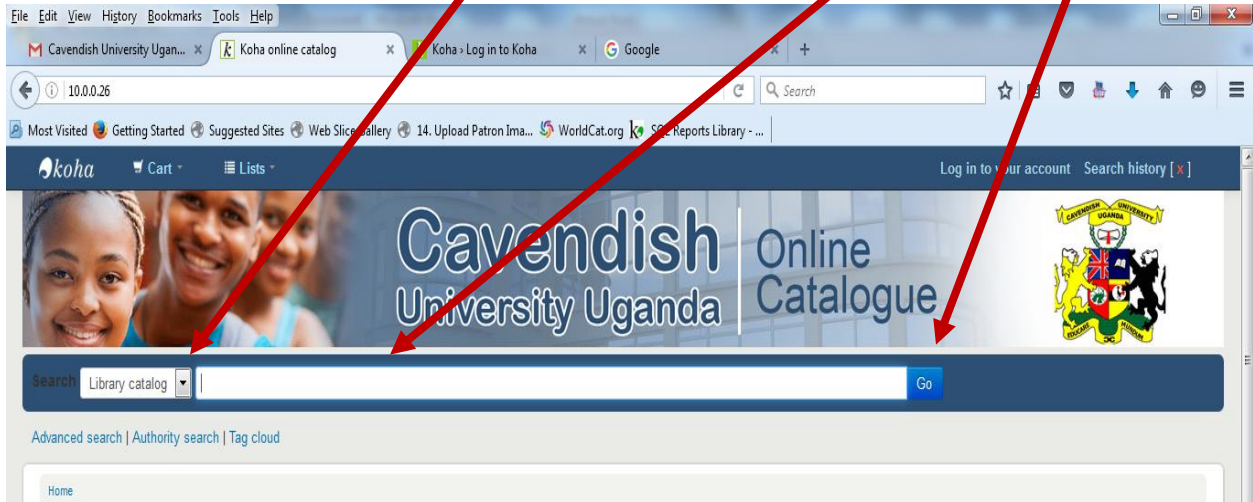

Figure 4

5. You'll then be able to see results related to your search. One will be able find out the availability, authors and title(s) of the items as shown in Figure 5.
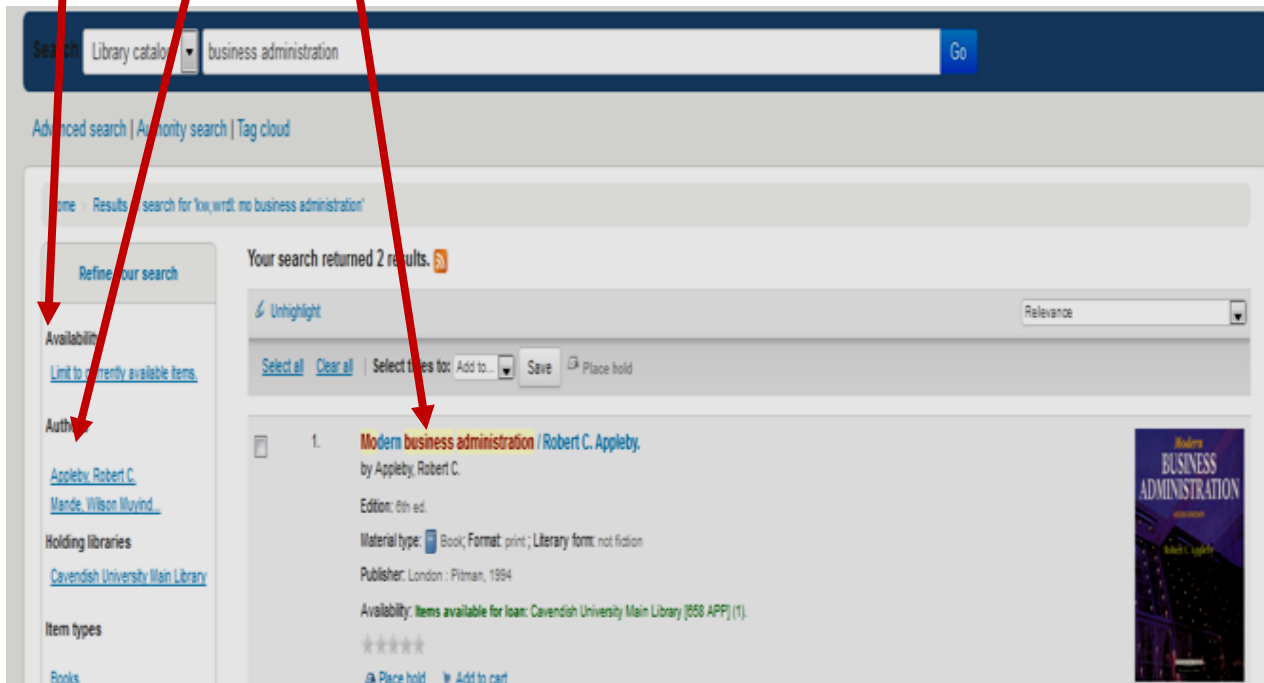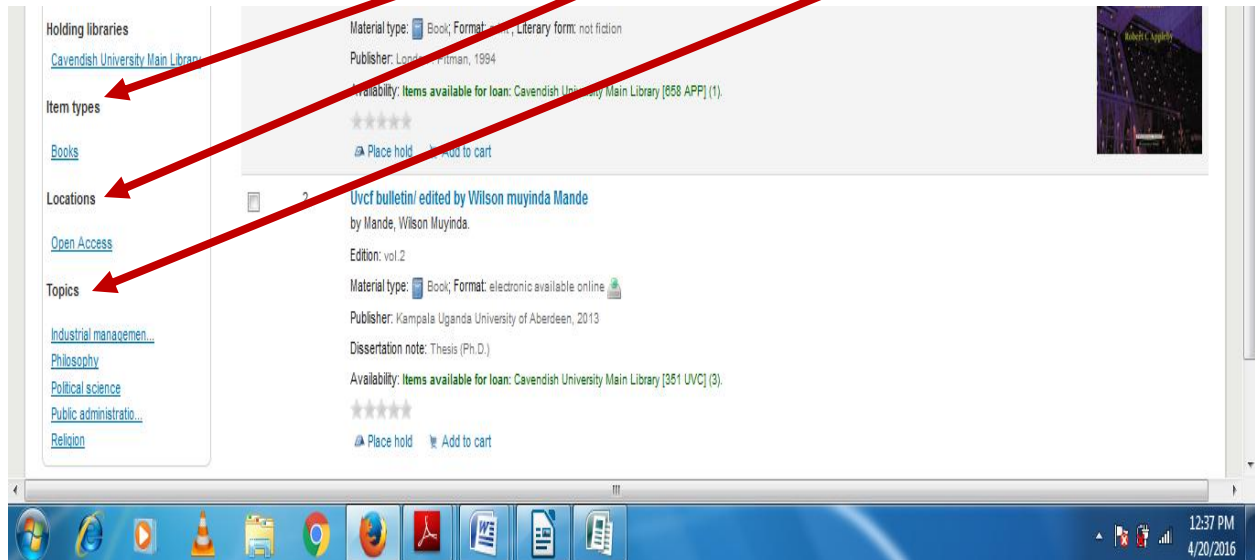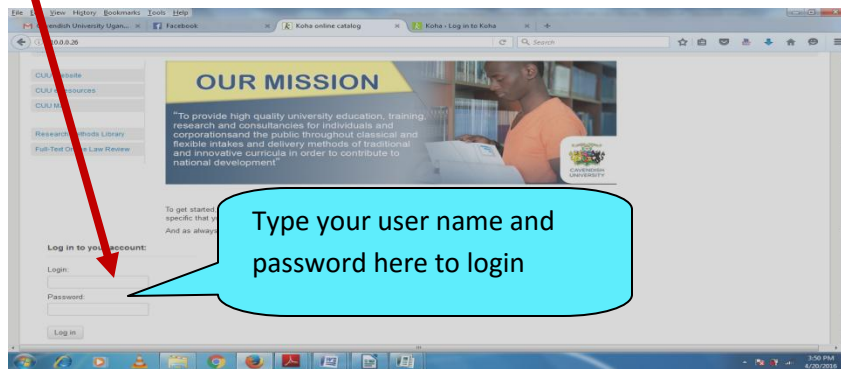

Figure 5

6. You'll also be able to find out the various <u>item types</u>, <u>locations</u>, Series or <u>topics</u> as shown in Figure 6

7. SPECIAL FEATURES
The KOHA online catalog platform also has other features.

Account Log in

your summary

your fines

Click here see whether you have library fines and how much it is

your personal details

Click here to see your personal details and incase some details are not captured you are allowed to edit and then submit your request to the librarian.

your tags

change your password

Click here to change your password

your search history

Click here to see your search as well as reading history

your reading history

Click here to see how many items you have borrowed and their due dates

your purchase suggestions

Click here to make purchase suggestions

your lists

Click here to see the saved lists from the added search results