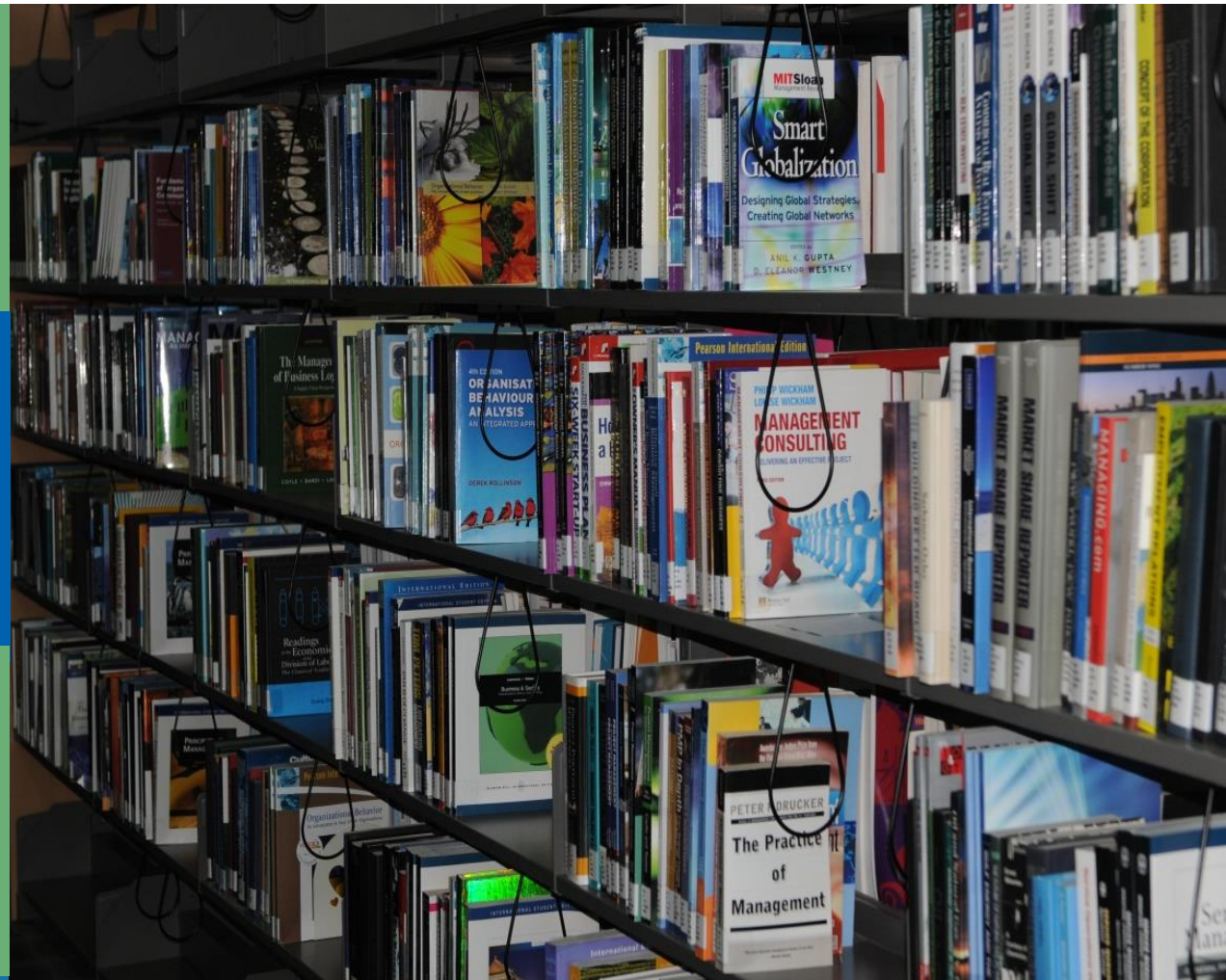




Online Public Access Catalog [OPAC] User Guide

Search for Books,
eBooks,
and more.....



A. M. Al-Refai Library

ONLINE LIBRARY CATALOG USER GUIDE

What is Online Library Catalog?

Online Library Catalog (OLC) enables library users to search their library's catalog, place holds and perform My Account functions from your home or office.

Online Library Catalog Portal is a web search interface of the Library catalog. OLC enables you to search the Library catalog over the World Wide Web, using a compatible browser, such as Internet Explorer 5+, or Mozilla Firefox. You can perform several types of searches, view the status of your Library account, renew items, and place hold on items from your home or office.

If you have questions using the Library Catalog, go to Ask-a-Librarian and post your message or simply visit the Library and ask for help.

How to access the Catalog?

- a. You can access the Online Library Catalog directly by browsing the Library website <http://amrlibrary.gust.edu.kw> and clicking on 'Catalog'.



ONLINE LIBRARY CATALOG USER GUIDE

b. When you click on 'Catalog', the OPAC page will be displayed as below.

The screenshot shows the OPAC interface for A. M. Al-Refai Library. At the top, there is a navigation bar with links: [Library Catalog](#), [Find It Fast!](#), [Need Material](#), [Knowledge Portal](#), [My Account](#), and [Contact Us](#). Below this is a secondary navigation bar with [Go Back](#), [Help](#), [Permalink](#), and [Logout](#). The main content area features a row of book covers: 'Language Assessment in Practice', 'SERVICE INNOVATION: HOW TO GO FROM CUSTOMER NEEDS TO BREAKTHROUGH SERVICES' by Sandeep Bhatnagar, 'Theories of Educational Leadership & Management' by Virg Buehler, 'Skills Development for Business and Management Students' by Renee Galagher, 'Christel Peters: Her story and Legacy' by Virg Buehler, 'Progress-Driven Entrepreneurs: Private Equity Finance and Regulatory Issues' by Eugene W. Hilsbath, 'THE ART OF CROSSING CULTURES' by CRAIG STORTI, 'india the Land', and 'EAT PRAY LOVE'. Below the book covers is a search bar with a text input field, a dropdown menu set to 'library: ALL', and a 'Search' button. A 'Power Search' link is also present. On the right side, there is a 'Library Info' box containing links for 'New Arrivals' and 'Hours'. The footer includes the SirsiDynix logo, the text 'Your Electronic Library on the Web Copyright © 2000 - 2013, SirsiDynix', and a 'Top' link.

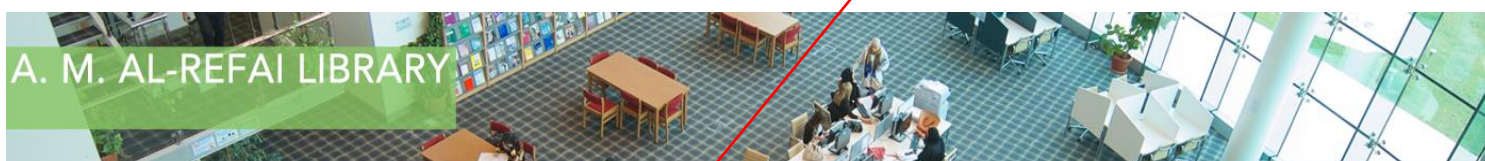
Displays list of new collections @A. M. Al-Refai Library

Provides information on the Library working hours

ONLINE LIBRARY CATALOG USER GUIDE

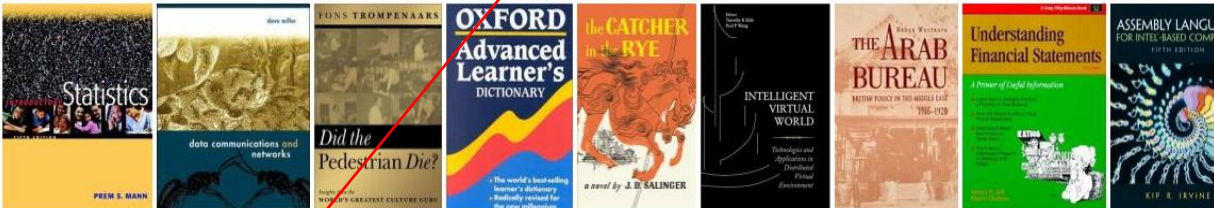
Search Options: Listed below are indexes you may use to facilitate your search process:

- a. Words or phrase
- b. Author
- c. Title
- d. Subject
- e. Series
- f. Periodical Title
- g. ISBN
- h. ISSN



Library Catalog Find It Fast! I Need Material Knowledge Portal My Account Contact Us

Go Back Help Permalink Logout




Words or Phrase Search

library: ALL

Power Search

- Words or Phrase
- Author
- Title
- Subject
- Series
- Periodical title
- ISBN
- ISSN

Go Back Help Permalink Logout

Powered by: 

Library Info

- New Arrivals
- Hours

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ONLINE LIBRARY CATALOG USER GUIDE

A. Library Catalog – Conducting a Search

i. **Simple Search:** This lets you conduct a simple search by using any one of the indexes available.

To conduct a Simple Search:

1. Select the index you prefer from the drop down menu.
2. Enter your search term in the index text box.
3. Click on the blue Search tab to the right or press 'Enter'.
4. You will get a list of titles that contain your Search term.

Library Catalog [Find It Fast!](#) [I Need Material](#) [Knowledge Portal](#) [My Account](#) [Contact Us](#)

[Go Back](#) [Help](#) [Permalink](#) [Logout](#)

history Words or Phrase

library: ALL

Library Info
[New Arrivals](#)
[Hours](#)

[Go Back](#) [Help](#) [Permalink](#) [Logout](#)

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e.g. Type History in the search box, select the word "History" in it and click on Search. It will retrieve a list of titles that contain the term 'History' in it.

ONLINE LIBRARY CATALOG USER GUIDE

Search Results

words or phrase "history" search found 15346 titles.

Pages << 1 2 3 4 ...100 ...200 ...300 ...400 ...500 ...600 ...700 ...768 >>

1. Keep **End this depression now! 1st ed.**
Krugman, Paul R.
HB3743 .K78 2012
1206
1 copy available at GUST Library in Checked In



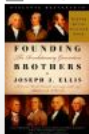
2. Keep **Sexual politics**
Millett, Kate.
HQ 1154 .M5 2000
9912
2 copies available at GUST Library



3. Keep **Setting the world ablaze : Washington, Adams, Jefferson, and the American Revolution**
Ferling, John E.
E 302.5 .F46 2000
9912
No copies currently available. Estimated wait undetermined.



4. Keep **Founding brothers : the revolutionary generation 1st ed.**
Ellis, Joseph J.
E 302.5 .E45 2000
9912
1 copy available at GUST Library in available



Continue search in:

[Google](#)

You Found Titles in Categories:

[Africa](#)
[American Literature](#)
[Asia](#)
[Children's Literature](#)
[Collections, Series, Collected Works](#)
[Colonies and Colonization. Emigration and Immigration](#)
[Economic History](#)
[Economic Theory, Demography, Business Cycles](#)
[English Literature](#)
[Family, Marriage, Women](#)
[General World History](#)
[Geology](#)
[Germanic Literature](#)
[History: America and United States](#)
[History: United States Local and America](#)
[Internal Medicine](#)
[Library Science and Information Resources](#)
[Literary History and Collections](#)
[Literature of Music](#)
[Natural History, Biology](#)
[Pol. Inst. & Public Admin.: U.S.](#)
[Political Science \(General\)](#)
[Social History, Problems, and Reform](#)
[Social Service, Welfare, Criminology](#)
[Speculative Philosophy](#)
[Industries. Land use. Labor](#)

ONLINE LIBRARY CATALOG USER GUIDE

- ii. **Power Search:** This lets you conduct a combined search on two or more indexes using Boolean terms, also providing item type and sorting options; thus narrowing and customizing your result.

To conduct a Power Search:

1. Click Power Search at the bottom of the search page.
2. Choose an index from drop-down menu; enter the search string in the text box, and select the operator listed on the right to narrow your searching scope.
3. Choose an index from another drop-down menu; enter the search string in the text box. Enter more terms if necessary.
4. Select Item Category, Pub Year, etc. (optional) and click on 'Search' or press 'Enter'.

Words or Phrase	<input type="text"/>	And
Author	<input type="text"/>	And
Title	<input type="text"/>	And
Subject	<input type="text"/>	And
Series	<input type="text"/>	And
Periodical title	<input type="text"/>	And
ISBN	<input type="text"/>	And
ISSN	<input type="text"/>	
Search Reset		
library:	ALL	
language:	ANY	
format:	ANY	
type:	ANY	
location:	ANY	
item category1:	ANY	
item category2:	ANY	
match on:	Keywords	
pubyear:	<input type="text"/>	
sort by:	None	

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To view the complete information of a Library item click on an item image or a title of your choice, and you will see as below

CLICK on Google to conduct a search across the Internet

Search Results

words or phrase "history" search found 15346 titles.

Pages << 1 2 3 4 ...100 ...200 ...300 ...400 ...500 ...600 ...700 ...768 >>

- Keep **End this depression now! 1st ed.**
Krugman, Paul R.
HB3743 .K78 2012
1206
1 copy available at GUST Library in Checked In
- Keep **Sexual politics**
Millet, Kate.
HQ 1154 .M5 2000
9912
2 copies available at GUST Library
- Keep **Setting the world ablaze : Washington, Adams, Jefferson, and the American Revolution**
Ferling, John E.
E 302.5 .F46 2000
9912
No copies currently available. Estimated wait undetermined.
- Keep **Founding brothers : the revolutionary generation 1st ed.**
Ellis, Joseph J.
E 302.5 .E45 2000
9912
1 copy available at GUST Library in available

Continue search in:

[Google](#)

You Found Titles in Categories:

- [Africa](#)
- [American Literature](#)
- [Asia](#)
- [Children's Literature](#)
- [Collections, Series, Collected Works](#)
- [Colonies and Colonization. Emigration and Immigration](#)
- [Economic History](#)
- [Economic Theory, Demography, Business Cycles](#)
- [English Literature](#)
- [Family, Marriage, Women](#)
- [General World History](#)
- [Geology](#)
- [Germanic Literature](#)
- [History: America and United States](#)
- [History: United States Local and America](#)
- [Internal Medicine](#)
- [Library Science and Information Resources](#)
- [Literary History and Collections](#)
- [Literature of Music](#)
- [Natural History, Biology](#)
- [Pol. Inst. & Public Admin.: U.S.](#)
- [Political Science \(General\)](#)
- [Social History, Problems, and Reform](#)
- [Social Service, Welfare, Criminology](#)
- [Speculative Philosophy](#)
- [Industries. Land use. Labor](#)

ONLINE LIBRARY CATALOG USER GUIDE

The screenshot displays the online library catalog interface. At the top, there is a banner image of a library interior. Below the banner is a navigation bar with links: [Library Catalog](#), [Find It Fast!](#), [I Need Material](#), [Knowledge Portal](#), [My Account](#), and [Contact Us](#). A green bar below the navigation bar contains links: [Go Back](#), [Help](#), [New Search](#), [Change Display](#), [Kept](#), [Permalink](#), and [Logout](#).

The search results section shows "record 1 of 1 for search Words or Phrase 'end this depression now'" with a [Change Display](#) link. The main content area is titled "Item Details" and includes a "Keep" checkbox. On the left, there is a book cover for "END THIS DEPRESSION NOW!" by Paul Krugman. The "Item Information" section lists: **Title:** End this depression now!, **Author:** Krugman, Paul R., **Publisher:** W. W. Norton, **Pub date:** c2012., **Pages:** p. cm., **ISBN:** 9780393088779, and **Item info:** 1 copy available at GUST Library. Below this, a table shows: **GUST Library** (HB 3743 .K76 2012), **Holdings** (Copies: 1), **Material** (Books), and **Status** (Checked In). On the right, there are sections for "Continue search in:" with a [Google](#) link, and "Library Info" with links for [New Arrivals](#) and [Hours](#).

At the bottom, there is another green navigation bar with the same links as above. Below that is a footer with "Powered by: SirsiDynix" and "Your Electronic Library on the...".

Item Details window supplies the location, and holdings information for the item

Checked In means the item is available

ONLINE LIBRARY CATALOG USER GUIDE

iii. Mark Items

1. Conduct a search. OLC displays the Search Result.
2. Tick the box next to the item (s) of your choice.

Library Catalog Find It Fast! I Need Material Knowledge Portal My Account Contact Us

Go Back Help Limit Search New Search Next Kept Permalink Logout

Search Results

Words or Phrase "history" search found 15348 titles.

Pages << 1 2 3 4 ...100 ...200 ...300 ...400 ...500 ...600 ...700 ...768

1. Keep **The Arabs : a history**
Rogan, Eugene L.
DS 37.7 .R64 2009
2009
1 copy available at Nahoud Research Center in available
2. Keep **A history of the Arab peoples**
Hourani, Albert, 1915-1993.
DS 37.7 .H67 1991
1991
1 copy available at Nahoud Research Center in available
3. Keep **End this depression now! 1st ed.**
Krugman, Paul R.
HB 3743 .K78 2012
2012
1 copy available at GUST Library in Checked In

Library Catalog Find It Fast! I Need Material Knowledge Portal My Account Contact Us

Go Back Help Limit Search New Search Next Kept Permalink Logout

Search Results

Words or Phrase "history" search found 15348 titles.

Pages << 1 2 3 4 ...100 ...200 ...300 ...400 ...500 ...600 ...700 ..

1. Remove **The Arabs : a history**
Rogan, Eugene L.
DS 37.7 .R64 2009
2009
1 copy available at Nahoud Research Center in available
2. Remove **A history of the Arab peoples**
Hourani, Albert, 1915-1993.
DS 37.7 .H67 1991
1991
1 copy available at Nahoud Research Center in available
3. Remove **End this depression now! 1st ed.**
Krugman, Paul R.
HB 3743 .K78 2012
2012
1 copy available at GUST Library in Checked In

3. Click on 'Kept'.

ONLINE LIBRARY CATALOG USER GUIDE

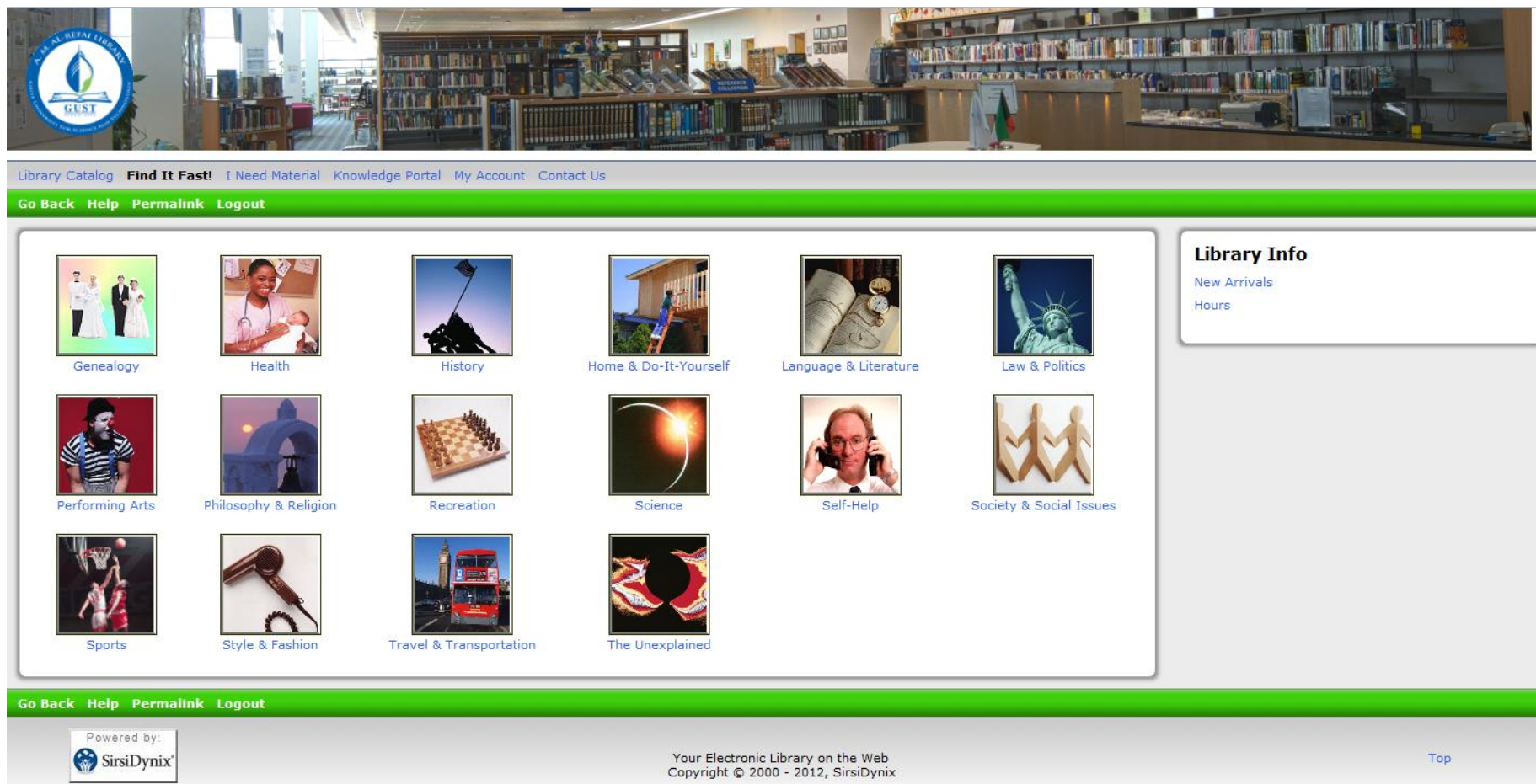
Ticking the Keep boxes will store the item (s) in your list for you to view, print or e-mail the items.

The screenshot displays the 'Kept' section of an online library catalog. It features a navigation bar at the top with links for 'Library Catalog', 'Find It Fast!', 'I Need Material', 'Knowledge Portal', 'My Account', and 'Contact Us'. Below this is a green navigation bar with 'Go Back', 'Help', 'New Search', and 'Logout'. The main content area is divided into two columns. The left column, titled 'Kept', contains two buttons: 'Remove checked titles' and 'Remove all titles'. Below these are three items, each with a checkbox: 'The Arabs : a history Rogan, Eugene L', 'A history of the Arab peoples Hourani, Albert, 1915-1993', and 'End this depression now! Krugman, Paul R'. The right column, titled 'Options', includes dropdown menus for 'sort by: Title', 'library: ALL', and 'view of records: Brief'. Below these are two buttons: 'View' and 'Print Formatted', which are highlighted with a red box and a red arrow. At the bottom of the 'Options' panel is an 'Email' input field and an 'Email' button. A second green navigation bar at the bottom of the main content area contains 'Go Back', 'Help', 'New Search', and 'Logout'. The footer of the page includes the 'Powered by: SirsiDynix' logo on the left and the text 'Your Electronic Library on the Web Copyright © 2000 - 2012, SirsiDynix' on the right.

Note: To go back, please click on the 'Go Back' link and not the Back arrow on the web page.

ONLINE LIBRARY CATALOG USER GUIDE

A. Find It Fast: This feature allows you to search for items by subject. Click on the subject of your choice and refine the search further by selecting the sub category, and then the item.



The screenshot displays the online library catalog interface. At the top, there is a banner image of a library interior with bookshelves. Below the banner is a navigation bar with links: [Library Catalog](#), [Find It Fast!](#), [I Need Material](#), [Knowledge Portal](#), [My Account](#), and [Contact Us](#). A green bar below the navigation bar contains links: [Go Back](#), [Help](#), [Permalink](#), and [Logout](#).

The main content area is divided into two sections. On the left, there is a grid of 18 subject categories, each represented by an icon and a label:

- Genealogy
- Health
- History
- Home & Do-It-Yourself
- Language & Literature
- Law & Politics
- Performing Arts
- Philosophy & Religion
- Recreation
- Science
- Self-Help
- Society & Social Issues
- Sports
- Style & Fashion
- Travel & Transportation
- The Unexplained

On the right side of the main content area, there is a **Library Info** box with links for [New Arrivals](#) and [Hours](#).

At the bottom of the main content area, there is another green bar with links: [Go Back](#), [Help](#), [Permalink](#), and [Logout](#).

The footer of the page includes the **Powered by: SirsiDynix** logo on the left, the text "Your Electronic Library on the Web" and "Copyright © 2000 - 2012, SirsiDynix" in the center, and a [Top](#) link on the right.

e.g. Select the Subject 'Health', then select 'Psychology', and hit Enter. A list of results will be displayed. Select the book *Spiral Dynamics*.

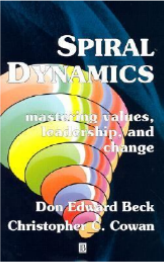
ONLINE LIBRARY CATALOG USER GUIDE

Click on the title of your choice, and the item details will appear.

record 5 of 2043 for search "Psychology"

Item Details

Keep



[Buy now](#)
[Find more by this author](#)
[Find more on these topics](#)
[Nearby items on shelf](#)

[Item Information](#) [A Look Inside](#) [Catalog Record](#)

Title *Spiral dynamics : mastering values, leadership, and change : exploring the new science of memetics*

Author Beck, Don (Don Edward)

Publisher: Blackwell Business,

Pub date: 1996.

Pages: vi, 331 p. :

ISBN: 1557869405

Item info: 1 copy available at GUST Library.

GUST Library	Holdings	Material	Location
BF 778 .B34 1996	Copies 1	Books	available

[Item Information](#) [A Look Inside](#) [Catalog Record](#)

Spiral dynamics : mastering values, leadership, and change : exploring the new science of memetics
Beck, Don (Don Edward)

Quick Links

[Summary](#)
[Table of Contents](#)

Summary

Spiral Dynamics introduces a new model for plotting the enormous economic and commercial shifts that are making contemporary business practice so complex and apparently fragmented. Focusing on cutting-edge leadership, management systems, processes, procedures, and techniques, the authors synthesize changes such as:

- Increasing cultural diversity.
- Powerful new social responsibility initiatives.
- The arrival of a truly global marketplace.

This is an inspiring book for managers, consultants, strategists, and leaders planning for success in the business world in the 21st century.

[Te\(...read more\)](#)

Table of Contents

Introduction

Part I

- 1 Overview of Spiral Dynamics
- 2 Different Times Produce Different Minds
- 3 The Nature of MEME systems
- 4 The Mind of the Spiral

Part II

- 5 The Dynamics of the Spiral's MEME's
- 6 Change and the Spiral
- 7 The Dynamics of Leadership
- 8 Spiral Wizardry
- 9 Spiral Alignment: Streaming Visions into Reality
- 10 Spiral Integration: Power and Precision in Organization Design and Transformation

Part III

- 11 The Spiral Wizard's Field Manual
- 12 Beige: Survival Sense. the Instinctive MEME
- 13 Purple: KinSpirits. the Clannish MEME
- 14 Red: PowerGods. the Egocentr(...read more)

A Look Inside provides a brief summary and Table of Contents for the selected item.

ONLINE LIBRARY CATALOG USER GUIDE

B. I Need Material: This menu allows you to place hold on a Library item, request additional copies, or send an online recommendation of order to designated Library staff. The staff member who receives this message will take necessary action in accordance with Library policies.

To place a hold request:

1. Perform a search to find the item you are interested in.
2. Click on: Item title, I Need Material, and Place Hold; enter your GUST User ID and PIN and click on Place Hold tab at the bottom.

To request copies:

1. Perform a search to find the item you are interested in.
2. Click on: Item title, I Need Material, Requisition additional copies; enter your GUST User ID and PIN and click on Send tab at the bottom.

Place Hold


Title:
Author:

User ID: or

Alternate ID:

PIN:

Pickup at:

Expiration date: 

[Place Hold](#) [Reset Query Values](#) [Cancel](#)

[Go Back](#) [Help](#) [Logout](#)

Requisition Additional Copies

number of copies:

Note:

User ID: or

Alternate ID:

call number:

copy:

item ID:

[Send](#) [Reset Query Values](#)

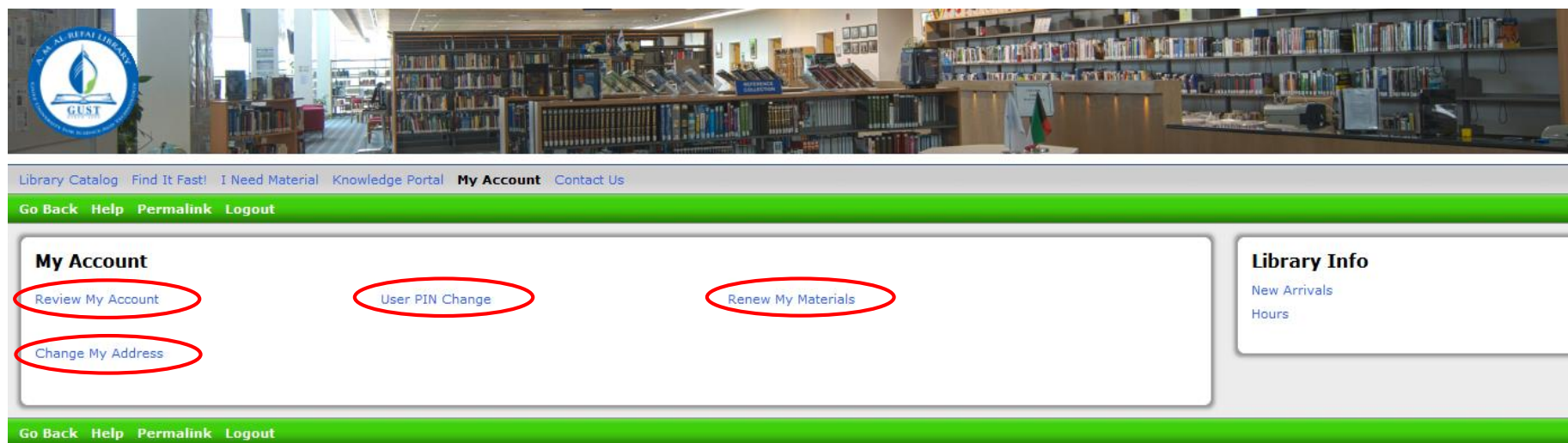
[Go Back](#) [Help](#) [Logout](#)

ONLINE LIBRARY CATALOG USER GUIDE

B. Manage your Library Account:

This feature lets you manage your account and current circulation status at the Library by logging-in with your User ID and PIN as indicated below:

User ID: GUST ID and **PIN:** Civil ID



Upon successfully logging-in you can access all of the following:

Review My Account: This page displays an overview of your Library account.

User PIN Change: Allows you to change your Password required for logging-in to Symphony **[For Library staff only]**.

Renew My Materials: You can renew any or all of the borrowed Library items here, provided the deadline to return the item has not passed.

Change My Address: This feature allows you to make changes to your address.

ONLINE LIBRARY CATALOG USER GUIDE

Renewing Library materials

You may renew checked-out materials via 'My Account' as follows:

1. Click on My Account.
2. Click on Renew My Materials.
3. In the User ID tab, enter GUST ID **or** enter your Civil ID Number in the Alternate ID tab; please ensure that you only use either one of the tabs.
4. In the PIN tab enter only the last 4-digits of your Civil ID Number.

A. M. AL-REFAI LIBRARY

Library Catalog Find It Fast! I Need Material Knowledge Portal Reserve Desk **My Account** Contact Us

Go Back Help Logout

Select Some or All Items to Renew

User ID: or

Alternate ID:

PIN:

List Charged Items Reset Query Values

Go Back Help Logout

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5. Click on List Charged Items or hit Enter.

ONLINE LIBRARY CATALOG USER GUIDE

6. a. Select the desired items for renewal by clicking the check box and click on Renew Selected Items

Select Items to Renew

3 items eligible for renewal. Use check boxes below to mark list items for Renew.

Renew Selected Items Renew all

- | | | |
|-------------------------------------|---|---------------------|
| <input checked="" type="checkbox"/> | Technical English : writing, reading, and speaking Pickett, Nell Ann. | Due: 8/28/2012,0:00 |
| <input checked="" type="checkbox"/> | The blue book of grammar and punctuation : an easy-to-use guide with clear rules, real-world examples, and reproducible quizzes Straus, Jane. | Due: 8/28/2012,0:00 |
| <input checked="" type="checkbox"/> | Drupal 7 primer : creating CMS-based websites : a guide for beginners Kelsey, Todd. | Due: 9/1/2012,0:00 |

Renew Selected Items

Clear Selections

b. Select Renew all and click on Renew Selected Items

Select Items to Renew

3 items eligible for renewal. Use check boxes below to mark list items for Renew.

Renew Selected Items Renew all

- | | | |
|--------------------------|---|---------------------|
| <input type="checkbox"/> | Technical English : writing, reading, and speaking Pickett, Nell Ann. | Due: 8/28/2012,0:00 |
| <input type="checkbox"/> | The blue book of grammar and punctuation : an easy-to-use guide with clear rules, real-world examples, and reproducible quizzes Straus, Jane. | Due: 8/28/2012,0:00 |
| <input type="checkbox"/> | Drupal 7 primer : creating CMS-based websites : a guide for beginners Kelsey, Todd. | Due: 9/1/2012,0:00 |

Renew Selected Items

Clear Selections