

# SYMBIOSIS LAW SCHOOL, PUNE

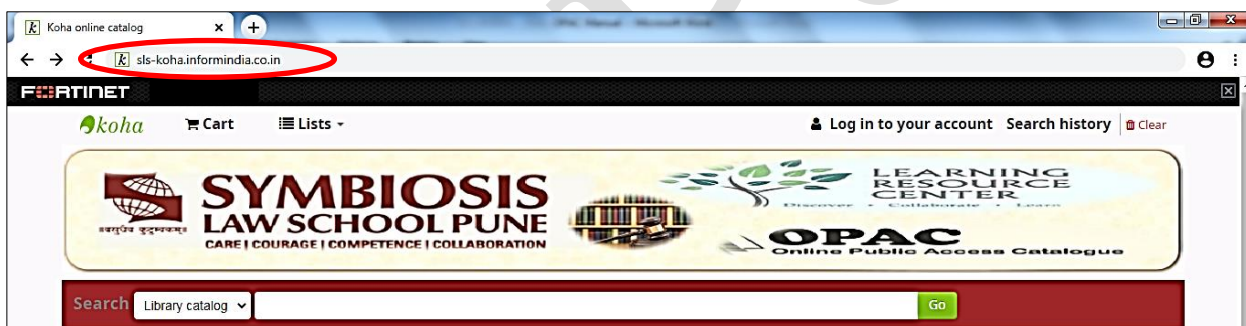
## Learning Resources Centre

### HOW TO ACCESS KOHA ONLINE CATALOGUE SERVICES - WEB

SLS, Pune Library have a **new catalogue system**, called **KOHA-WEBOPAC**. This guide will help you understand how you can perform either a simple or advanced search, how to interpret the results pages, how to create your own item lists, and how to access your personal account.

#### Step-1

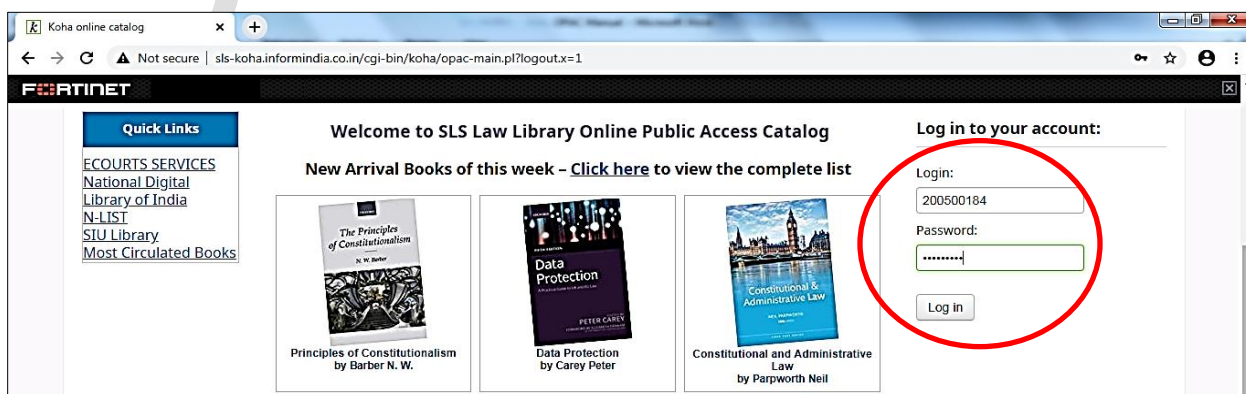
You can access our KOHA WEBOPAC Online Public Access Catalogue using <http://sls-koha.informindia.co.in/> the catalogue can be accessed from on and off campus computer with internet access.



#### Step-2

#### Login your Account

By default your login ID and password is your PRN No. Users are requested to change their default password at first session.



### Step-3

#### How to perform a Basic Search

To do a Simple Search, you enter a word or multiple words in the search box. The Simple Search is a keyword search; the system will retrieve results that include the search term(s) at any field in the record.



The screenshot shows a search bar with a blue 'Search' button on the left. Next to it is a dropdown menu currently set to 'Library catalog'. To the right of the dropdown is a large white text input field. At the far right of the bar is a green 'Go' button.

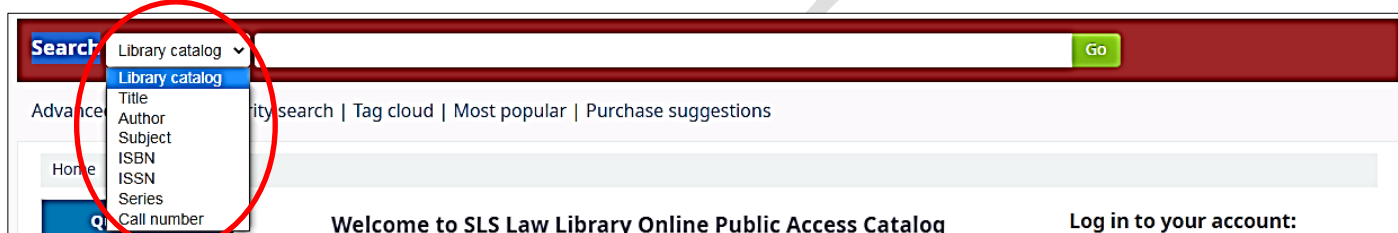
#### Basic Searching Enhanced

Apart from the option to search using regular keyword, the Basic Search also offers options for searching by Title, Author, Subject, etc. On selecting and searching in a field the system will search the term only in the selected field.



This screenshot is similar to the previous one, but the dropdown menu is highlighted with a red circle. The dropdown menu is currently open, showing a list of search fields: Title, Author, Subject, ISBN, ISSN, Series, and Call number.

Selecting one of the fields helps you narrow down the search results.



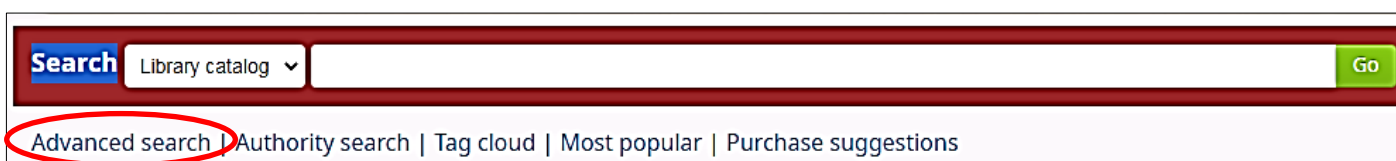
This screenshot shows the search bar with the dropdown menu open. A red circle highlights the dropdown menu. The menu lists the following options: Library catalog (selected), Title, Author, Subject, ISBN, ISSN, Series, and Call number. Below the search bar, there are links for 'Advanced search', 'Tag cloud', 'Most popular', and 'Purchase suggestions'. At the bottom, there is a welcome message 'Welcome to SLS Law Library Online Public Access Catalog' and a link to 'Log in to your account:'.

### Step-4

#### How to Perform an Advanced Search

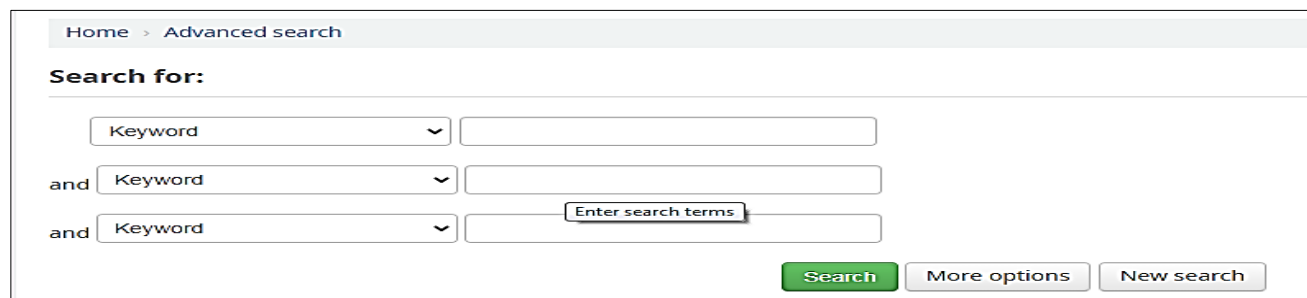
#### Advanced Search Options

For a more complicated search you may select the Advanced Search Option.



This screenshot shows the search bar at the top. Below the search bar, there is a horizontal menu with several links: 'Advanced search', 'Authority search', 'Tag cloud', 'Most popular', and 'Purchase suggestions'. The 'Advanced search' link is highlighted with a red circle.

The Advanced Search page offers many ways to limit the results of your search. You can limit them by using the drop down menus and a combination of the Boolean operators.



Home > Advanced search

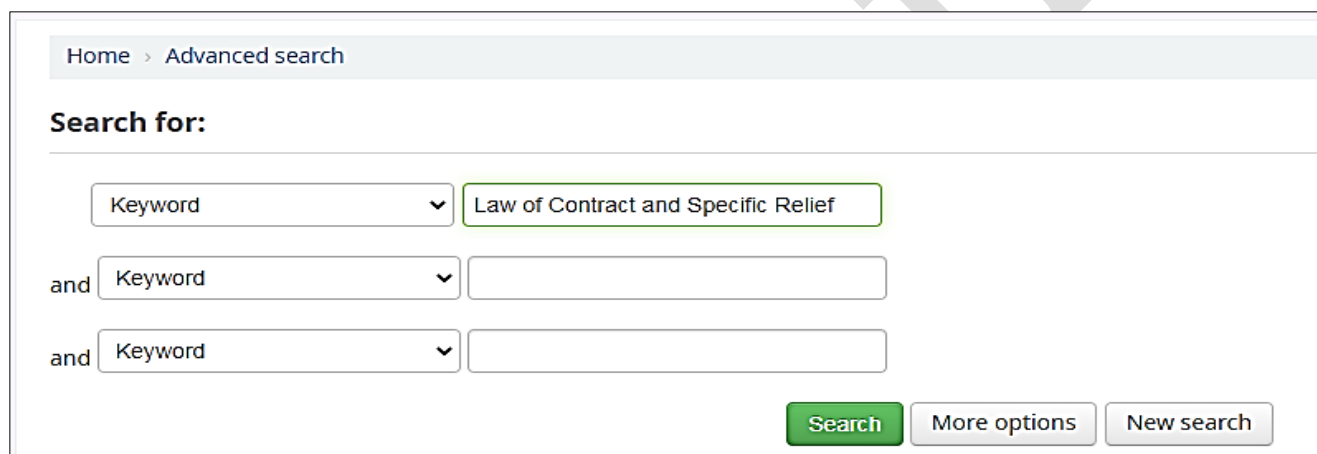
**Search for:**

Keyword

and Keyword

and Keyword

For example, if you are searching for the **Law of Contract and Specific Relief**, the search could be formulated as in the picture below:



Home > Advanced search

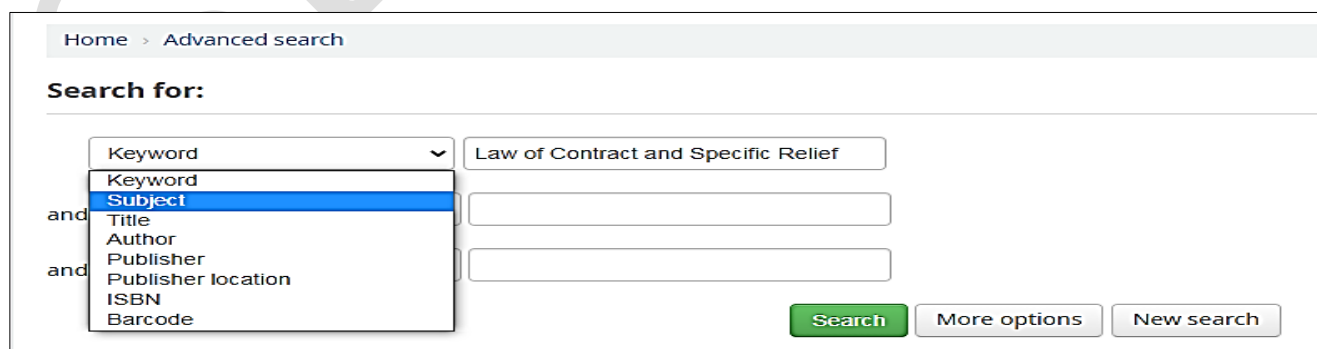
**Search for:**

Keyword

and Keyword

and Keyword

By this strategy, you have searched for the topic **Law of Contract and Specific Relief**, in the Title Field only and for the topic **Contract**, which may appear anywhere in the record. The search could have been performed in a more complicated way, as shown below:



Home > Advanced search

**Search for:**

Keyword

and

and

Keyword  
Subject  
Title  
Author  
Publisher  
Publisher location  
ISBN  
Barcode

**NOTE:** - The more complicated the search, the higher the chances of returning zero results.

## Additional Fields / Limits

The Advanced Search page also shows the multiple kinds of limits that can be applied to your search results.

For date ranges, you will type the year, a range, or a 'greater than (>)' or 'less than (<)' year. For example: **2000-2013**. You could also use **-2000** for everything published before 2000 or **2008-** for everything published after 2008.

You may also limit your search to the **Item Type**. Below are shown all the different formats that the libraries possess.

Item type

Limit to any of the following:

<input type="checkbox"/> AR	<input type="checkbox"/> AV	<input type="checkbox"/> BR	<input type="checkbox"/> BV
<input type="checkbox"/> Books	<input type="checkbox"/> CD	<input type="checkbox"/> DP	<input type="checkbox"/> HRC
<input type="checkbox"/> LAC	<input type="checkbox"/> LAW JOURNALS	<input type="checkbox"/> LAW REPORTS	<input type="checkbox"/> Local Purchase
<input type="checkbox"/> MAGAZINES	<input type="checkbox"/> PERIODICAL	<input type="checkbox"/> PR	<input type="checkbox"/> R
<input type="checkbox"/> SN	<input type="checkbox"/> SW	<input type="checkbox"/> Subscription	<input type="checkbox"/> T
<input type="checkbox"/> UNC			

Other useful limiters that can be found on the Advanced Search page are the **Language** and the **Sorting** features.

<b>Publication date range</b>	<b>Language</b>	<b>Availability:</b>	<b>Sorting:</b>
Date range: <input type="text"/>	Language: <input type="text" value="No limit"/>	<input type="checkbox"/> Only items currently available for loan or reference	Sort by: <input type="text" value="Relevance"/>
For example: 1999-2001. You could also use "-1987" for everything published in and before 1987 or "2008-" for everything published in 2008 and after.			
<input type="button" value="Search"/> <input type="button" value="More options"/> <input type="button" value="New search"/>			

## Step-5

## Understanding the Search Results

### Results overview

The number of results found for your search will appear above the results.

Koha online catalog > Results of: x

Not secure | sls-koha.informindia.co.in/cgi-bin/koha/opac-search.pl?idx=kw&q=Law+of+Contract+and+Specific+Relief&sort\_by=title\_az&addto=Add+to...

**SYMBIOSIS LAW SCHOOL PUNE**  
CARE | COURAGE | COMPETENCE | COLLABORATION

**OPAC**  
Online Public Access Catalogue

Search Library catalog Law of Contract and Specific Relief Go

Advanced search | Authority search | Tag cloud | Most popular | Purchase suggestions

Home > Results of search for 'Law of Contract and Specific Relief'

Refine your search

Availability  
[Limit to currently available items.](#)

Authors  
[Avtar Singh](#)  
[Bangia R.K.](#)  
[Bangia R.K.](#)  
[Bangia R.K. & Bangia...](#)

Your search returned 476 results.

1 2 3 4 5 6 7 8 9 10 Next > Last >

Unhighlight Select all Clear all Select titles to: Add to... Save Place hold

1. **Contract - 1 General Principles of Contract (Sec 1- 75) and Specific Relief Act**  
by Rai Kailash.  
Edition: 3  
Material type: Text; Format: print; Literary form: Not fiction  
Publisher: Allahabad Central Law Publications 2011

Title (A-Z)

Koha online catalog > Results of: x

Not secure | sls-koha.informindia.co.in/cgi-bin/koha/opac-search.pl?idx=kw&q=Law+of+Contract+and+Specific+Relief&sort\_by=title\_zaz&addto=Add+to...

**SYMBIOSIS LAW SCHOOL PUNE**  
CARE | COURAGE | COMPETENCE | COLLABORATION

**OPAC**  
Online Public Access Catalogue

Search Library catalog Law of Contract and Specific Relief Go

Advanced search | Authority search | Tag cloud | Most popular | Purchase suggestions

Home > Results of search for 'Law of Contract and Specific Relief'

Refine your search

Availability  
[Limit to currently available items.](#)

Item types  
[Books](#)

Collections  
[Text Books](#)  
[Book Bank](#)  
[Reference](#)

Authors  
[Avtar Singh](#)  
[Bangia R.K.](#)  
[Bangia R.K.](#)  
[Bangia R.K. & Bangia...](#)  
[Bangia R.K. & Bangia...](#)

Your search returned 476 results.

1 2 3 4 5 6 7 8 9 10 Next > Last >

Unhighlight Select all Clear all Select titles to: Add to... Save Place hold

1. **Textbook on Law of Contract and Specific Relief**  
by Singh Avtar.  
Edition: 5  
Material type: Text; Format: print; Literary form: Not fiction  
Publisher: lucknow Eastern Book Company  
Availability: No items available  
★★★★★  
Save to lists Add to cart

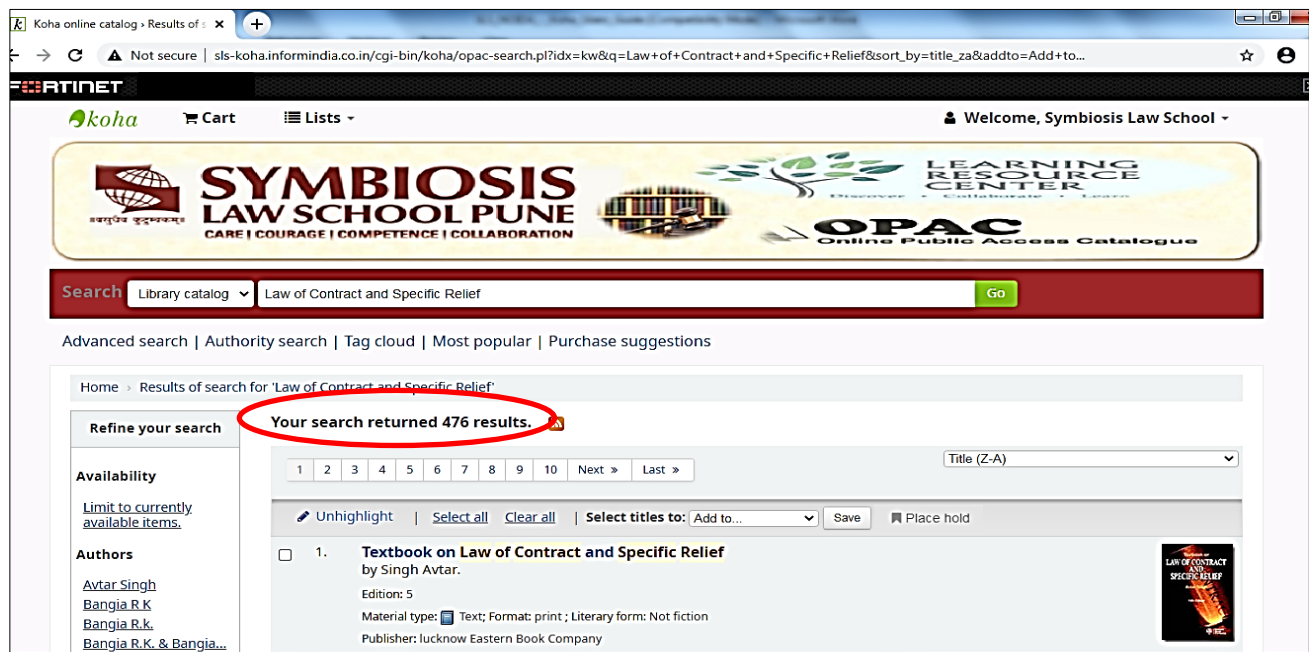
2. **Textbook on Law of Contract and Specific Relief**  
by Singh Avtar.  
Edition: 5  
Material type: Text; Format: print; Literary form: Not fiction

Title (Z-A)  
Relevance  
Popularity  
Popularity (most to least)  
Popularity (least to most)  
Author  
Author (A-Z)  
Author (Z-A)  
Call Number  
Call number (0-9 to A-Z)  
Call number (Z-A to 9-0)  
Dates  
Publication/Copyright date: Newest to oldest  
Publication/Copyright date: Oldest to newest  
Acquisition date: Newest to oldest  
Acquisition date: Oldest to newest  
Title  
Title (A-Z)  
Title (Z-A)



## Results overview

The number of results found for your search will appear below.

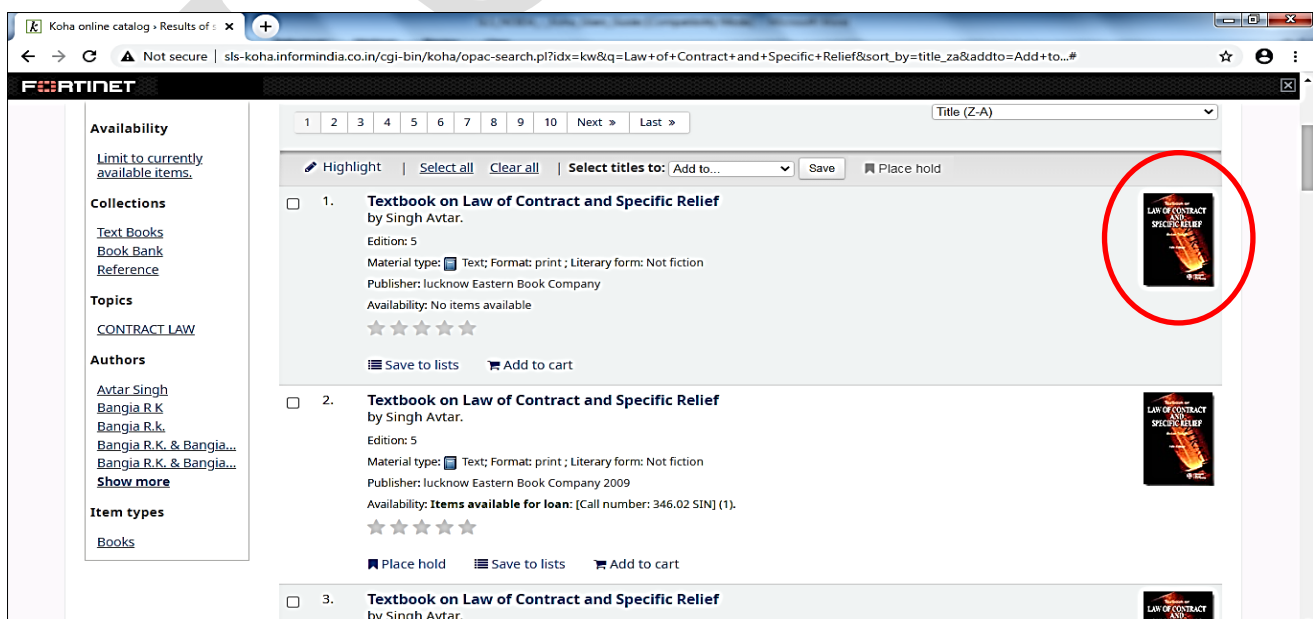


## Sorting Results

If not previously selected, the results will be sorted by default by **Relevance**. You can choose to sort by **Author**, by **Title**, by **Call Number**, by **Dates**, or by **Popularity**.

## Item availability

You will see the availability of the items attached to the record and also the library that holds the copy/copies.



## Step-6

### How to read an Item Record

When you click on a title from the search results, you will see the bibliographic detail of the record.

#### Title, Author and Publisher Information

Details of the bibliographical details appears at the selected record are shown below.

The screenshot shows a web browser window displaying a Koha online catalog record. The browser address bar shows the URL: `sls-koha.informindia.co.in/cgi-bin/koha/opac-detail.pl?biblionumber=76454`. The page title is "Home > Details for: Pooles Casebook on Contract Law". The record details are as follows:

- Title:** Pooles Casebook on Contract Law
- By:** Merkin Robert
- Contributor(s):** Saintier Severine
- Publisher:** UK Oxford University Press 2019
- Edition:** 14
- Description:** xliii, 819
- ISBN:** 9780198817864
- Subject(s):** CONTRACT LAW
- DDC classification:** 346.02
- Tags from this library:** No tags from this library for this title. Add tag(s)
- Average rating:** 0.0 (0 votes)

Annotations on the screenshot include:

- A yellow box around the book cover image with the label "Cover Page of the Book".
- A red box around the title "Pooles Casebook on Contract Law" with the label "Title".
- A blue box around the author "By: Merkin Robert" and contributor "Contributor(s): Saintier Severine" with the label "Authors".
- A purple box around the publisher "Publisher: UK Oxford University Press 2019" with the label "Place, Publisher, Year".

Below the record details, there is a section for "Holdings (1)" and "Comments (0)". The holdings table is as follows:

Item type	Current location	Collection	Call number	Status	Date due
Books	Symbiosis Law School	Reference	346.02 MER/SAI (Browse shelf)	Available	

#### Holdings Information

The **Holdings** data comprises the **Item Type** (e.g. book, CD-ROMs, DVD-ROM, etc.); the **Location** (i.e. the library where the book can be found, as well as the specific area within the library); the **Collection** (e.g. New Books, Fiction, Non Fiction, etc.); the **Call Number** (where exactly the book is shelved); its **Status** (Checked In or Out); and the **Due Date** (when the book should be returned).

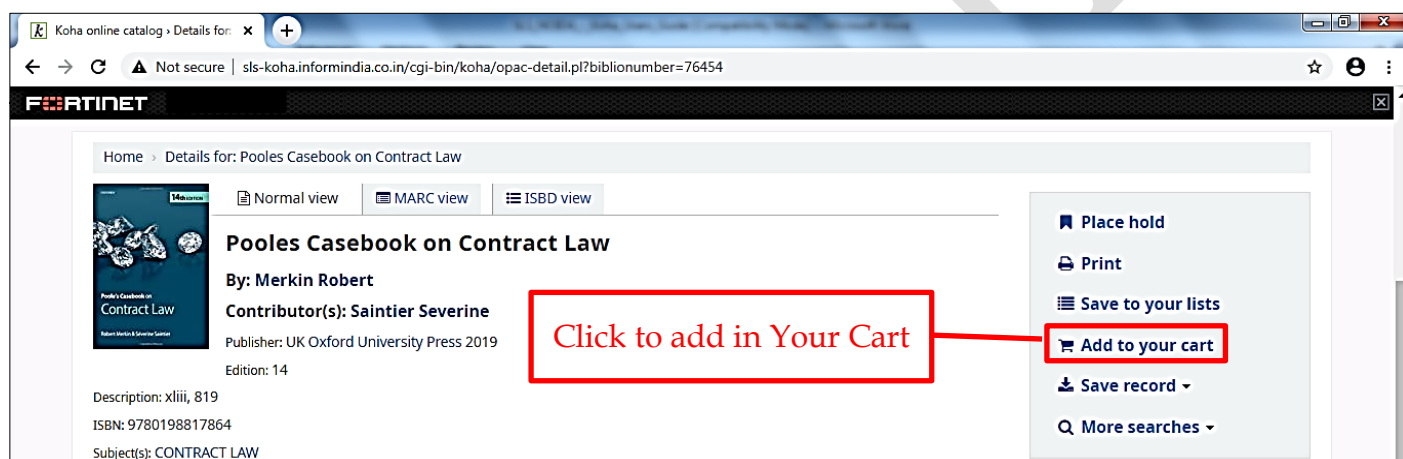
Holdings ( 1 )		Comments ( 0 )		Call No	Present Status
Item type	Current location	Collection	Call number	Status	Date due
Books	Symbiosis Law School	Reference	346.02 MER/SAI (Browse shelf)	Available	

## User Actions

To the right of the bibliographic record you can find links to Print the record, or Add it to your Cart (for information on how to use Cart features, please check the my account instructions).

## Cart

A cart is a **temporary** holding place for records you are interested in during a search session. In order to add items to your cart, you can do it either from the results list or the page of an individual record, as shown in the previous section. At the results, you can either click at the **Add to your cart** option from the bottom of each item, or select the item by clicking on the **check box**, and then click at the **Add to: Cart** at the top of the results.



Koha online catalog > Details for: x +

← → ↻ ⚠ Not secure | sls-koha.informindia.co.in/cgi-bin/koha/opac-detail.pl?biblionumber=76454

**FORTINET**

Home > Details for: Pooles Casebook on Contract Law

Normal view MARC view ISBD view

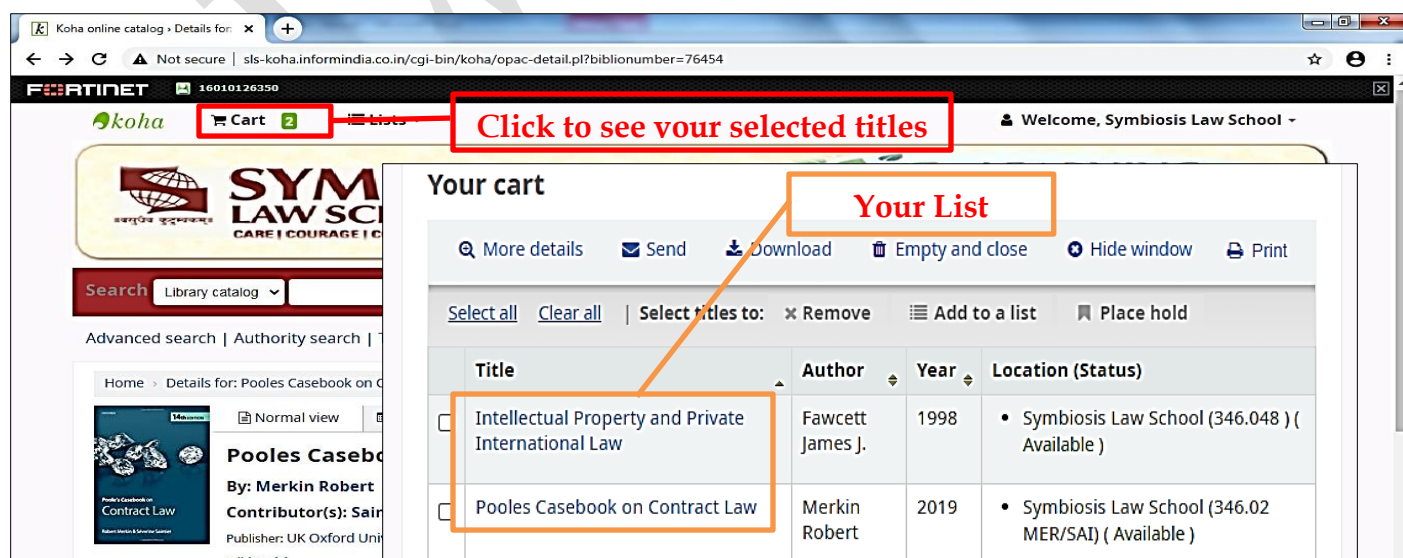
**Pooles Casebook on Contract Law**

By: Merkin Robert  
Contributor(s): Saintier Severine  
Publisher: UK Oxford University Press 2019  
Edition: 14

Description: xliii, 819  
ISBN: 9780198817864  
Subject(s): CONTRACT LAW

Place hold  
Print  
Save to your lists  
**Add to your cart**  
Save record ▾  
More searches ▾

Click to add in Your Cart



Koha online catalog > Details for: x +

← → ↻ ⚠ Not secure | sls-koha.informindia.co.in/cgi-bin/koha/opac-detail.pl?biblionumber=76454

**FORTINET** 16010126350

koha **Cart** 2 Lists

Click to see your selected titles

Welcome, Symbiosis Law School ▾

**SYM LAW SCHOOL**  
CARE | COURAGE | C

Search Library catalog ▾

Advanced search | Authority search |

Home > Details for: Pooles Casebook on Contract Law

Normal view MARC view ISBD view

**Pooles Casebook on Contract Law**

By: Merkin Robert  
Contributor(s): Saintier Severine  
Publisher: UK Oxford University Press 2019  
Edition: 14

**Your cart**

More details Send Download Empty and close Hide window Print

Select all Clear all | Select titles to: x Remove Add to a list Place hold

Title	Author	Year	Location (Status)
<input type="checkbox"/> Intellectual Property and Private International Law	Fawcett James J.	1998	• Symbiosis Law School (346.048 ) ( Available )
<input type="checkbox"/> Pooles Casebook on Contract Law	Merkin Robert	2019	• Symbiosis Law School (346.02 MER/SAI) ( Available )

Click to add in Your Cart



You may see the total number of items added to your cart from the button next to the search bar.



**NOTE:** - Once you log out or close the browser, you lose the items in your cart.

## Step-7

### How to Use My Account

You can log in and access your personal information from any computer, on or off campus.

#### My Summary

Once logged in, you can see your account summary; how many items are borrowed; when they are due (overdue items are highlighted in red). If you want to see only the overdue items, you may click at the **overdue** tab next to the **Checked Out** tab.

Home > Akshara Michael > Your summary

Hello, Akshara Michael  
Click here if you're not Akshara Michael

Checked out (4)   Overdue (4)   Charges (3,530.00)

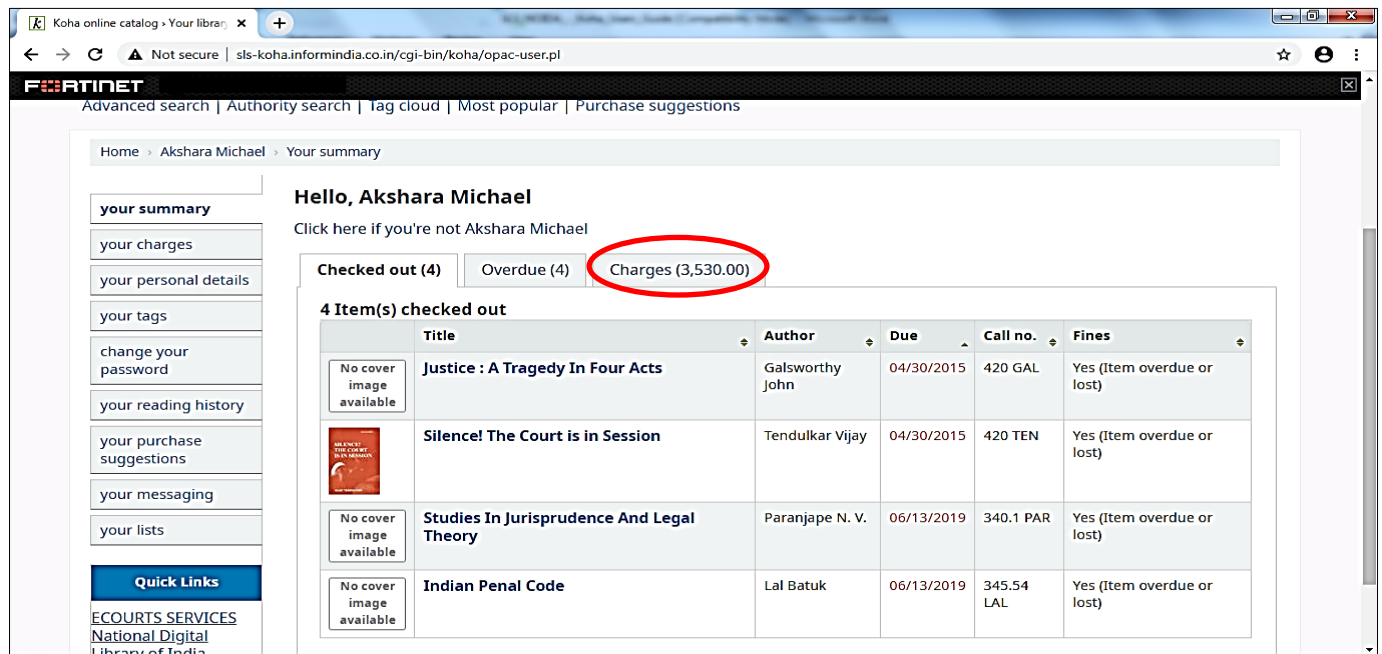
4 Item(s) checked out

	Title	Author	Due	Call no.	Fines
No cover image available	Justice : A Tragedy In Four Acts	Galsworthy John	04/30/2015	420 GAL	Yes (Item overdue or lost)
No cover image available	Silence! The Court is in Session	Tendulkar Vijay	04/30/2015	420 TEN	Yes (Item overdue or lost)
No cover image available	Studies In Jurisprudence And Legal Theory	Paranjape N. V.	06/13/2019	340.1 PAR	Yes (Item overdue or lost)
No cover image available	Indian Penal Code	Lal Batuk	06/13/2019	345.54 LAL	Yes (Item overdue or lost)

Quick Links  
ECOURTS SERVICES  
National Digital Library of India

## My Fines

If a **Charges** tab appears next to the **Checked out** tab in **your summary**, the amount presented is the current fine, which you owe to the library.



Koha online catalog - Your library

Advanced search | Authority search | Tag cloud | Most popular | Purchase suggestions

Home > Akshara Michael > Your summary

**your summary**

your charges

your personal details

your tags

change your password

your reading history

your purchase suggestions

your messaging

your lists

**Quick Links**


E-COURTS SERVICES  
National Digital Library of India

Hello, Akshara Michael

Click here if you're not Akshara Michael

**Checked out (4)** **Overdue (4)** **Charges (3,530.00)**

**4 Item(s) checked out**

	Title	Author	Due	Call no.	Fines
No cover image available	Justice : A Tragedy In Four Acts	Galsworthy John	04/30/2015	420 GAL	Yes (Item overdue or lost)
	Silence! The Court is in Session	Tendulkar Vijay	04/30/2015	420 TEN	Yes (Item overdue or lost)
No cover image available	Studies In Jurisprudence And Legal Theory	Paranjape N. V.	06/13/2019	340.1 PAR	Yes (Item overdue or lost)
No cover image available	Indian Penal Code	Lal Batuk	06/13/2019	345.54 LAL	Yes (Item overdue or lost)

**NOTE:** - If the Overdue tab appears as well, it means that you have overdue item(s) on loan and the fine will continue to increase until you return the item(s) back to the library.

## Fines History

You can check the history of your Fines at Your charges.



**your summary**

**your charges**

your personal details

your tags

change your password

your reading history

your purchase suggestions

your messaging

your lists

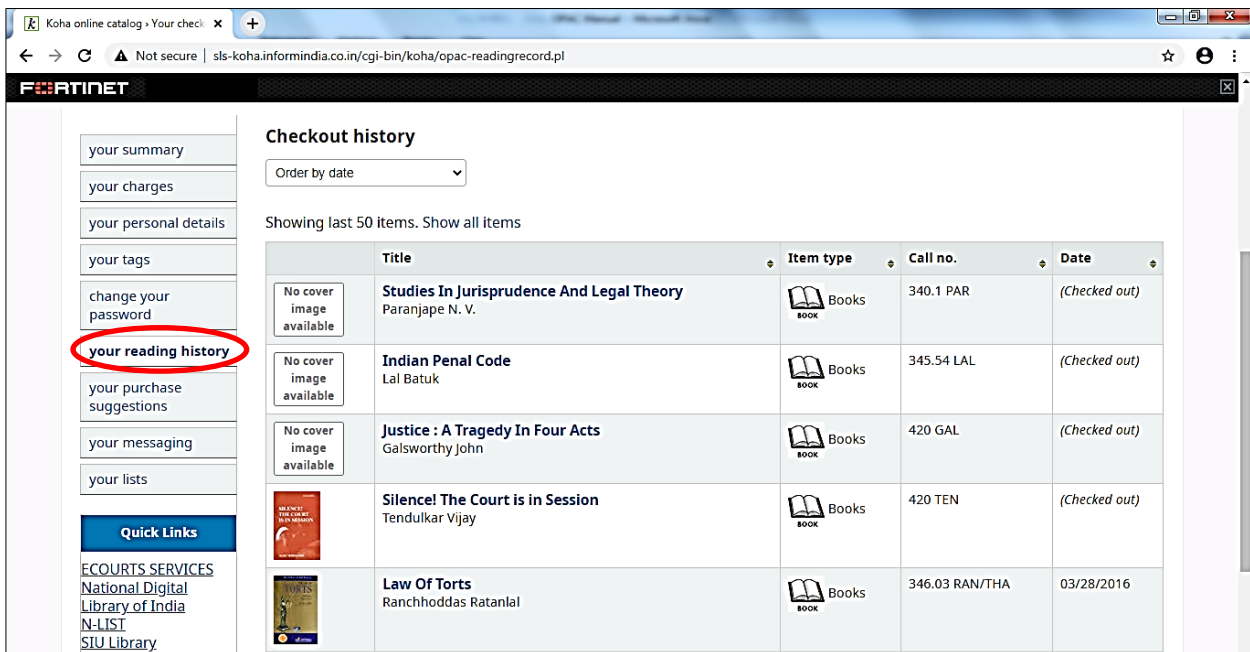
**Charges**

Show all transactions

Date	Type	Description	Amount	Amount outstanding
01/16/2020	Fine (Accruing) (Accruing)	Justice : A Tragedy In Four Acts 04/30/2015 23:59 (Justice : A Tragedy In Four Act)	910.00	910.00
01/16/2020	Fine (Accruing) (Accruing)	Silence! The Court is in Session 04/30/2015 23:59 (Silence! The Court is in Session)	910.00	910.00
01/16/2020	Fine (Accruing) (Accruing)	Studies In Jurisprudence And Legal Theory 06/13/2019 23:59 (Studies In Jurisprudence And Legal Theory)	855.00	855.00
01/16/2020	Fine (Accruing) (Accruing)	Indian Penal Code 06/13/2019 23:59 (Indian Penal Code)	855.00	855.00
<b>Total due</b>				<b>3,530.00</b>

## Your Reading History

The **Your Reading History** tab reveals your entire check out history. It could be useful especially when looking for details of item(s) you may wish to borrow again.



**Checkout history**

Order by date ▼

Showing last 50 items. Show all items

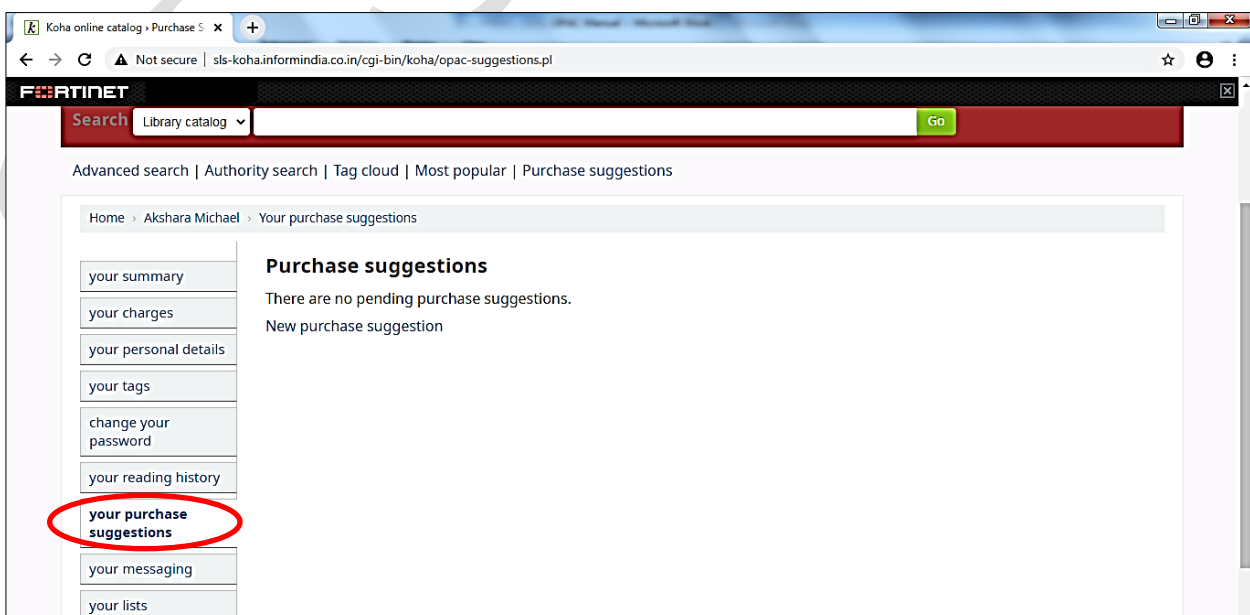
	Title	Item type	Call no.	Date
No cover image available	<b>Studies In Jurisprudence And Legal Theory</b> Paranjape N. V.	BOOK Books	340.1 PAR	(Checked out)
No cover image available	<b>Indian Penal Code</b> Lal Batuk	BOOK Books	345.54 LAL	(Checked out)
No cover image available	<b>Justice : A Tragedy In Four Acts</b> Galsworthy John	BOOK Books	420 GAL	(Checked out)
No cover image available	<b>Silence! The Court is in Session</b> Tendulkar Vijay	BOOK Books	420 TEN	(Checked out)
No cover image available	<b>Law Of Torts</b> Ranchhodas Ratanlal	BOOK Books	346.03 RAN/THA	03/28/2016

**Quick Links**

- [ECOURTS SERVICES](#)
- [National Digital Library of India](#)
- [N-LIST](#)
- [SIU Library](#)

## Your Purchase Suggestions

If your library allows patrons to make purchase suggestions the next tab will show all suggestions that the patron made to the library and their statuses.



**Purchase suggestions**

There are no pending purchase suggestions.

New purchase suggestion

**Quick Links**

- [your summary](#)
- [your charges](#)
- [your personal details](#)
- [your tags](#)
- [change your password](#)
- [your reading history](#)
- [your purchase suggestions](#)
- [your messaging](#)
- [your lists](#)

Koha online catalog > Enter a new purchase suggestion

Not secure | sls-koha.informindia.co.in/cgi-bin/koha/opac-suggestions.pl?op=add

16010126350

### Enter a new purchase suggestion

Please fill out this form to make a purchase suggestion. You will receive an email when the library processes your suggestion.

Only certain fields (marked in red) are required, but the more information you enter the easier it will be for the librarians to find the title you're requesting. The "Notes" field can be used to provide any additional information.

**your summary**

**your charges**

**your personal details**

**your tags**

**change your password**

**your search history**

**your reading history**

**your purchase suggestions**

**your messaging**

**your lists**

**Quick Links**

[ECOURTS SERVICES](#)

[National Digital Library of India](#)

[N-LIST](#)

**Title:**  Required

**Author:**

**Copyright date:**

**Standard number (ISBN, ISSN or other):**

**Publisher:**

**Collection title:**

**Publication place:**

**Quantity:**

**your messaging**

**your lists**

**Quick Links**

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[N-LIST](#)

[SIU Library](#)

[Most Circulated Books](#)

**(ISBN, ISSN or other):**

**Publisher:**

**Collection title:**

**Publication place:**

**Quantity:**

**Item type:**  Audiobook

**Reason for suggestion:**

**Notes:**

**Select Item type**

## Step-8

### How to Change Password

From this tab you can change your current password.

Home > Akshara Michael > Change your password

**Change your password**

Your password must be at least 3 characters long.

Current password:

New password:

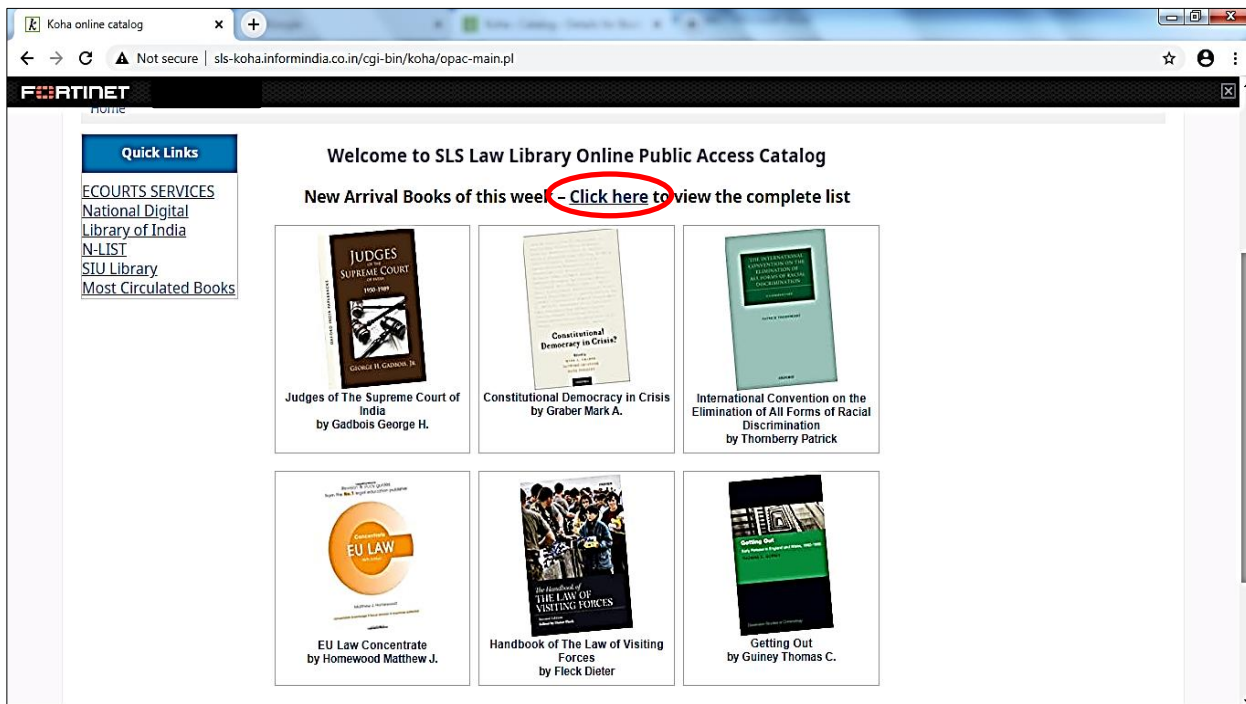
Re-type new password:



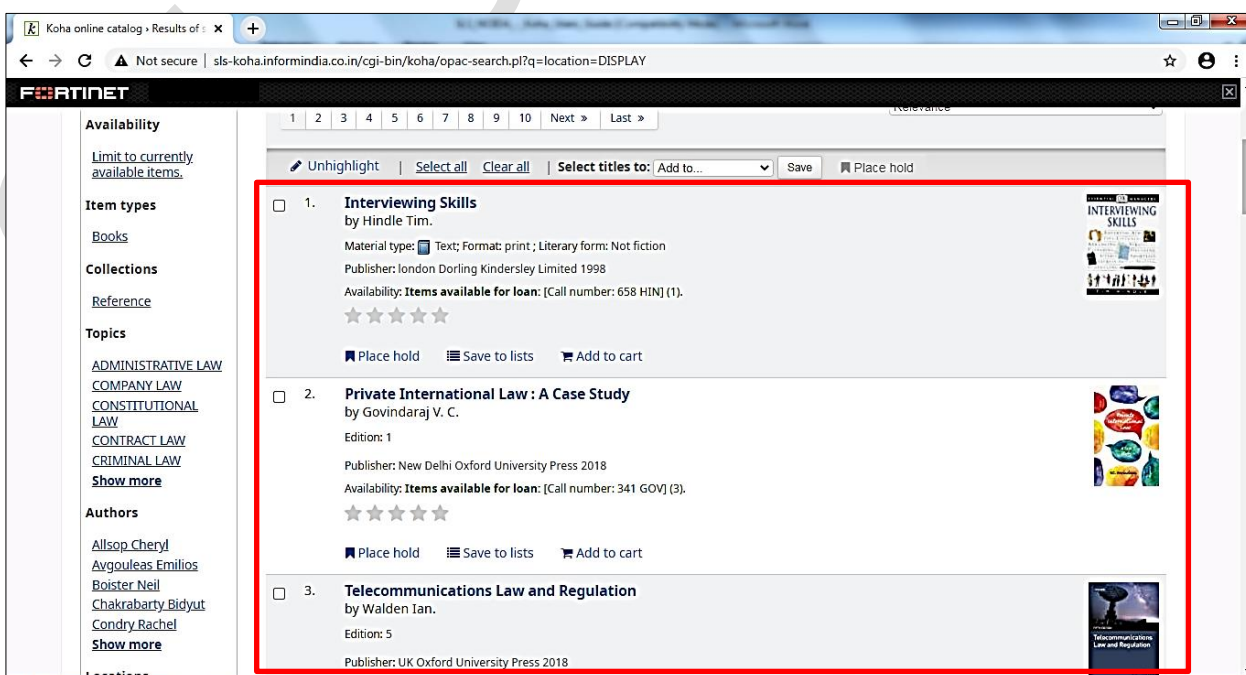
## Step-9

### How to check Latest Arrival Document

You can check the Latest arrival of documents in Library, by clicking on the **Tab** as shown below.



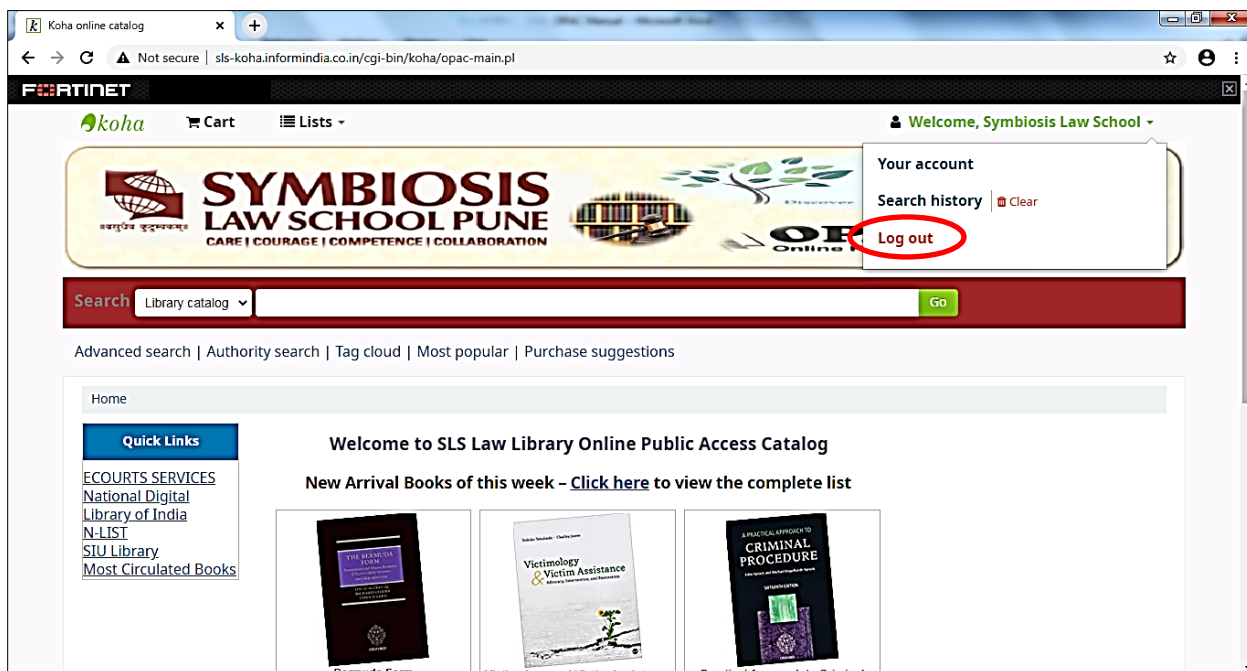
By clicking on 'Click here' tab below list shows the latest arrival documents in library.



## Step-10

## How to Logout

You can Logout by clicking on below tab.



Needs Assistance,  
Ask a Librarian  
Library  
Symbiosis Law School  
Survey No. 227, Plot No.11,  
Rohan Mithila, Opp. Pune Airport,  
Symbiosis Road, Viman Nagar,  
Pune - 411014.  
Ph: - 020 - 2655 1109  
Email: - [librarian.slsp@symlaw.ac.in](mailto:librarian.slsp@symlaw.ac.in)

**Enjoy learning experience with Symbiosis Law School, Pune!!**