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All links last accessed on 09 November 2018.
1 CATALOGUES

Use our **Online Public Access Catalogues (OPACs)** to find books, periodicals (= journals, magazines, newspapers) and other items available in our library. In addition, our holdings can also be found in **Union Catalogues**.

**BI Library iOPAC (old OPAC)**
- All holdings: books, periodicals and other resource types
- Titles acquired up to July 2018
- [https://bau.iopac.de/iopac/](https://bau.iopac.de/iopac/)

**BI Library Koha OPAC (new OPAC)**
- All holdings: books, periodicals and other resource types
- Currently (November 2018) in data migration stage: titles acquired by purchase since January 2018
- Migration of older acquisitions to be concluded by spring/summer 2019
- [http://koha.adminkuhn.ch:4000/cgi-bin/koha/opac-main.pl](http://koha.adminkuhn.ch:4000/cgi-bin/koha/opac-main.pl)

**KOBV Kooperativer Bibliotheksverbund Berlin-Brandenburg (Union Catalogue for Berlin & Brandenburg)**
- All holdings: books, periodicals and other resource types
- [http://portal.kobv.de](http://portal.kobv.de)

**KVK Karlsruher Virtueller Katalog (Karlsruhe Virtual Catalogue from Karlsruhe Institute for Technology)**
- All holdings: books, periodicals and other resource types
- [http://kvk.bibliothek.kit.edu](http://kvk.bibliothek.kit.edu)

**ZDB Zeitschriftendatenbank (German Union Catalogue of Serials)**
- Periodicals only
- [http://zdb-katalog.de/list.xhtml?key=cql&t=isl=DE-2291](http://zdb-katalog.de/list.xhtml?key=cql&t=isl=DE-2291)
2 BI LIBRARY iOPAC & KOHA OPAC — BASIC INSTRUCTIONS

2.1 Simple Search

**iOPAC (old OPAC)**

Type in your search terms (1 in the figure below) and hit the magnifier icon / “Go” (2) or Enter. (For Advanced Search (3), see section xx below).

**Koha OPAC (new OPAC)**

Ideally, you will get one or more titles for which your search terms occur in any field (author's name, title, keywords, subjects, abstract, etc.).

Click here on one of the titles (4) ...

Here, you already have a detailed record, including the Call Number under “Location(s)” (4). Clicking on the title (5), ...

Godsey, Lisa: **Interior design materials and specifications**

amazon customer reviews
... to see its detailed record. Clicking then on show details (5), the title's Call Number is shown (6). You can use the book's Call Number to find its physical shelf location.

... you will get an even more detailed record, including in some cases Contents and Summary Notes (6 and 7).
Under the detailed record, you have the register “Holdings” (8) that also contains the title’s Call Number (10), as well as the physical shelving section (9), in which you find it.

The register “Title Notes” (11) contains the Contents and Summary Notes mentioned above, as well as other notes that result from the cataloguing process.
2.2 Advanced Search

iOPAC (old OPAC)

Clicking on advanced search (1), ...

... you will get a search form. Here, you can type in your search terms in specific fields, e.g. words from the title (4) or the author's name (7), as well as keywords (2) and subjects (3), publisher's name (5) or yet year of publication (8).

The iOPAC Advanced Search has some problems:

Item type roll-down menu (6)
Most item types listed here are not relevant for our holdings or not always usable. The most important ones are Books and Magazines (= periodicals, i.e., magazines, academic journals, newspapers). Note, however, that not all journal titles can be found when selecting Magazines. In this case, it is better to select All and type in the journal's name in Title.

Publication year (8)
You can type in an exact year of publication, e.g. 2018 (= find titles having been published in 2018), or a year range, e.g. 2015-2018 (= find titles having been published in 2015 OR 2016 OR 2017 OR 2018).

On the other hand, the following search terms do not work as they should:
-2018 (= find titles having been published in 2018 OR before 2018) results only titles published in 2018;
2015- (= find titles having been published in 2015 OR after 2015) results only titles published in 2015.
Koha OPAC (new OPAC)

Already in the Simple Search of the Koha OPAC, you can select from a list of fields in which your search terms are looked for, e.g. title, author’s name, ISBN, Call Number.

The Advanced Search (1) has more functions. In what follows, a selection of these functions is presented.

Among others, you can select other fields in which your search terms are looked for (2). And you can combine your search terms with the Boolean Operator AND (3).
Also, you can limit the search to specific item types, e.g.:

Limit to any of the following:

- Books
- Books - Digital
- Periodicals
- Periodicals - Digital
- Catalogue, Auction
- Catalogues, Exhibition
- Catalogues, Product

... and to specific sections/collections, e.g.:

- Business Section
- Design Section
- Materials Library
- Periodicals Section
- Turkey Collection - Fiction
- Turkey Collection - History

The publication date range search works as it should:

Publication date range

Date range: __________

And you can refine your results according to different criteria:

- **Availability**
  - Limit to currently available items

- **Authors**
  - Choudary, Sangeet Paul (2)
  - Foster, Nigel G. (1)
  - Kiabbers, Jan (1)
  - Pendleton, David (1)
  - Ulker, Bang (2)
  - Show more

- **Series**
  - McGraw-Hill/Irwin series in finance, insurance, and real estate (1)
  - The global management series (1)
  - The IFT Press (1)
  - World economic and financial surveys (1)
  - Zeitgeschichte in Fokus (1)
  - Show more

- **Topics**
  - Accounting (2)
  - Business ethics (2)
  - General management (2)
  - International law (2)
  - Strategic planning (2)
  - Show more