Chamo (WebOPAC): Introduction
http://192.168.0.17:8080/

Chamo is the WebOPAC of the new library software, VIRTUA, introduced in NUJS Library in April 2013. This software allows users to search resources at the library, view one's account, create personal lists, tag and rate items, enter comments or reviews, provide RSS feed, link to social sites like Face Book and Twitter- all from their PC or their mobile device.

The top RH corner Help button will provide an instant guide to the library users in their searches.

Following is a brief note on the main features. Click here for the link: http://192.168.0.17:8080/

Patron Account

1.Password
Username and Password are required to log in and use the patron features. Library members may use their Library Card Number (barcode) as *default User Name* as well as *default Password*. However, it is highly advisable to change one's default password immedately.

To change your default password, log in with your User Name and Password. Click on 'My Account' tab on top LHS. Then click on 'Contact' tab and proceed.

To request for a new password if you have forgotten the existing one, click on 'Forgot your password?'

2. 'My Accounts'
Click on 'My Account' to view your account information (outstanding/checked-out books), reservation of books, renewal of books, history of book transactions, to report loss of card…

Renewal of Books: All books issued can be renewed once and should be done by one self (like self-issuing of book) from 'My Accounts' [Staff will not be available for this service].

Reservation: Reserve book(s) clicking on 'Request' button. Also view 'Requests' (Reservations) placed by you (i.e. position of your request in the queue if multiple requests exist for a single item/ title.). Your request *status* will change eventually from 'Pending' to 'Available for Pick-up', and finally, if the book is not picked-up in time, to 'Expired'. You can also *deactivate* (when the item is no longer needed for the time being, but may be required a few days later), or *Cancel* the request, from the Request tab. (A books is reserved only if it's out, and not a reference material)

Always remember to log out (top RHS tab on the screen) after viewing your account information from 'My Account' tab.

Perform   Search

1.*Quick Search:* To perform a 'Quick Search', type a search term(s) in the 'Search' box at the top of the screen and click the 'Search' button. This default keyword search will perform a search of all of the indexed fields of the items in Chamo.

Refine Search: Refine the search by using 'Additional Terms' button, OR by clicking on the given 'collection', 'publication year', 'subject' etc on LHS. [It's more a discovery act than search] OR broaden the search by removing search terms by clicking on the x ( ) button

Click on the title to **view further details** of the book such as author, publisher, physical description, list of copies, and the location and availability of the copies. To perform a new search for items by a specific author click the author's name under an item's title. Chamo will then display a 'Search Results' screen showing all the library's works by that author you selected.

2. *Performing an Advanced Search:* The 'Advanced Search' screen allows a user to search for terms in specific categories such as Author, Title, Subject, ISBN etc. To perform an Advanced Search: Select the 'search field' in the first drop-down list box. Choose the 'search syntax' from the second drop-down list box. Enter a search term in the third text box. Click 'Search'.

3. *Performing a Heading Search:* Use the 'Heading Search' link to search by Author, Title, Subject, and User-Defined. Note: The 'Heading Search' will display cross-references if they exist for the search term.

4. *Sorting Search Results:* Choose a sort criterion using the 'Sort by' drop-down list box on RHS

5. *Navigating Search Results:* When a search returns more than 10 results, use the 'Results per page' to expand to 50 results OR use the navigation links to other pages, both provided at bottom LHS.

6. *Search History:* Users may click on the 'Search History' link to view current searches. To clear the current search history and contents of the Cart, click the 'Clear Session' link. (Note: The 'Clear Session' link is only available to users who are not logged-in (guest users). Logged-in patron users may clear their recent search history and contents of the Cart by clicking the Logout link.)

7. *Save a Search as a Default Search:* Click the 'Save as My Search' button at the top right. The saved search remains the default search for all future refinements. To reset the search screen to default settings click the 'Clear My Search' button.

Cart

1.*Adding items to the Cart:* Place a check in the check box located beside the title and select the 'Add to Cart' button at the top *or* bottom of the screen. ***Once items are in the cart they remain there until the browser refreshes OR the session times out OR the member logs out.***

2. E-mail Items from the Cart: Place a check in the check box next to the items to send and click 'Email'.

Subscribe to RSS Feed: Click the icon at the top of the screen and subscribe to Chamo Syndication Feed.

E-Books: To search for the e-books subscribed by the library, click on the link 'e-books' on the LHS pane. Click on *To access, click here* link given against 'multimedia' on each title.

Mobile Chamo: One can also access Chamo through their mobile phones. The link is given on the top RHS of the home page (192.168.0.17:8080).

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As a Guest User no login is required to use the guest user features. Guest features include **Cart, Heading Search, Advanced Search, Search History** and **Clear Session.** From the **Search Results** screen, users can: Sort results, navigate search results, refine or broaden a search, perform a new search, an advanced search, a heading search, view more information about an item, add items to the Cart, subscribe to an RSS feed and clear the search history.