

GUIDE MANUALS

HOW TO SEARCH THE ONLINE CATALOGUE

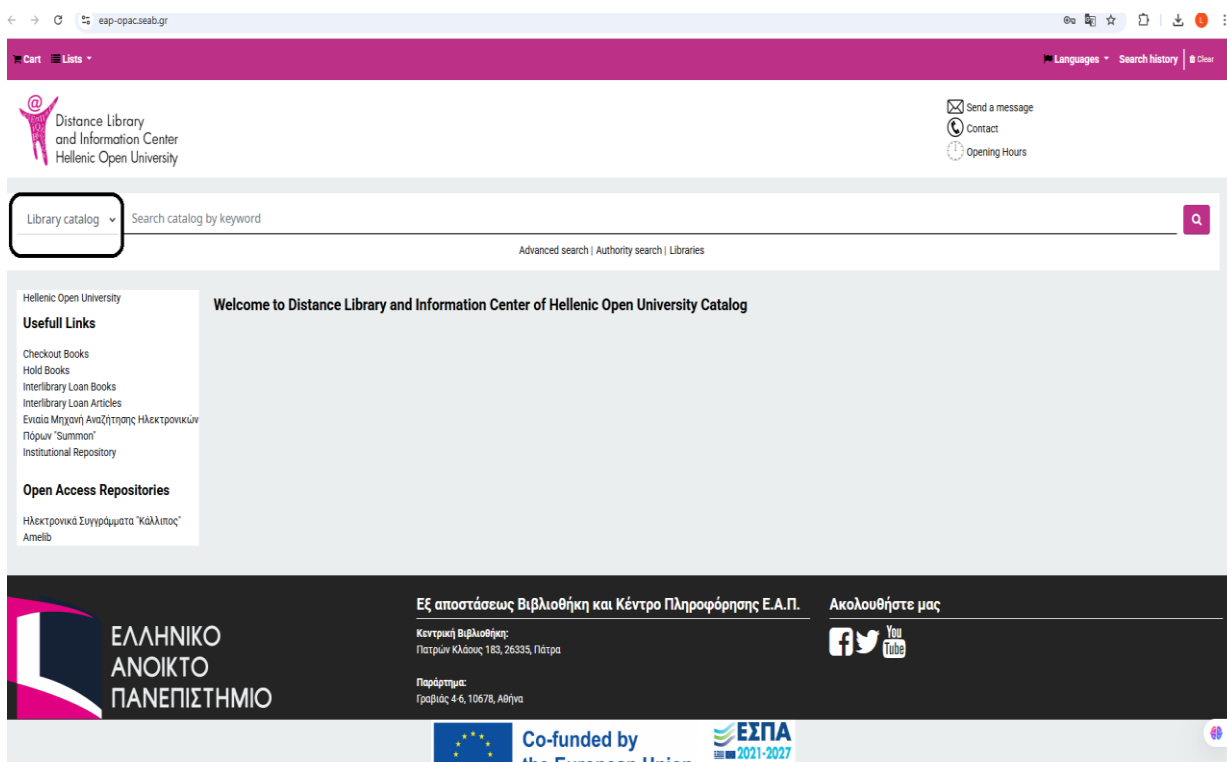
Hellenic Open University Distance Library and
Information Center



Main Catalogue Search Instructions

A BRIEF GUIDE FOR THE WEB BASED CATALOGUE

In order to search for an item from the collection of the Library of the Hellenic Open University, select the section **Services – Electronic Services – Main Catalogue**. Alternatively, from the home page directly by selecting **Online Public Access Catalogue** (<https://eap-opac.seab.gr/> - Main Directory).



Library Catalogue Search Tips

In the Main Catalogue you can conduct **basic** or **advanced** search.

Select the type of search you prefer, enter the terms to search for in the corresponding search criteria and **the results are about titles of bibliographic records** containing the term you searched for. By selecting the title you are interested in, you can see more bibliographic information about the item such as the publisher, the year of publication, pages, various notes, topics describing the content, ISBN as well as copies and availability, i.e. whether the copy is on the shelf or on loan.

Basic search : there is one search box for you to enter your keywords in. You can also change what you search for: Keyword or Title or Author or Subject etc. Use the search type menu to make that selection. If you are searching for a phrase, you can also use quotation marks “ ” around your words.

It is a good idea to keep your search statements and keywords minimal when searching the catalogue.

Main Catalogue Search Instructions

Advanced search: In this search there is the option to use Boolean Operators (AND, OR, NOT). AND is the default setting.



Advanced search | Authority search | Libraries

Advanced search

Search for:

Keyword

and

Keyword

and

Keyword

or

not

search

Search Fewer options New search

Item type Material type

Limit to any of the following:

☐ 2-D Γραφικά	☐ 3-D Αντικείμενα	☐ TMP VALUE TO FIX	☐ Αρχεία Η/Υ
☐ Διατριβές	☐ Εντυπο υλικό	☐ Ηλεκτρονικά Βιβλία	☐ Ηλεκτρονικά Περιοδικά
☐ Ηλεκτρονικοί πόροι	☐ Ηχογραφήση Μουσική	☐ Κουτί με διάφορα μέρη	☐ Μεκτά Υλικό
☐ Μη Μουσικές Ηχογραφήσεις	☐ Μικροφίλμ	☐ Μπράντ	☐ Οπτικό Υλικό
☐ Παρτίτσες	☐ Παρτίτσες Χειρόγραφες	☐ Πληροφοριακό Υλικό	☐ Προβλεπόμενο Υλικό
☐ Συνεχιζόμενοι Πόροι	☐ Χαρτογραφικό Υλικό	☐ Χειρ. Χαρτογραφικό Υλικό	☐ Χειρόγραφο Υλικό

Location and availability: All libraries

Sort by: Relevance

Publication date range

Language: No limit

Only items currently available for loan or reference

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.

Use Boolean Operators

Example:

- adult **AND** education. Will retrieve all items with adult AND education in them.
- adult **OR** education. Will retrieve all items that have adult OR education in them. This gives you the most results.
- adult **NOT** education. Will retrieve items that have adult but NOT education in them.