

Office of Utilities Regulation Information
Centre

(OURIC)

OPAC USER MANUAL

How to guide to using the Online Public
Access Catalogue



IMPORTANT FEATURES OF THE OPAC

- Online searches
- Access to search history for better search results
- Browsing the collection
- Material search via keywords – author's name, title, subject, etc.
- Quick & accurate search results with a few clicks
- Ease of use

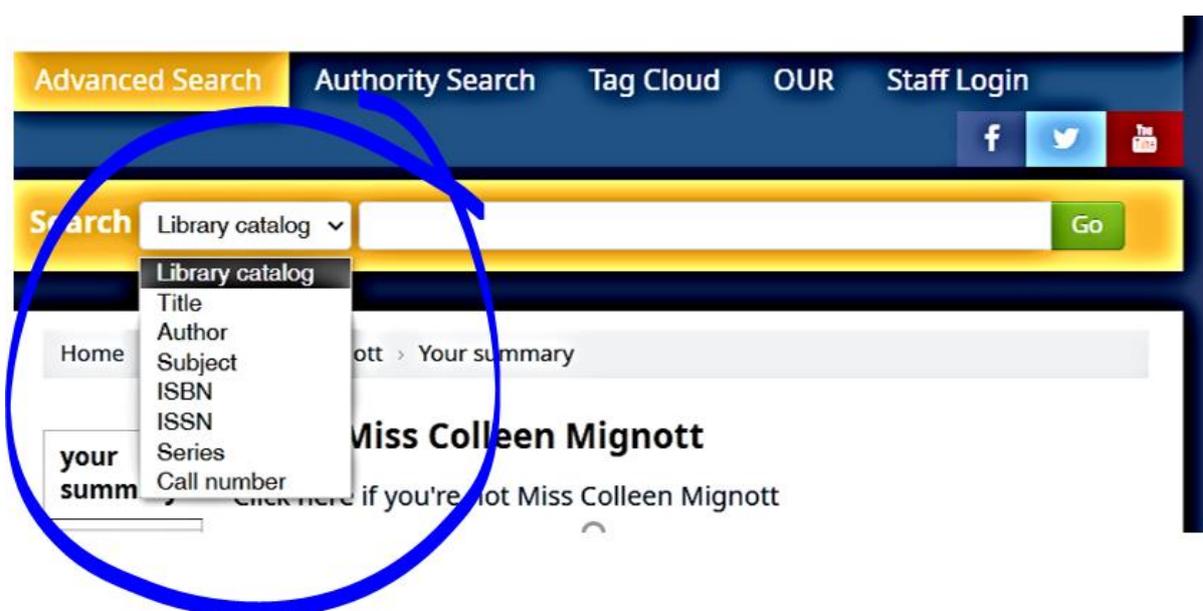
This manual is in two (2) steps.

- Step ONE covers searches of the OPAC as a user/guest
- Step TWO covers logging onto the platform and accessing the OPAC features as a member

STEP ONE

Even without setting up an account, a user may browse or search the online catalogue (OPAC).

- SEARCHING FOR LIBRARY MATERIAL
 - Go to search bar



- Choose the **type of search from the drop-down menu** (Title, Author, Subject, Classification/Call Number)
- Enter your **search in the Search bar**
- Click **/Go/** or **/Enter/** to continue

- Select from the list of results or hits. See example below where keyword/subject search was done using the word “**Regulation**”

The screenshot shows a library search interface. At the top, a search bar contains the word 'regulation' and a 'Go' button. Below the search bar, a navigation bar shows 'Home > Results of search for 'regulation''. The main content area displays 'Your search returned 73 results.' with a blue circle around this text. Below this, there are pagination controls (1, 2, 3, 4, Next, Last) and a 'Relevance' dropdown menu. A toolbar includes 'Select all', 'Clear all', 'Select titles to:', 'Add to...', 'Save', and 'Place hold'. The search results list includes two items:

- 1. **Industry, structure and regulation in infrastructure: a Cross-Country Survey** by Philip Gray (ed.). Material type: Text; Format: print ; Literary form: Not fiction. Publisher: The World Bank, Private Sector Development Dept. The World Bank, Private Sector Development Dept. 1996. Availability: **Items available for loan:** [Call number: 332.67253 WOR] (2). Rating: 5 stars. Actions: Place hold, Save to lists, Add to your cart.
- 2. **Guide to the economic regulation of the water industry 1996** by Stout, Helen. Material type: [icon]

On the left side, there are filters for 'Refine your search', 'Availability' (Limit to currently available items), 'Authors' (Kahn, Alfred E., Reiche, Kilian, Sampson, Cezley, Varney, David, Wienert, Helgard, Show more), and 'Item types' (Books).

- Click on the title of your choice. In the below example we have chosen hit #5.

Place hold Save to lists Add to your cart

5. **Economic regulation of water companies**
by Klein, Michael.

Material type: Text; Format: print ; Literary form: Not fiction

Publisher: Washington, D.C., The World Bank The World Bank 1996

Availability: **Items available for loan:** [Call number: 363.61 KLE] (1).

No cover image available

- Take note of the information on the results page, especially -
 - Location
 - Call number
 - Status
 - The **Location** identifies the collection in the library where the item is located.
 - The **Call # or classification number or Dewey decimal number** will guide you to the specific shelf on which the item is located.
 - The **Status** tells you whether the item is available for loan or not.

(See below example)

Economic regulation of water companies

By: Klein, Michael.

Material type:



Text

Series: Policy research working paper no.1649.

Publisher: Washington, D.C., The World Bank The World Bank 1996

Description: 32p ill.; 28cm.

Subject(s): -- Regulation

DDC classification: 363.61KLE

Tags from this library: No tags from this library for this title. [Add tag\(s\)](#)

★★★★★ Average rating: 0.0 (0 votes)

Holdings (1)		Comments (0)			
Item type	Current location	Call number	Status	Date due	Barcode
 BOOK Books	Office of Utilities Regulation Information Centre <i>General Stacks</i>	363.61 KLE (Browse shelf)	Available		20-0139

- SEARCH FILTERS
 - **Refine your search/** Advanced searches –
 - Search filters are limiters that help to refine/narrow your search. They include:
 - Availability
 - Author
 - Item type

See below image

The search results will reflect the limiters selected and ensure the best possible results.

Home Results of search for 'the'

Refine your search

Availability

Filter to currently available items.

Authors

[Hon. Lord Millett](#)
[Hon. Lord Millett](#)
[LexisNexis](#)
[Millett, Hon. Lord](#)
[Robinson, Leacroft](#)
[Show more](#)

Collections

[General Stacks](#)

Item types

[Books](#)
[Reference](#)
[Visual materials](#)

Locations

[General Stacks](#)
[Reference](#)

Series

[Communication and So...](#)
[Decision](#)
[Determination Notice...](#)
[Fourth Cumulative Su...](#)
[NARUC](#)
[Show more](#)

Places

[Europe, Central](#)
[Jamaica](#)
[Jamaica](#)
[Uganda](#)

Topics

[Archives](#)
[Electric power syste...](#)
[Electric utilities](#)
[Energy industries](#)
[Risk management](#)
[Show more](#)

Titles

[Anglo-American catal...](#)

Your search returned 1214 results.

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. **Project finance at the World Bank/ An Overview of Policies and Instructions** Philippe Benoit
 by Benoit, Philippe.
 Material type:
 Text; Format: print ; Literary form: Not fiction
 Publisher: Washington D.C., The World Bank The World Bank 1996
 Availability: No items available Pending hold (1).
 ★★☆☆☆
 Place hold Save to lists Add to your cart

2. **Guidelines for calculating financial and economic rates of return for DFC projects** J. Christian Duvinneau and Ranga N. Prasad
 by Duvinneau, J. Christian | Prasad, Ranga N.
 Material type:
 Text; Format: print ; Literary form: Not fiction
 Publisher: Washington D.C., The World Bank The World Bank 1994
 Availability: **Items available for loan:** [Call number: 332.2 DUV] (1).
 ★★☆☆☆
 Place hold Save to lists Add to your cart

3. **Electricity, health and the environment: comparative assessment in support of decision making : proceedings of a Symposium of the European Commission (EC) ... [et al.] and held in Vienna, Austria, 16-19 October 1995.**
 by International Atomic Energy Agency.
 Material type:
 Text; Format: print ; Literary form: Not fiction
 Publisher: Vienna, International Atomic Energy Agency International Atomic Energy Agency 1996
 Availability: No items available Pending hold (1).
 ★★☆☆☆
 Place hold Save to lists In your cart (remove)

4. **Zambia: Issues and Options in the Energy Sector**
 by The Joint UNDP/World Bank Energy Sector Assessment Program.
 Material type:

- You may also use **Advanced searches** to narrow your search and ensure the best results by utilising the options:
 - BOOK
 - COMPUTER FILE
 - PERIODICAL etc. Also,
 - Publication date range - *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.*
 - Language
 - Availability
 - Setting

Home

Search for:

Keyword
and Keyword
and Keyword

Search More options New search

Item type

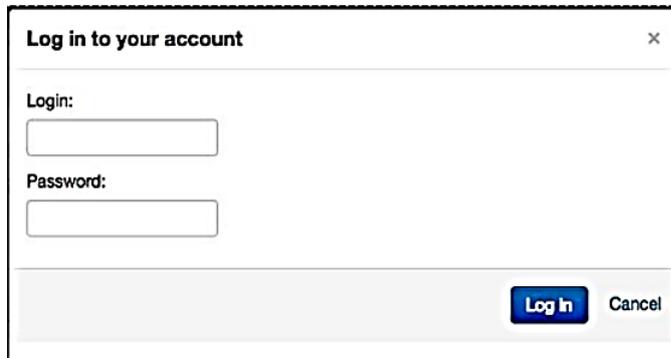
Limit to any of the following:

<input type="checkbox"/>	 BOOK	<input type="checkbox"/>	 COMPUTER FILE	<input type="checkbox"/>	 PERIODICAL	<input type="checkbox"/>	 MAP
<input type="checkbox"/>	 KIT	<input type="checkbox"/>	 SOUND	<input type="checkbox"/>	 REFERENCE	<input type="checkbox"/>	 DVD
Books		Computer Files		Continuing Resources		Maps	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Mixed Materials		Music		Reference		Visual Materials	

Publication date range _____ Language _____ Availability: _____ Sorting: _____

STEP TWO

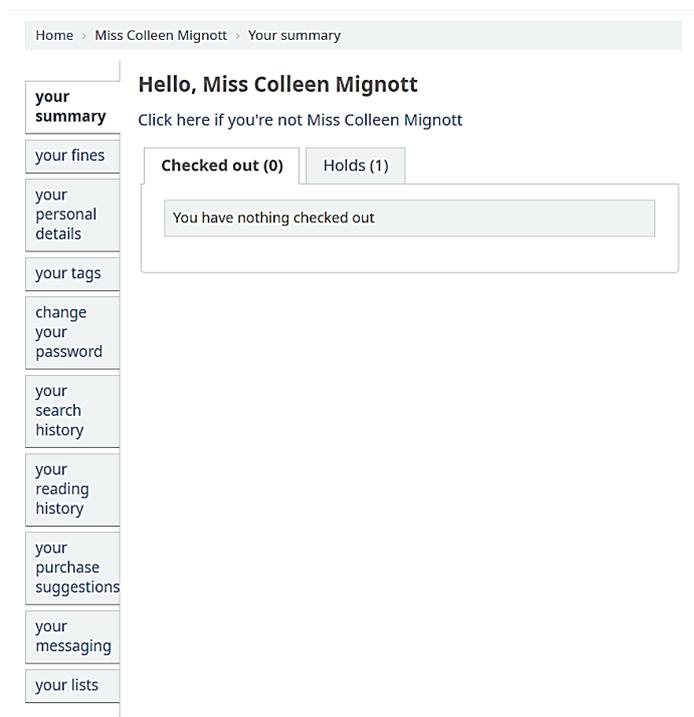
- LOGIN TO USER ACCOUNT with USER NAME and PASSWORD
 - Press /Enter on your keyboard/ **or** Click /Log In/



The screenshot shows a login window with the title "Log in to your account" and a close button (X). It contains two input fields: "Login:" and "Password:". Below the fields are two buttons: "Log In" (highlighted in blue) and "Cancel".

The **Full User information and activity transaction history** will appear with a welcome message when you login.

(See below transaction activity with nothing checked out)



The screenshot shows a user's account summary page. The breadcrumb trail is "Home > Miss Colleen Mignott > Your summary". The main heading is "Hello, Miss Colleen Mignott" with a link "Click here if you're not Miss Colleen Mignott". There are two tabs: "Checked out (0)" and "Holds (1)". A message box says "You have nothing checked out". On the left, there is a sidebar menu with the following items: "your summary" (selected), "your fines", "your personal details", "your tags", "change your password", "your search history", "your reading history", "your purchase suggestions", "your messaging", and "your lists".

CHANGE YOUR PASSWORD

You can **change your password** using the “change your password” function in the left hand menu

Change your password

Your password must contain at least 3 characters, including UPPERCASE, lowercase and numbers.

Current password:

New password:

Re-type new password:

- Conduct your search by author title etc. (Go back to **STEP ONE** above under “Searches”).

Advanced Search Authority Search Tag Cloud OUR Staff Login

Search Library catalog

Home > Miss Colleen Mignott > Your summary

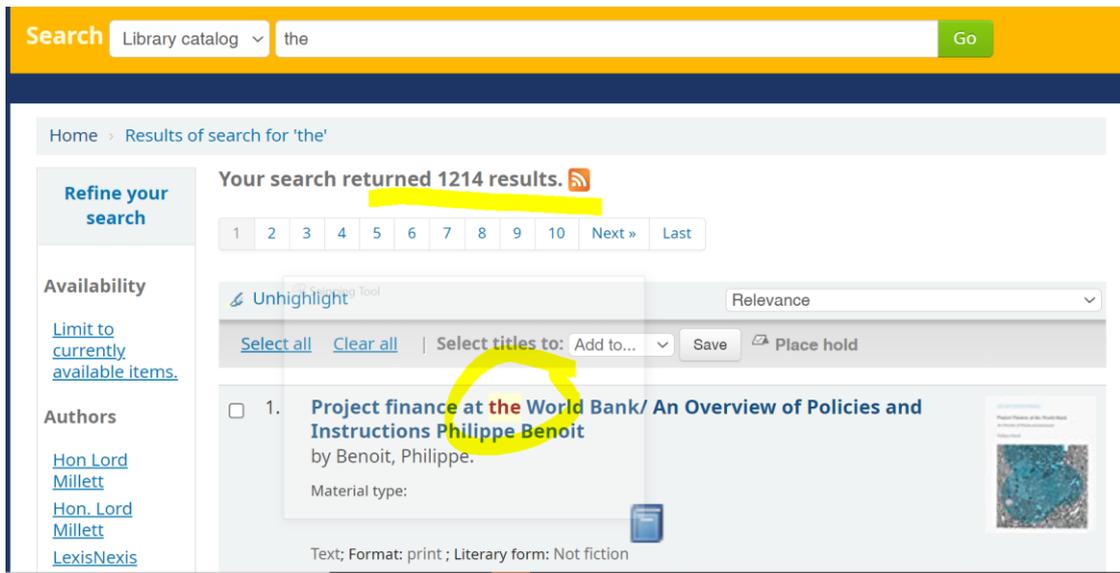
your summary

Hello, Miss Colleen Mignott

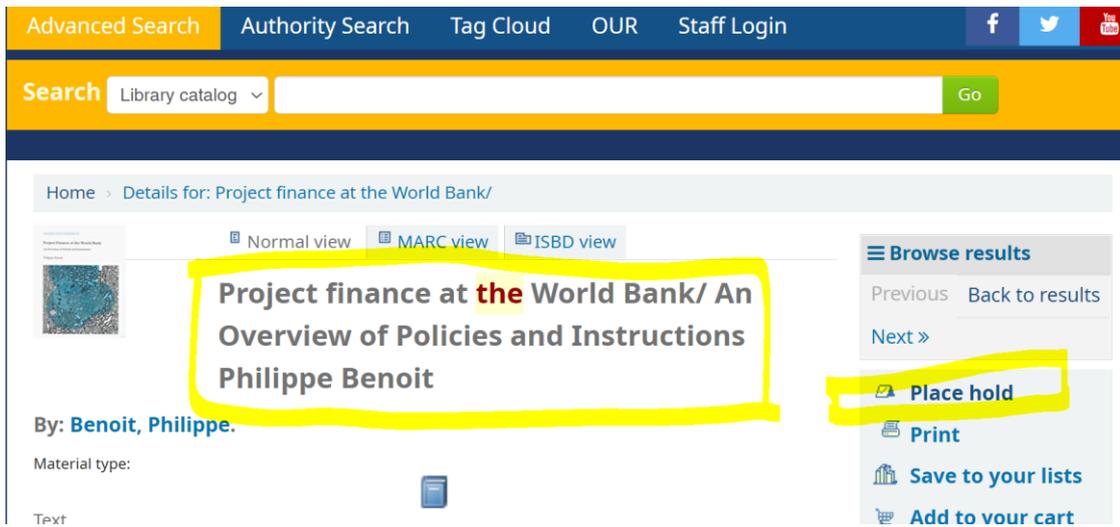
[Click here if you're not Miss Colleen Mignott](#)

You have nothing checked out

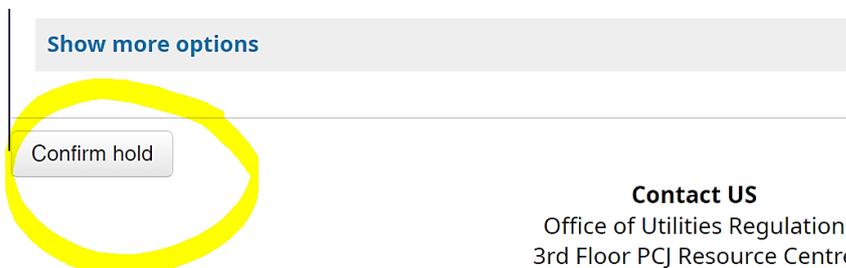
- Select from search results by clicking on your title of choice.



- Click on /Place hold/



- Confirm hold



Contact US
 Office of Utilities Regulation
 3rd Floor PCJ Resource Centre
 36 Trafalgar Road
 Kingston 11
 Jamaica W.I.

consumer@our.org.jm
 Tel: (876) 968-6053 | Fax: (876) 929-

- See History of holds in image below

Checked out (0) **Holds (3)**

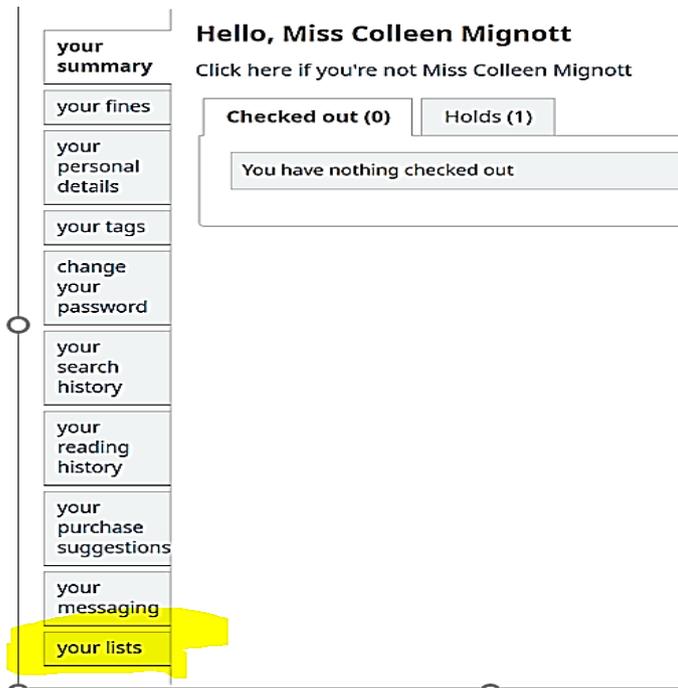
Holds (3 total)

Title	Placed on	Expires on	Status	Suspend	Modify
✓ Telecommunications sector reform in Asia Smith, Peter	01/13/2022	Never expires	Pending	Suspend	✕ Cancel
✓ Project finance at the World Bank/ Benoit, Philippe	01/18/2022	Never expires	Pending	Suspend	✕ Cancel
✓ Guidelines for calculating financial and economic rates of return for DFC projects Duvigneau, J. Christian	01/18/2022	Never expires	Pending	Suspend	✕ Cancel

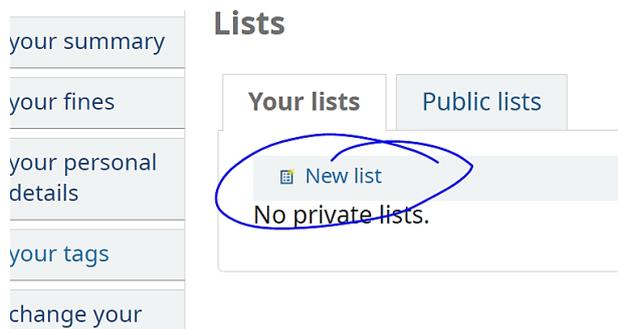
An email notification will be sent to the Librarian to *Pull the Holds* and check-out required items to you

CREATING LISTS

- A list is a permanent location for saving or bookmarking items that you wish to re-visit, which you can then export to your email.
- You have the option to create private or public lists from your transaction activity page. A public list is visible to other members logged in to the system. A private list is visible only to you.
- Select /Your Lists/ as seen below.



- **Click on /New List/**



- **Fill out the applicable fields and /save/ your list**

Create a new list

List name: Required

Sort this list by:

Category:

Allow changes to contents from:

Return to [transaction activity page/your summary page](#) by clicking on your Name at the top right hand corner of the search bar.

- Search for an item as indicated in STEP ONE.
- Select the item of choice and Click /save to lists/ as seen below.

[Unhighlight](#)

[Select all](#) [Clear all](#) | **Select titles to:** [Place hold](#)

1. **Project finance at the World Bank/ An Overview of Policies and Instructions** by Benoit, Philippe.
Material type:

Text; Format: print ; Literary form: Not fiction
Publisher: Washington D.C., The World Bank The World Bank 1996
Availability: No items available Pending hold (1).

★★★★★

[Place hold](#) [Save to lists](#) [Add to your cart](#)

Add to a list:

- Project finance at the World Bank/ Benoit, Philippe

Select a list:

Add to list:

Cols List 

Save

Cancel

...Or...

Add to a new list:

List name:

Category:

Private 

Save

Cancel

[Close this window.](#)

- Click on /List Name/ that you created

Cols List

[New list](#) | [Download list](#) | [Send list](#) | [Print list](#) | [Edit list](#) | [Delete list](#)

[Select all](#) | [Clear all](#) | **Select titles to:** [Place hold](#) | [Remove from list](#)

- Project finance at the World Bank/ An Overview of Policies and Instructions Philippe Benoit**
by Benoit, Philippe.

Material type:



Text; Format: print ; Literary form: Not fiction

Publisher: Washington D.C., The World Bank The World Bank 1996

Availability: No items available Pending hold (1).

[Place hold](#) | [Save to another list](#) | [Remove from this list](#) | [Add to cart](#)

[Remove selected items](#)

- END -