

INTRODUCTION

Daystar University Library uses KOHA Online Public Access Catalogue (OPAC). An OPAC allows one to search the library's collection from any computer connected to the internet.

This guide will help you understand how you can:

1. Access the library OPAC
2. Perform either a simple or advanced search
3. Interpret the results pages
4. Create your own item lists
5. Place hold / Reserve a document
6. Access your personal account
7. Access other library resources

1. Access to the Library OPAC

The OPAC is accessible through library.daystar.ac.ke. The catalogue can be accessed on and off campus.

2. Searching the Catalogue

There are two options of searching provided:

- Basic search
- Advanced search

a. How to perform a Basic Search

A basic search box is what you see (in the top bar) once open the library catalogue. To do a Simple Search, enter a word or multiple words in the search box. The Simple Search is a keyword search; the catalogue will retrieve results that include the search term(s) at any field in the record.

When you search with one word, the term will appear in each of the results. For instance, if you want to find material about communication, your search will be as follows:



The screenshot shows a blue search bar with the text "Search" on the left. To its right is a dropdown menu currently set to "Library catalog". Further right is a text input field containing the word "Communication". To the right of the input field is another dropdown menu set to "All libraries".

When you search with more than one word, all the terms will appear in each of the results. If you want to find material about communication ethics, your search will be as follows:



The screenshot shows a blue search bar with the text "Search" on the left. To its right is a dropdown menu currently set to "Library catalog". Further right is a text input field containing the words "Communication ethics". To the right of the input field is another dropdown menu set to "All libraries", followed by a blue "Go" button.

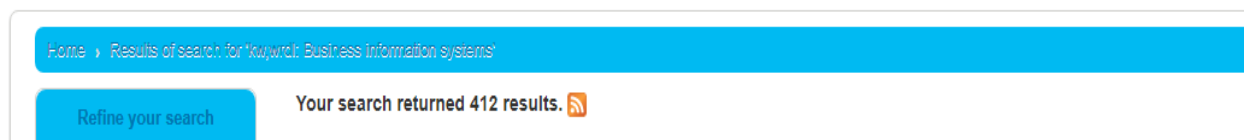
[Advanced search](#) | [Authority search](#) | [Purchase suggestions](#)

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.



[Advanced search](#) | [Authority search](#)

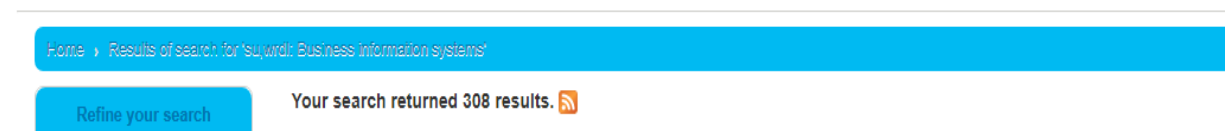


Selecting one of the fields helps you narrow down the search results.

Searching '*Business Information Systems*' as the Subject, the search would be as follows:



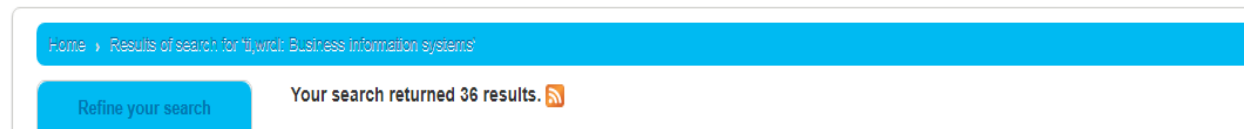
[Advanced search](#) | [Authority search](#)



If you were to search for *Business Information Systems* as the Title, the search would be as shown below:



[Advanced search](#) | [Authority search](#)



b. How to perform an Advanced Search

For a more complicated/targeted search you may select the Advanced Search option.



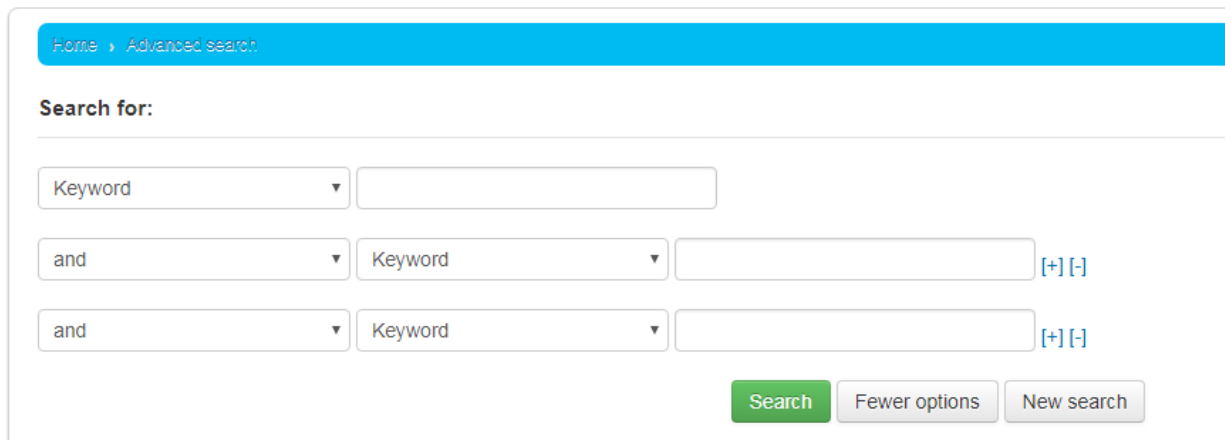
The screenshot shows the top navigation bar of the library OPAC. It features a search bar with a dropdown menu set to 'Library catalog', a search input field, and buttons for 'All libraries' and 'Go'. Below the search bar, there are two links: 'Advanced search' (which is circled in black) and 'Authority search'.

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 (AND, OR, and NOT).

- **AND** is used to narrow the results to only those records that contain both search terms: e.g. (cloning AND humans AND ethics) will only produce results of items that relate to the three terms. Aims at being specific.
- **OR** is used to expand the search using like-terms: e. g (cloning OR genetics OR reproduction) will produce results for each of the three terms.
- **NOT** is used to exclude an element from the search set: e.g. (cloning NOT sheep) will produce results relating to “cloning” but exclude those items on “cloning” that relate to “sheep”

For the most precise search, you can combine multiple sets of search terms using Boolean operators: e.g. (children OR boys OR girls)AND (television OR TV).

[Advanced search](#) | [Authority search](#)



The screenshot shows the 'Advanced search' page. At the top, there is a breadcrumb trail: 'Home > Advanced search'. Below this, the section is titled 'Search for:'. There are three search rows. Each row starts with a dropdown menu set to 'Keyword', followed by a search input field. The first row is a single search. The second and third rows are connected by 'and' dropdown menus. Each of these rows has a '[+] [-]' link to its right. At the bottom right, there are three buttons: 'Search' (green), 'Fewer options' (grey), and 'New search' (grey).

For example, if you are searching for the effects of malnutrition on child development, the search could be formulated as in the picture below:

Daystar University Library OPAC Guide

[Advanced search](#) | [Authority search](#)

Home > Advanced search

Search for:

Subject

Malnutrition

and

Keyword

Child development

[+] [-]

and

Keyword

[+] [-]

Search

Fewer options

New search

By this strategy, you have searched for the topic malnutrition in the Subject Field only and for the topic Child Development, which may appear anywhere in the record.

Additional Fields/Limits
















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

a. Item Type

You may 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"/>  Africana	<input type="checkbox"/>  Audio-Visual Material	<input type="checkbox"/>  Children's Collection item	<input type="checkbox"/>  Computers
<input type="checkbox"/>  Electronic Book	<input type="checkbox"/>  General Collection item	<input type="checkbox"/>  Journal	<input type="checkbox"/>  Magazine
<input type="checkbox"/>  Overnight-Loan item	<input type="checkbox"/>  Reference Book	<input type="checkbox"/>  Report	<input type="checkbox"/>  Reserve Book
<input type="checkbox"/>  Short-Loan item	<input type="checkbox"/>  Textbook Loan	<input type="checkbox"/>  Theses	

b. Date Range

For date ranges, you will type the year range (1999-2001), or you could also use "-1987" for everything published in and before 1987 or "2008-" for everything published in 2008 and after.

Date range:

c. Language, the Location, and the sorting features

Other useful limiters that can be found on the Advanced Search page are the Language, the Location, and the sorting features

Item type

Limit to any of the following:

Item type

Limit to any of the following:

- ☐ Africana
- ☐ Audio-Visual Material
- ☐ Children's Collection item
- ☐ Computers
- ☐ Electronic Book
- ☐ General Collection item
- ☐ Journal
- ☐ Magazine
- ☐ Overnight-Loan item
- ☐ Reference Book
- ☐ Report
- ☐ Reserve Book
- ☐ Short-Loan item
- ☐ Textbook Loan
- ☐ Theses

Publication date range

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

Language:

No limit

Location and availability:

Library:

All libraries

Only items currently available for loan or reference

Sorting:

Sort by:

Relevance

Search More options New search

For the location you may select the results to display the holdings of either or both of the libraries. The default **Sort by Relevance** is very useful for general keyword and Subject searches. However, if you are searching by Title and you prefer the results in alphabetical order, you may select as shown below:

Refine your search

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

Authors
[Laudon, Kenneth C.](#)
[O'Brien, James A.](#)
[O'Brien, James A.](#)
[Rosemann, Michael.](#)
[Stern, Robert A.](#)
[Show more](#)

Holding libraries
[Athl-River Campus](#)
[Mombasa Campus](#)
[Nairobi Campus](#)

Item types
[Book](#)
[Electronic Book](#)
[General Collection Item](#)
[Reserve Book](#)
[Textbook Loan](#)

Locations
[Open Shelves](#)
[Open Shelves \(Oversize Books Section\)](#)
[Processing Center](#)
[Text Book Loan](#)

Series

Your search returned 36 results.

1 2 Next »

Return to the last advanced search

Unhighlight

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

Title (A-Z)

1. **Accounting in Central and Eastern Europe** / edited by Cătălin Nicolae Albu, Faculty of Accounting and Management Information Systems, the Bucharest University of Economic Studies, Bucharest, Romania, Răzvan V. Mustăță, Faculty of Economics and Business Administration, Babes-Bolyai University, Cluj-Napoca, Romania.
by Albu, Cătălin, Nicolae Albu | Mustăță, Răzvan V.
Edition: First edition.
Material type: Book; Format: available online; Literary form: Not fiction
Publisher: United Kingdom : Emerald, 2013
Copyright date: ©2013
Online access: An electronic book accessible through the World Wide Web; click to view
Availability: <http://site.ebrary.com/lib/daystar/Doc?id=10818396> (1)
★★★★★
Add to cart

2. **Aligning modern business processes and legacy systems [electronic resource] : a component-based perspective** / Willem-Jan van den Heuvel ; foreword by Michael L. Brodie.
by Heuvel, Willem-Jan van den | ebrary, Inc.
Material type: Book; Format: electronic available online; Literary form: Not fiction
Publisher: Cambridge, Mass. : MIT Press, c2007
Online access: An electronic book accessible through the World Wide Web; click to view
Availability: <http://site.ebrary.com/lib/daystar/Doc?id=10173610> (1)
★★★★★
No cover image available

3. Understanding the search results

a. Results overview

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

[Advanced search](#) | [Authority search](#)

Home » Results of search for "Business information systems"

Refine your search

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

Authors
[Laudon, Kenneth C.](#)
[O'Brien, James A.](#)
[O'Brien, James A.](#)
[Rosemann, Michael.](#)
[Stern, Robert A.](#)
[Show more](#)

Holding libraries
[Athl-River Campus](#)
[Mombasa Campus](#)
[Nairobi Campus](#)

Item types
[Book](#)
[Electronic Book](#)
[General Collection Item](#)
[Reserve Book](#)
[Textbook Loan](#)

Locations
[Open Shelves](#)
[Open Shelves \(Oversize Books Section\)](#)
[Processing Center](#)
[Text Book Loan](#)

Series

Your search returned 36 results.

1 2 Next »

Return to the last advanced search

Unhighlight

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

Relevance

b. 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.

c. Item Availability

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

2.

Management information systems : managing information technology in the business enterprise / James A. O'Brien.
by O'Brien, James A, 1936-

Edition: 6th ed.

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

Publisher: Boston : McGraw-Hill/Irwin, c2004

Availability: **Items available for loan:** Athi-River Campus [Call number: TBL HF5548.32.O27 2004] (1).

★★★★★

Place hold Add to cart

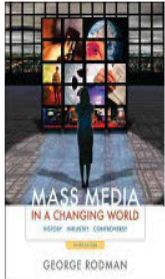
If the item is checked out it will also be indicated on the search results page.

d. Filters

You may filter your results by selecting from the links that appear at the **Refine Your Search** menu on the left of your screen. The options include Authors, Topics (Subjects), Series, Libraries, etc.

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



[Normal view](#)
[MARC view](#)
[ISBD view](#)

Mass media in a changing world / George Rodman.

By: [Rodman, George R, 1948-](#)

Material type: Book

Publisher: Boston : McGraw-Hill Higher Education, 2010

Edition: 3rd ed.

Description: xxvii, 512 p : ill. (chiefly col.) ; 28 cm.

ISBN: 0073511951 (alk. paper); 9780073511955 (alk. paper).

Subject(s): [Mass media](#)

DDC classification: 302.23

Contents:

Introduction : [media](#) in a changing world -- [Media](#) impact : understanding research and effects -- Books : the durable medium -- Newspapers : where journalism begins -- Magazines : the first of the specialized [media](#) -- Movies : magic from the dream factory -- Recordings and the music industry : copyright battles, format wars -- Radio : the hits keep coming -- Television : reflecting and affecting society -- The internet : convergence in a networked world -- Electronic journalism : news in an age of entertainment -- Public relations : the image industry -- Advertising : the [media](#) support industry -- [Media](#) law : understanding freedom of expression -- [Media ethics](#) : understanding [media](#) morality.

★★★★★ average rating: (votes)

Holdings

Title notes

Comments (0)

This record has many physical items (54). [Click here to view them all.](#)

Browse results

« Previous Back to results

Print

Add to your cart

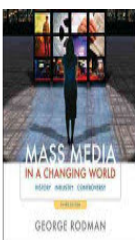
Unhighlight

Save record ▾

More searches ▾

f. Holdings Information

The holdings data comprises the Item Type (e.g. Textbook Loan, Audio-Visual, Electronic Books, etc.), the Location (i.e. the library where the book can be found, as well as the specific area within the library in this case: Nairobi, Athi River, Law); 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).



Mass media in a changing world / George Rodman.

By: [Rodman, George R, 1948-](#)

Material type: Book

Publisher: Boston : McGraw-Hill Higher Education, 2010

Edition: 3rd ed.

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★★★★★ average rating: (votes)

[« Previous](#) [Back to results](#) [Next »](#)

[Place hold](#)

[Print](#)

[Add to your cart](#)

[Save record ▼](#)

[More searches ▼](#)

Holdings (54)

[Title notes](#)

[Comments \(0 \)](#)

Item type ▲	Current location ▼	Call number ▼	Status ▼	Notes ▼	Date due ▼
Textbook Loan	Athi-River Campus Text Book Loan	TBL P90.R596 2010 (Browse shelf)	Available	COM 231 Introduction to Mass Media	
Textbook Loan	Athi-River Campus Text Book Loan	TBL P90.R596 2010 (Browse shelf)	Available	COM 231 Introduction to Mass Media	

g. User Actions

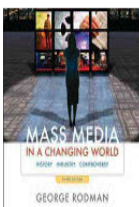
To the right of the bibliographic record you can find links to Print the record, or Add it to your Cart

4. Lists & Cart

The library catalog system provides two ways to keep track of your searches and wish list for resources: carts and lists.

a. 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.



Mass media in a changing world / George Rodman.

By: [Rodman, George R, 1948-](#)

Material type: Book

Publisher: Boston : McGraw-Hill Higher Education, 2010

Edition: 3rd ed.

Description: xxvii, 512 p : ill. (chiefly col.) ; 28 cm.

ISBN: 0073511951 (alk. paper); 9780073511955 (alk. paper).



Subject(s): [Mass media](#)

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Contents:

Introduction : media in a changing world -- Media impact : understanding research and effects -- Books : the durable medium -- Newspapers : where journalism begins -- Magazines : the first of the specialized media -- Movies : magic from the dream factory -- Recordings and the music industry : copyright battles, format wars -- Radio : the hits keep coming -- Television : reflecting and affecting society -- The internet : convergence in a networked world -- Electronic journalism : news in an age of entertainment -- Public relations : the image industry -- Advertising : the media support industry -- Media law : understanding freedom of expression -- Media ethics : understanding media morality.

★★★★★ average rating: (votes)

[« Previous](#) [Back to results](#) [Next »](#)

[Place hold](#)

[Print](#)

[Add to your cart](#)

[Save record](#) ▼

[More searches](#) ▼

Holdings (54)

[Title notes](#)

[Comments \(0 \)](#)

Item type ▲	Current location ◆	Call number ◆	Status ◆	Notes ◆	Date due ◆
Textbook	Athi-River Campus <i>Text Book Loan</i>	TBL P90.R596 2010 (Browse shelf)	Available	COM 231 Introduction to Mass Media	

Daystar University Library OPAC Guide

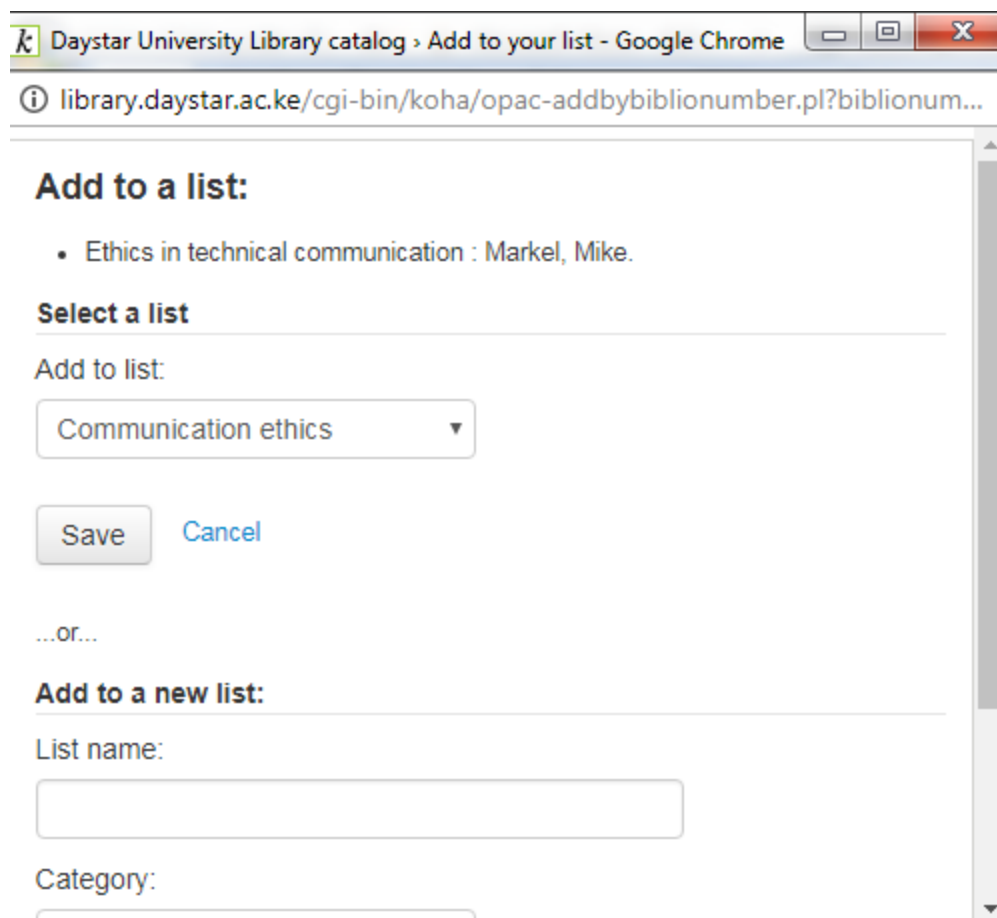
The screenshot displays the Daystar University Library OPAC interface. In the top navigation bar, the 'Cart' icon is circled in red. The 'Your cart' window is open, with its title circled in black. The cart contains three items, each with a checkbox and a list of available locations.

Title	Author	Year	Location (Status)
<input type="checkbox"/> ADR principles and practice /	Brown, Henry J.	2011	<ul style="list-style-type: none">• Athi-River Campus, Open Shelves (KD7644.B76 2011) (Available)• Athi-River Campus, Open Shelves (KD7644.B76 2011) (Available)• Nairobi Campus, Open Shelves (KD7644.B76 2011) (Available)• Nairobi Campus, Open Shelves (KD7644.B76 2011) (Available)• Nairobi Campus, Open Shelves (KD7644.B76 2011) (Available)
<input type="checkbox"/> Journalists, sources and credibility :		2011	
<input type="checkbox"/> Media ethics :		2005	<ul style="list-style-type: none">• Nairobi Campus, Text Book Loan (TBL P94.M36 2005) (Available)

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

b. Lists

If you want a more permanent location for saving items, use the List feature. You need to be logged in to your personal account. For creating or adding to a list you follow the steps for adding items to the Cart, and you click the Add to a list after having selected the desired items.



Daystar University Library catalog > Add to your list - Google Chrome

library.daystar.ac.ke/cgi-bin/koha/opac-addbybiblionumber.pl?biblionum...

Add to a list:

- Ethics in technical communication : Markel, Mike.

Select a list

Add to list:

Communication ethics ▼

Save Cancel

...or...

Add to a new list:

List name:

Category:

5. How to Place Hold / Reserve Document

You can Reserve One copy of book on your name, if the document is already issued and no copies are available in Library. You must be logged into your account in order to be able to reserve items. Click on Place Hold Button to reserve the Document

1. **Ethics in technical communication : a critique and synthesis / [by] Mike Markel.**
by Markel, Mike.
Material type: Book; Format: print ; Literary form: Not fiction
Publisher: Westport Conn., USA : Ablex, c2001
Availability: **Items available for loan:** Athi-River Campus [Call number: TBL T10.5.M34 2001] (10), Nairobi Campus [Call number: TBL T10.5.M34 2001] (10).
 [Place hold](#) [Save to Lists](#) [Add to cart](#)
2. **Legal ethics in the practice of law / Richard Zitrin, Carol M. Langford and Liz Ryan Cole.**
by Zitrin, Richard A, 1947- | Cole, Liz Ryan, 1947- [author.] | Langford, Carol M (Carol Mae), 1958- [author.].
Edition: 4th ed.
Material type: Book; Format: print ; Literary form: Not fiction
Publisher: New Providence, NJ : LexisNexis, 2013
Availability: **Items available for loan:** Nairobi Campus [Call number: KF306.Z57 2013] (5).
 [Place hold](#) [Save to Lists](#) [Add to cart](#)

Once you click on place hold the following window will come up:

Search Library catalog All libraries

[Advanced search](#) | [Authority search](#)

[Home](#) > [Placing a hold](#)

Confirm holds for: User ABCD

☒ Place a hold on **Ethics in technical communication : , by Markel, Mike.**

Pick up location:

[Show more options](#)

6. How to use My Account

You can log into your account and access your personal information from any computer, on or off-campus. To log in, you need a User Name and Password. By default, your User Name is your student admission number, e.g. 17-2000, and your Password is: koha. The screenshot below shows the login page.

Daystar University Library OPAC Guide

Log in to your account

Login:

Password:

[Forgot your password?](#)

Log in **Cancel**

a. Your 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.

Library Resources

- Library Home
- Institutional Repository
- Off-Campus Access
- Digital Library

Other Resources

- University Website
- HelpDesk
- Remote Support
- e-Learning

your summary

your fines

your personal details

change your password

your search history

your reading history

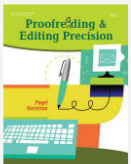
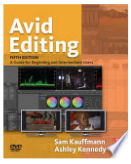
your purchase suggestions

Hello, User ABCD

[Click here if you're not User ABCD](#)

Checked out (2)

2 Item(s) checked out

	Title	Due	Barcode	Call no.	Renew	Fines
	Proofreading & editing precision / Pagel, Larry G.	20/12/2017	TB34202	TBL Z254.P34 2011	Not renewable	No
	Avid editing : Kauffmann, Sam.	20/12/2017	TB34011	TBL TR899.K38 2013	Not renewable	No

[Renew selected](#) [Renew all](#)

Renewal of books

To renew books in your account, select the books you wish to renew then click on **renew selected books**. If you want to renew all the books in your account, click on **renew all**.

- Off-Campus Access
- Digital Library


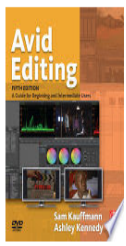
Other Resources

- University Website
- HelpDesk
- Remote Support
- e-Learning

[your summary](#)
[your fines](#)
[your personal details](#)
[change your password](#)
[your search history](#)
[your reading history](#)
[your purchase suggestions](#)
[your messaging](#)
[your lists](#)
[ask for a discharge](#)

Checked out (2)

2 Item(s) checked out

	Title	Due	Barcode	Call no.	Renew	Fines
	Proofreading & editing precision / Pagel, Larry G.	20/12/2017	TB34202	TBL Z254.P34 2011	Not renewable	No
	Avid editing : Kauffmann, Sam.	20/12/2017	TB34011	TBL TR899.K38 2013	Not renewable	No

Renew selected

Renew all

Renew selected

Renew all

b. Your Fines

Current Fines

If a **Fines tab** appears next to the Checked out tab in **My Summary**, the amount presented is the current fine, which you owe to the library

Fines History

You can check the history of your Fines at **My Fines** tab.

Library Resources

- [Library Home](#)
- [Institutional Repository](#)
- [Off-Campus Access](#)
- [Digital Library](#)

Other Resources

- [University Website](#)
- [HelpDesk](#)
- [Remote Support](#)
- [e-Learning](#)

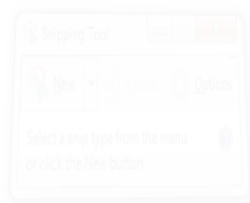
[your summary](#)

[your fines](#)

[your personal details](#)

Fines and charges

You have no fines or charges



c. Your personal details

Your personal details tab allows you to suggest changes to the personal information held in the library system about you.

Library Resources

- [Library Home](#)
- [Institutional Repository](#)
- [Off-Campus Access](#)
- [Digital Library](#)

Other Resources

- [University Website](#)
- [HelpDesk](#)
- [Remote Support](#)
- [e-Learning](#)

[your summary](#)

[your fines](#)

[your personal details](#)

[change your password](#)

[your search history](#)

[your reading history](#)

[your purchase suggestions](#)

Library

Library card number: 123

Expiration date: 17/12/2850

Home library:

Category: Library Staff

Identity

Salutation:

Surname: Required

First name: Required

Date of birth: [Clear date](#)

d. Change your password

This tab allows you to change your password from the default password provided for first time log in.

Library Resources

- [Library Home](#)
- [Institutional Repository](#)
- [Off-Campus Access](#)
- [Digital Library](#)

Other Resources

- [University Website](#)
- [HelpDesk](#)
- [Remote Support](#)
- [e-Learning](#)

[your summary](#)[your fines](#)[your personal details](#)[change your password](#)[your search history](#)

Change your password

Your password must be at least 3 characters long.

Current password:

New password:

Re-type new password:

e. Your Search History

You can access your search history via the My Search History tab. Clicking on any of the search phrases will re-run the same search. You may delete your search history at any time by clicking on the Delete your search history link.

Library Resources

- [Library Home](#)
- [Institutional Repository](#)
- [Off-Campus Access](#)
- [Digital Library](#)

Other Resources

- [University Website](#)
- [HelpDesk](#)
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Search history

[Catalog](#)[Authority](#)

Current session

[Select all](#) [Clear all](#) | Select searches to: [x Delete](#)

	Date	Search	Results
<input type="checkbox"/>	05/11/2017 13:26	 kw.wrdl: communication ethics	81
<input type="checkbox"/>	05/11/2017 13:23	 kw.wrdl: communication ethics	81

[Remove selected searches](#)

Previous sessions

[Select all](#) [Clear all](#) | Select searches to: [x Delete](#)

	Date	Search	Results
<input type="checkbox"/>	05/11/2017 13:11	 kw.wrdl: communication ethics	81
<input type="checkbox"/>	05/11/2017 13:10	 kw.wrdl: media ethics	87
<input type="checkbox"/>	05/11/2017 13:10	 kw.wrdl: media ethics\	87
<input type="checkbox"/>	05/11/2017 12:52	 kw.wrdl: media ethics	87
<input type="checkbox"/>	01/11/2017 19:01	 kw.wrdl: communication and kw.wrdl: culture, mc-itype.phr.TBL yr.st-numeric=2000-2017	4

f. Your Reading History

The My 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.

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
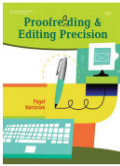

[your purchase suggestions](#)

[your messaging](#)

Checkout history

Order by date ▼

Showing last 50 items. [Show all items](#)

	Title	Item type	Call no.	Date
	Avid editing : Kauffmann, Sam.	 Textbook Loan	TBL TR899 K38 2013	(Checked out)
	Proofreading & editing precision / Pagel, Larry G.	 Textbook Loan	TBL Z254 P34 2011	(Checked out)

g. Your purchase suggestions

This tab allows you to suggest to the library information materials you would like acquired. Click on new purchase suggestion to enter the details of the items you would like the library to acquire.

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[your messaging](#)

Your purchase suggestions

There are no pending purchase suggestions.

[New purchase suggestion](#)

Other names:

h. Your Messaging

This tab allows you to make changes to your messaging settings. This determines how often one gets notifications from the library.

Tar

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Your messaging settings

	Days in advance	Email	Digests only	Do not notify
Item due	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advance notice	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hold filled	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Item check-in	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Item checkout	-	<input type="checkbox"/>	-	<input type="checkbox"/>

Submit changes

Cancel

i. Your Lists

From this tab you can manage your lists. You may create both private and public lists. Editing includes renaming, as well as addition or deletion of items. You may also delete the entire list.

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Off-Campus Access

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Your lists

Public lists

New list

List name	Contents	Type	
Communication ethics	Empty	Private	<div>Edit</div> <div>Delete</div>

j. Ask for Discharge

This tab is used when you want to be cleared from the library. Once the application is made, one cannot borrow library materials.

The screenshot shows the 'Ask for Discharge' page. On the left, there are two columns of links. The first column, under 'Library Resources', includes 'Library Home', 'Institutional Repository', 'Off-Campus Access', and 'Digital Library'. The second column, under 'Other Resources', includes 'University Website', 'HelpDesk', 'Remote Support', and 'e-Learning'. Below these is a vertical list of buttons: 'your summary', 'your fines', 'your personal details', 'change your password', 'your search history', 'your reading history', 'your purchase suggestions', 'your messaging', 'your lists', and 'ask for a discharge' (which is circled in red). To the right of the buttons, the 'Discharge' section is titled 'What is a discharge?' and contains a paragraph explaining the process. Below this is a 'Warning' section and a link to 'Ask for a discharge'.

k. How to Logout

To log out from your account, click on the log out option as shown below.

The screenshot shows the top of the library OPAC. The header is dark blue with the 'koha' logo on the left. In the center, there are links for 'Cart' and 'Lists'. On the right, it says 'Welcome, User ABCD' and 'Search history [x]'. A red 'Log out' button is circled in red. Below the header is the Daystar University logo. Below the logo is a large blue search bar with the text 'Search' on the left, a dropdown menu for 'Library catalog', a large text input field, a dropdown menu for 'All libraries', and a blue 'Go' button. Below the search bar are links for 'Advanced search' and 'Authority search'.

7. Access other library resources

The Library OPAC also has links to other relevant library resources such as the Institutional Repository (IR), Digital Library, and the Library home page.

Daystar University Library OPAC Guide

The screenshot shows the Daystar University Library OPAC homepage. At the top, there is a black navigation bar with the Koha logo, a Cart icon, a Lists icon, and a 'Log in to your account' link. Below this is a blue header with the Daystar University logo. A search bar is prominently displayed with a dropdown menu set to 'Library catalog', a search input field, and a 'Go' button. Below the search bar, there are links for 'Advanced search' and 'Authority search'. The main content area is divided into three columns. The left column, titled 'Library Resources', contains a list of links: 'Library Home', 'Institutional Repository', 'Off-Campus Access', and 'Digital Library'. The middle column, titled 'Featured Titles', displays a carousel of book covers, including 'Global Development Finance', 'ICT Infrastructure in Emerging Asia', 'Creating Understanding: A Handbook for Christian Communication Across Cultural Landscapes', and 'Encounters of Business Information Systems'. The right column contains a 'Log in to your account' section with fields for 'Login:' and 'Password:', a 'Log in' button, and a 'Forgot your password?' link. Below the login section is a 'LIBRARY OPENING HOURS' section with a table showing hours for 'Athi River' and 'Nairobi'.

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Featured Titles

Log in to your account:

Login:

Password:

Log in

Forgot your password?

LIBRARY OPENING HOURS

	Athi River	Nairobi

For further enquiries, you can contact the library on:

Email: library@daystar.ac.ke

Thank You