

AIU LIBRARY

A GUIDE ON HOW TO USE THE ONLINE CATALOGUE (OPAC)

The Online Public Access Catalogue (OPAC) is the AIU library search tool used to locate print books and other library information materials.

You can find the OPAC on the library's homepage to conduct quick searches for library information materials.

STEP 1.

Visit <u>www.aiu.ac.ke</u> then go to the library homepage and click on the online catalog.



STEP 2.

Simply search the catalogue using keywords relevant to your desired item (such as title, author, subject, etc.).

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STEP 3.

Click on your desired item in the search results to see its specific information such as Call number, Location and Status



STEP 4.

The specific information tells you where the book is **located on the shelf (use the Call Number)** and whether it is available in the library or checked out.

STEP 5.

If all copies of the information material are on loan and you still wish to borrow it, please use the 'Place on hold' function. You will receive an automatic email informing you when the book has been returned.



If you need further assistance, please contact the email below or reach out to the library circulation desk.

Ask.librarian@aiu.ac.ke

Thank you.