My Library Account

Every authorised Library user has access to My Library Account. To login, enter the 14-digit barcode number (without spaces) located at the back of your matric card, and PIN.

You can do the following from the My Library Account area.

RENEW MY MATERIALS

♦ Renew books on loan via online.

♦ Select the check box by items to renew, or mar k **Select All**.

♦ Click **Renew Selected Items**.

MY ITEMS ON HOLD

♦ View, edit or cancel holds.

♦ Select the check box by items to remove or edit, or mark **Select All**.

♦ Click **Remove Selected Holds** or **Edit**.

♦ **Selected Holds**.

VIEW MY FINES

Review My Library Account - Review information in your account (such as your holds, checkouts, bills, or requests).

Edit My Account - Edit your library account by changing your account address or PIN.

Change My Address - Change your account address.

Need Help?

For further Information, please contact:

Perpustakaan Sultanah Zanariah,

UTM Johor Bahru

Phone: 07 553 1137

Fax: 07 557 2555

Perpustakaan Sultanah Zanariah

UTM Kuala Lumpur

Phone: 03 2615 4301

Fax: 03 2692 2186

Email: PSZ-LIB-OPAC@GROUPS.UTM.MY
Website: ent.library.utm.my

UTM | Perpustakaan Sultanah Zanariah
UNIVERSITI TEKNOLOGI MALAYSIA

LESTARI: GUIDES ON USING THE LIBRARY CATALOGUE

Introduction

LESTARI is the library catalogue of UTM Libraries. You can use the catalogue as your guide to search for printed, digital and audio-visual materials in the Library and its branches.

Getting Started

To start, visit the Library web site at ent.library.utm.my and click on the Library Catalogue link. Typically, the first search page that you access has simple Quick Search options.

1. To begin a search, type a term in the search box.

2. You can select either the Search All or Search Resource radio button, with the following actions.

- Selecting Search All activates in all the possible search areas offered by the library.

- Selecting Search Resource activates a drop-down list, from which you can choose to direct your search to the type of collection in the library's catalogue, to other libraries or to the subscribed online databases.

3. Select a library to search in the Limit OPAC by box, or select ALL to include all branches in the search.

4. Select a Match On option to match a search term on the Exact, Keyword, or Partial term qualifiers.

5. Click Search to begin the search.

Advanced Search

You can begin an advanced catalogue search by selecting **Advanced Catalogue Search** wherever it is available. Use this option to :

- Combine search elements

- Refine or limit a search

Combining Search Elements

You can combine Search Index Elements such as word or phrase, author, title, subject, series, periodical title, or other searches configured by the library. Use the drop-down list arrows to select other available search options.

- Type a General word or phrase for a typical search.

- Type an Author to search for the name.

- Type a Title to search for an item by title.

- Type a Subject to search the subject index.

- Type a Series to search for a series title.

- Type a Periodical Title to search the periodical keyword index.

Combine search index elements using Boolean operators such as AND, OR and NOT. Then click Search to start your search.

Narrowing the Search

Use Advanced Catalogue Search to narrow your search based on criteria configured by the library.

- Select a Library to limit your search to a specific branch, or select ALL to search in all branches.

- Select Item Group to limit your search to Books, Journals, Maps & Charts, UTM Theses Collections or other collections.

- In the Pub Year box, type the year the item was published, if known.

- You can sort your search results by selecting criteria in the Sort Results By box. Options might include sorting by author, title, subject or publication year.

Once you have limited the search, click Search to start your search.

Browse Search

You can switch to browsing from Advanced Catalogue Search by clicking Browse Search located at the left side of your screen.

1. **In the Browse on box, type in the search term.**

2. **In Library box, select the library branch to search under, or select ALL to search all branches.**

3. **Select the appropriate options to complete your browse search. For example:**

    - **Author**
    - **Title**
    - **Subject**
    - **Series**
    - **Periodical Title**