

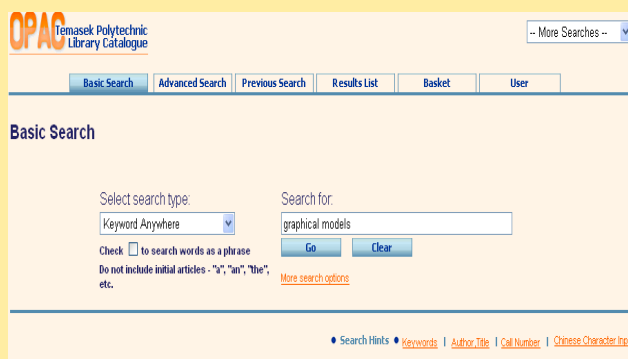
TP Library Catalogue [OPAC]

- Check item availability
- Read the holdings page
- Online access to ebooks & periodicals
- Red-spot books
- Make reservations



Welcome to the OPAC, the Library's Online Catalogue system!

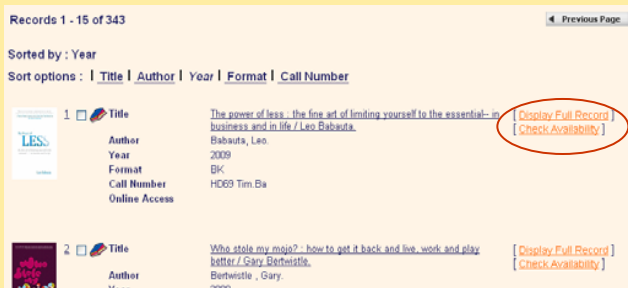
You can access the OPAC from the Digital Library Portal (<http://spark.tp.edu.sg>). Once you are there, all you need to do is to hit the "OPAC" button on the screen.



To check item availability status

After executing a search, you'll be able to see whether the item is available.

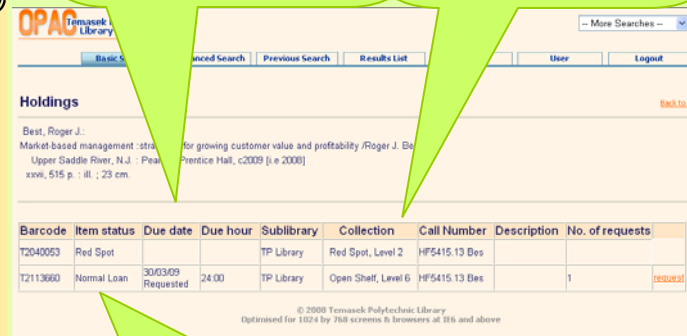
Click on the "Check Availability" hyperlink on the "Search Results" screen. This link will take you to the item's Holdings Page.



Reading the holdings page

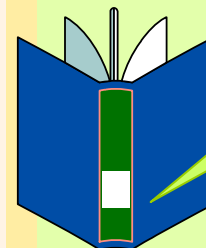
The due date shows when the book will be returned by the current borrower. If due date is **blank**, the book is available on the shelf.

Collection tells you where to find the book in the Library.



What the "Item Status" means...

- On Order = Item not yet in the Library.
- Newly Received } Item will be available soon.
- In Process }
- Normal Loan } Indicates different loan durations for item. Please refer to Loan Privileges.
- Red Spot }
- Reference Loan }
- Periodicals Loan }
- AV General }
- AV Restricted }



The Call Number is on the spine of the book. It tells you on which shelf you can find the book.

Links to more titles

Looking for more titles on the same subject or by a particular author?

To view more titles, click on the hyperlink of Subject or Author at the “Full Record” page.



Full Record No. 1 out of 3

Call Number: HD69 Tim.Ba
 Title: The power of less : the fine art of limiting yourself to the essential-- in business and in life / Leo Babauta
 Edition: 1st ed.
 Availability: All items
 TP Library

Author: Babauta, Leo.
 Publisher: New York : Hyperion, c2009.
 Description: xiii, 170 p. ; 22 cm.
 Subject Heading: Time management. Success in business. Self-realization. Self-actualization (Psychology)

ISBN: 9781401309701
 1401309704
 Record ID: 000241359

Online access

To access an ebook or periodical, simply click on the “Click here for the electronic version” link – as shown in the screen below.

Records 1 - 15 of 59

Sorted by: Year
 Sort options: | Title | Author | Year | Format | Call Number

1		Title	Advanced Photoshop Elements 6 for digital photographers [ebook] / Philip Andrews.	[Display Full Record] [No Copies Available]
		Author	Andrews, Philip.	
		Year	2009	
		Format	E-book	
		Online Access	[Click here for the electronic version.]	

Refining your search



Limit search by Type of material

If you need to locate CD-ROMS, Music CDs and DVDs, use the “Limit Search to: Format” option under “Advanced Search”.

OPAC Temasek Polytechnic Library Catalogue

Advanced Search

Keyword Anywhere as phrase
 and Keyword Anywhere as phrase
 and Keyword Anywhere as phrase

Go Clear

Limit Search to:
 Format: All (circled)
 Books
 Periodicals & Journals (Serials)
 DVDs
 VCDs
 Visual Materials e.g. videos
 Audio Materials e.g. music
 Computer disks e.g. CD-ROMs
 Maps

Collection: All

Publication Date Range: From To
Use only short date ranges e.g. no more than 10 years. When phrase searching use only a single year (same year in both boxes).

Red-spot books

The Red Spot Collection contains titles recommended by your lecturers.

If you wish to search for Red Spot titles only, enter the keywords in “Advanced Search” option and then select “Limit Search to: Collection” to “Red Spot”.

Limit Search to:

Format: All
 Books
 Periodicals & Journals (Serials)
 DVDs
 VCDs
 Visual Materials e.g. videos
 Audio Materials e.g. music
 Computer disks e.g. CD-ROMs
 Maps

Collection: All (circled)
 All
 Red Spot
 Fiction
 Lifestyle
 FYP Reports
 SIP Reports
 Annual Reports
 Feature Films / Movies

To search Red Spot titles by course, school or name of lecturer, use the pull-down options under “Keyword Anywhere”

Reserve (a.k.a. Request)

To reserve an item, click on the “Request” hyperlink (located at the Holdings Page).

Holdings

Obama, Barack :
 The audacity of hope : thoughts on reclaiming the American dream / Barack Obama.
 New York : Vintage Books, 2008.
 448 p. ; 10 cm.

Barcode	Item status	Due date	Due hour	Sublibrary	Collection	Call Number	Description	No. of requests
T2025179	Normal Loan	13/04/09	24:00	TP Library	Open Shelf, Level 6	E901.1 Oba.Ob		1 (circled)

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 Optimized for 1024 by 768 screens & browsers at 106 and above

To check the status of your reservation, just sign in, click on “User”, and then “Hold Requests”.

Sign-in → User → Loans 9
 Loan History List 246
 Hold Requests 5 (circled)

You will see your queue number for the item. For instance, “Waiting in position 1 in queue” means there is one request before yours. Your queue number is therefore #2.

No.	Description	Request date	End request date	Hold date	Request status	Call number	Delivery Location	Item Status
1	Library Xpress.	25/02/09	25/08/09	23/03/09	On hold until: 26/03/09	246 SIN LX	TP Library	Journal Routing
2	Marketing library services : MLS	11/03/09	11/09/09	23/03/09	On hold until: 26/03/09	Z11-3 MLS	TP Library	Journal Routing
3	The Straits Chinese house : domestic life and traditions / Peter Lee & Jennifer Chen.	25/03/09	25/09/09		Waiting in position 1 in queue; current due date 27/03/09	DS6-9.25	TP Library	Normal Loan
4	Journal of marketing communications.	26/03/09	26/09/09	26/03/09	On hold until: 31/03/09	HF5-15.123 JMK	TP Library	Current Periodical loan
5	CompTIA security+ certification / T.J. Samuels.	27/03/09	27/09/09		Waiting in position 2 queue; current due date 17/04/09	QA76.9 .A476	TP Library	New Acqvals L2

need help?

At the Library...

Approach the Information Counter, Level 5

Outside the Library...

☎ 6780-5773 (during office hours)

☎ 6780-5772 (after office hours)

Or

✉ AskLib@tp.edu.sg

TEMASEK POLYTECHNIC
LIBRARY

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