

Navigating the Library Catalogue – OPAC

OVERVIEW

? A step-by-step guide on how to access and use the Library Catalogue (OPAC).

WHAT YOU'LL LEARN

- ? Open the OPAC using a computer or mobile device.
- ? Search for books and other library resources.
- ? Check the availability and location of a resource.
- ? Log in to your library account to manage your loans.

Accessing and Using the Library Catalogue – OPAC

1. Access the OPAC

- Open the Library OPAC using a computer or mobile device.
- Access it through the Library website: <https://tangaza.ac.ke/library/>
- Or directly by typing: <https://opac.tangaza.ac.ke/>

2. Search for a Resource

- Enter a title, author, subject or keyword in the search box at the top of the page.
- Click on the Search icon.
- Use the filters provided such as Author, Subject, Item Type, holding library or Publication Date to refine and narrow your results.

Note: You do not need to log in to search for library resources.

3. Check the Book, Journal or Other Item Details

From the search results, click on the title in red to view:

- **Title & Author** – confirms the book you need.
- **Call Number** – tells you where to find the book on the shelf.
- **Library / Location** – shows which library holds the item.
- **Availability** – shows whether the book is available or borrowed.

4. Locate the Book, Journal, etc.

- **For a book:** write down the call number and library location, then use these details to find the item on the shelves.
- **For a journal:** write down the title, series, and description, then use these details to find the item on the shelves.

Note: The icons next to the search results indicate the type of resource, for example: ? Book | ? Journal | ? E-book | ? Thesis

5. Log in to Your Library Account

Username / Card Number: Your TU Registration Number

Temporary Password: Tangaza@123456

Log in to your library account through the OPAC to:

- View borrowed items
- Check due dates
- Renew items
- View holds / reservations
- Check library fines
- Manage your account

Important: Change your temporary password after your first login and keep your login details private.

Revision #8

Created 2026-08-10 12:14:39 UTC by Admin

Updated 2026-08-10 13:26:58 UTC by Admin