



KRISALIS USM Library Catalogue



www.lib.usm.my

1) HOW TO USE KRISALIS:

Basic Search

a) Basic Search

Basic Search consists of :

Word List – Any word.

Phrase – Used when it is a phrase.
Examples: “Computer Design”, “English Language”, “Interior Design”, “*Pentadbiran awam*”.

Exact Match – Exact title / words.

First in Field – First word in the title.

Search Procedure

- Type title / words in the “**Search Text**” box.
- Click the “**Search**” button and the information requested will be shown / displayed.

Guided Search

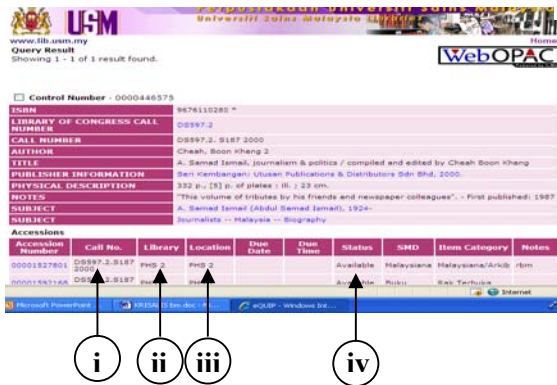
b) Guided Search

Guided Search is used for combining more than one field. For example,

- title and author**
 - title and year**
 - title and title**
- by using **AND, OR, NOT (Boolean Operators)**



Select the items wanted by clicking the boxes and then click **“Retrieve”**



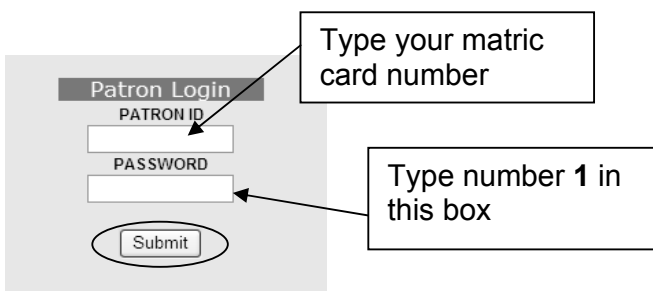
“Retrieve” will display the following details :

- i) Call number
- ii) Library
- iii) Location
- iv) Status – available or circulated

2) HOW TO RESERVE A BORROWED ITEM



If a title is circulated, the due date will be shown. To reserve the title, click **“Place Reservation”**.

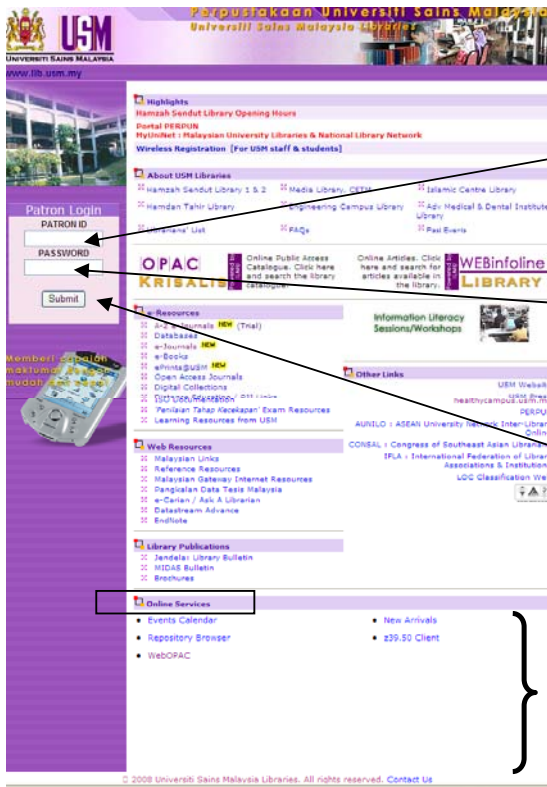


You will be required to login patron details. Then, submit.

A message **“You have successfully reserved this item. Please wait for the notice to pick up the item”** will appear.

* Please refer to **“Online Services”** to know your reservation status

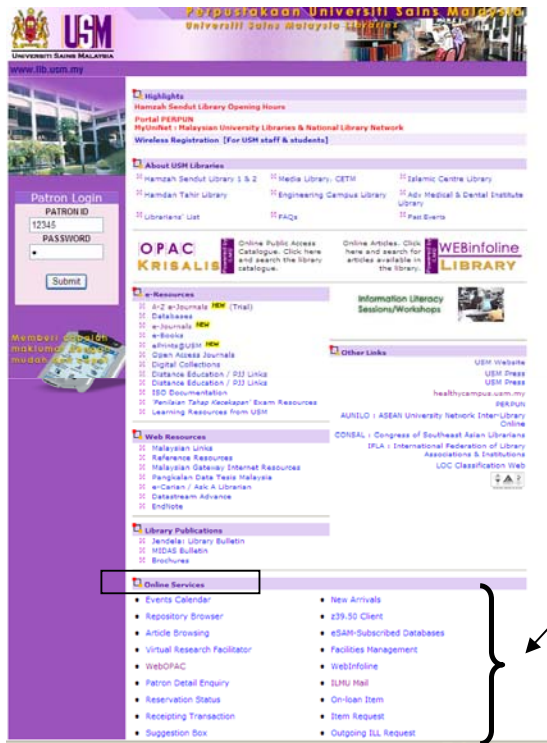
3) HOW TO CHECK YOUR BORROWING RECORDS



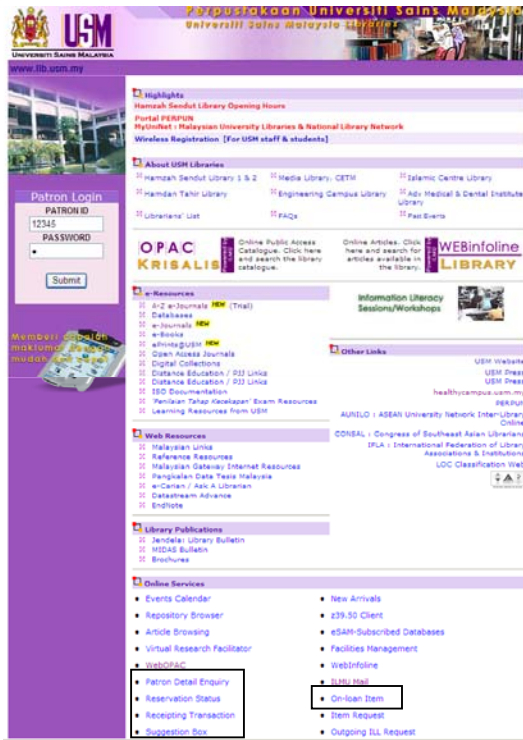
Type your matric card number in **“Patron ID”**

Type number **1** in the **“Password”** box.

Click **“Submit”**



The above **Patron Login** will display a list of additional **“Online Services”**



“Online Services” include :

- a) **Reservation Status** – to check status of items reserved i.e. (available or not).
- b) **On-loan Item** – to check item that has been borrowed and the due date.
- c) **Patron Detail Enquiry** – to check your personal details such as your name, address, e-mail, etc.
- d) **Suggestion Box** – To give your suggestions / feedback to the Library.
- e) **Receiving Transaction** – to check your library fines.

4) TO RENEW YOUR LOANS



Go to “On-loan Item”

- Select titles you wish to renew.
- Click “**Renew**”
- The new date due will be shown

Note: - Online renewal must be done before the date is due.
 - Online renewal can only be done once.

Click “**Logout**” after you have completed.

THANK YOU.

“I hear and I forget. I see and I remember. I do and I understand” - Conficius