

# OPAC and PressReader User Guide

[HTTPS://OPAC.CAPETOWN.GOV.ZA](https://opac.capetown.gov.za)

## A: Navigating the HOME screen:

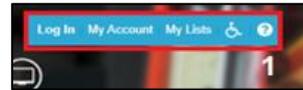
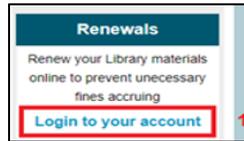
The home screen provides links to various services and search options, which are described in more details on pages 2 - 11. For ease of reference, the options have been numbered in the snippet below.

The screenshot shows the OPAC HOME screen with the following elements and callouts:

- 1:** User account links: Log In, My Account, My Lists, and a help icon.
- 2:** Navigation tabs: Home, Teens, Kids.
- 3:** Search scope dropdown: Everything.
- 4:** Search fields dropdown: All Fields.
- 5:** Search input field: search title / author / keyword.
- 6:** Search buttons: Search, Advanced Search.
- 7:** Service tiles: Renewals (Login to your account), Opening hours (individual service hours), Programmes (Find your library), PressReader, e-Resource Magazine (ISET).
- 8:** Library Services: Mobile App for Android, Mobile App for iPhone.
- 9:** How Do I...: Get a Library Card?, See how many items I may take out?, Calculate my fines for overdue items?.
- 10:** Location: List of libraries, Find your library (with a map icon).

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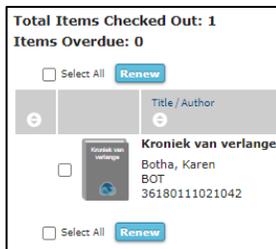
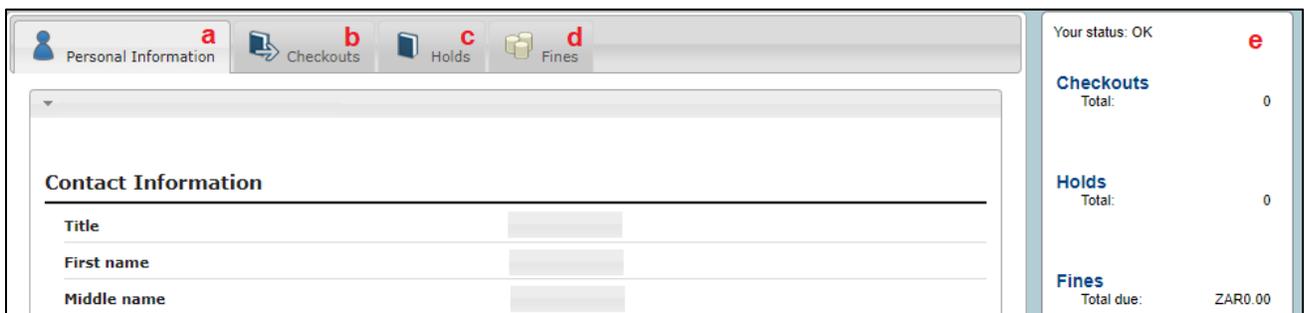
1. My Account / Log in



This option allows you to log in to your library account. The username is your library card number, and the PIN is the last 6 digits of the library card number.

After you have logged in, select the 'My account' option to open your individual profile...

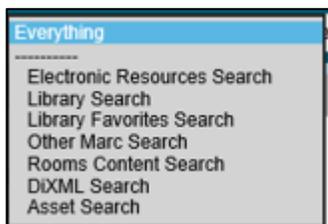
- a) This tab displays all your personal information as given to the library when you registered
- b) This tab also display all the items **issued to you**.  
From this screen you have the option to renew your items. You can tick (select all / or specific titles) for **renewal**. (Limit 3x)



- c) This tab displays the list of titles that has been placed on hold for you
- d) This tab displays fines accrued for overdue library material
- e) This column displays an overview or summary of your account

2. Different rooms or pages have been created for Adults, Teens and Children. By selecting, for instance, the kids page, the background will change. The search results are automatically filtered to cater for adults, teens or kids searches.

3. There are different search options or search areas available on the system These options are to search per library, electronic (digital) resources, rooms, etc.



4. The pre-set search "**ALL Fields**" allows one to search all the fields in the catalogue record. By clicking on the dropdown list one can also select specific fields to search using keywords. The options include Title, Author, Keywords within the Title or Author fields, ISBN or subject fields.
5. Click on the **Search button** to launch your search query.

See **Section B** below on how to interpret your search results. It will provide more information on various filtering options to narrow your search and also how to find items that are available for check-out.

6. By selecting the **Advanced search** option, you have the choice to insert additional search criteria to immediately narrow your search results. Here you can specify what you would want to display, or what you would like to omit.

**Find items that have:**

All these words:

This exact phrase:

---

**Don't show items that have:**

These unwanted terms:

---

**Additional limits:**

Format type:

Language:

Library:

Find  Don't show      Title:

Find  Don't show      Author:

Find  Don't show      Subject:

Only Show Available

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**Search Targets**

Electronic Resources Search

Library Search

Library Favorites Search

Other Marc Search

Rooms Content Search

DiXML Search

Asset Search

search results must contain these word "exact phrase should be contained within the item record" -items -must -not -contain -thes

## 7. E-resources

Access to **PressReader** requires a library patron to be authenticated as a member of the library. You need to log-in with your library card and pin and will then be redirected to PressReader. This e-resource allows you access to the latest magazines and newspapers from around the world for free.

For details on how to authenticate access to PressReader – see **No.14** below.

**ISET** is a free online repository of Science, Engineering and Technology magazines, by clicking on the ISET icon you will be directed to their publications.

8. **Library app**, these links redirect you to the Mobile library applications you can download for your phone. Select your relevant phone provider to download the application. To setup the application – Search for City of Cape Town Library Service by typing only: *City of*. Then from the list of libraries displayed scroll down and select **City of Cape Town**. On the mobile application, you will be able to view the items issued to you, the due date, renew items, view fines and view your profile as well as search the catalogue for titles.
9. **How do I.....** Useful links that will assist a library patron to perform certain activities
  - a. get a library card
  - b. see how many items are on loan to one, and
  - c. how fines are calculated
10. **Locations**, you have two options to assist you in finding your library. One displaying the list of libraries within the City of Cape Town, the other displaying it on Google maps to assist you to find the library closest to you.

### **Additional links**

Other links available on the Home Page:

- Services we provide (**About Us**)
- Individual library contact details (**Contact Us**)
- Library Head Office email address
- City of Cape Town website
- Sm@rtCape website
- Western Cape Provincial library services website
- Individual library hours (**Opening Hours**)
- Find your library (**Programmes**)

## B. Navigating the SEARCH RESULTS screen:

Once you have performed a standard search your screen will show you your search results. The snippet below has been numbered for ease of reference when perusing pages 5 to 9.

**Limit Search Results**

Only Show Available **1**

423 Results Found

**13** 1 2 3 4 5 .. 36

**Library** Include Exclude

Adriaanse Library **2**

Athlone Library

Avondale Library

Belhar Library

Bellville Library

▶ More

▶ View All

Select an Action **10**

Sort By: **11** ▼

**Publication Date** Include Exclude

**3**

19-1973

1974-1984

1985-1996

1997-2008

2009-2020

**Genre** Include Exclude

**4**

1:ART

1:BIO

1:FAMILY

1:PAM

1:UNKNOWN

▶ More

▶ View All

**Format** Include Exclude

**5**

Books (343)

Music Sound Recording (78)

Visual Materials (2)

**Language** Include Exclude

**6**

English (404)

Afrikaans (10)

Danish (3)

German (2)

Dutch (1)

▶ More

▶ View All

**Author** Include Exclude

**7**

Smith, Wilbur Addison, 1... (337)

Smith, Wilbur A. author (37)

Smith, Wilbur A. (15)

Nicholl, Kati (13)

Smith, Wilbur (10)

▶ More

▶ View All

**Material Type** Include Exclude

**8**

1:BOOK

Adult Audio Book on CD...

Adult DVD

Adult Music on CD and ...

Adult Reference Materia...

▶ More

▶ View All

1. **Title Pharaoh** **9**

Author **Smith, Wilbur**

Shelf Number SMI

ISBN 9780007535811

**Format:** **12**

Publication Date 2016

Excerpt: Egyptian / **Wilbur Smith**

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2. **Title Desert god**

Author **Smith, Wilbur**

Shelf Number SMI

ISBN 9780008108335

Format:

Publication Date 2015

Excerpt: Desert god **Smith, Wilbur**

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3. **Title Desert god**

Author **Smith, Wilbur**

Shelf Number SMI

ISBN 9780007535651

Format:

Publication Date 2014

Excerpt: Desert god **Smith, Wilbur**

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4. **Title Pharaoh**

Author **Smith, Wilbur Addison**

Shelf Number SMI

ISBN 9780007535842

Format:

Publication Date 2017

Excerpt: Egyptian series / **Wilbur Smith**

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5. **Title Predator**

Author **Smith, Wilbur, 1933- Cain, Tom Onwukwe, Ben**

Shelf Number SMI

ISBN 9780008167998

Format:

Publication Date 2016

Excerpt: Predator **Smith, Wilbur, 1933-**

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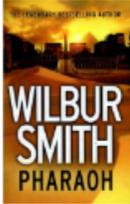
6. **Title Desert God**

Author **Smith, Wilbur Addison**

One can narrow search results further by selecting additional limits on the *search result page*. This can further assist you to find the item you are looking for, especially if your search results are vast. The various parameter limits are listed in the *Limit Search Result column* on the left of the screen:

1. **Only show available:** If selected it shows only titles with copies **available** (all libraries)
2. **Library:** Specify that you would only like to see items **stocked by specific libraries**. By inserting a tick next to the relevant library, and selecting **include** these libraries in the search results, or **exclude** these libraries from results.
3. **Publication date:** By inserting a tick next to the relevant dates, and selecting **include**, these dates are **included** in the search results; if **excluded** is selected, it will be excluded from results.
4. **Genre:** (Biography, Fantasy, Sci-Fi, Romance, etc.) By inserting a tick next to the relevant genre, and selecting **include** these genres - they are included in your search results; when **exclude** is selected – they are excluded from results.
5. **Format** (Books, Sound recordings, Audio book, etc.) By inserting a tick next to the relevant format, and selecting **include** these format(s) are included in your search results; if exclude is selected they are **excluded** from results.
6. **Language:** By inserting a tick next to the relevant language, and selecting **include**, the language(s) is included in your search results; if **exclude** is selected the language(s) are excluded from the results.
7. **Author:** By inserting a tick next to the relevant author, and selecting **include** these author(s) are included in your search results; if **exclude** is selected these author(s) are excluded from the results.
8. **Material type** (Adult / Teen / Kids Videos / Audio Books etc.). By inserting a tick next to the relevant material, and selecting **include** these will be included in your search results; if exclude is selected, they will be excluded from the results.
9. **Click on the Title:** By selecting a specific **title in your search results**, the item details will display. You will then be able to see which library has a copy and if this copy is **available to be checked out**. Relevant item information can be seen in the screenshot below.

**Details for Pharaoh**



**Title:** Pharaoh  
**Author:** Smith, Wilbur  
**ISBN:** 9780007535811  
**Personal Author:** Smith, Wilbur  
**Publication Information:** London HarperCollins Publishers 2016  
**Series:** Egyptian / Wilbur Smith  
 6  
**Holds:** 0  
**Copies:** 65

Select an Action

- Add to My Lists
- Email
- Print

Available: 43

Item Barcode	Shelf Number	Material Type	Copy	Item Available	Library	Status
C65509182	SMI	Book Adult Fiction	1	1	Wynberg Library	Available item
30010000161268	SMI	Book Adult Fiction	1	1	Maitland Library	Available item
36030000160569	SMI	Book Adult Fiction	1	1	Southfield Library	Available item
36180164763185	SMI	Book Adult Fiction	2	1	Southfield Library	Available item
36037000262386	SMI	Book Adult Fiction	1	1	Muizenberg Library	Available item
36180164763144	SMI	Book Adult Fiction	1	1	Delft South Library	Available item
36180164763201	SMI	Book Adult Fiction	1	1	Pinelands Library	Checked Out
OCT00008107312	SMI	Book Adult Fiction	2	1	Pinelands Library	Available item

By clicking on the **arrows** that are seen in each column header, one is able to arrange the items and libraries listed from a – z **OR** z – a.

10. **Select and Action:** Additional actions are available, like adding the item on display to a list, or to email / print the current details of the title displayed.

Select an Action

- Add to My Lists
- Email
- Print

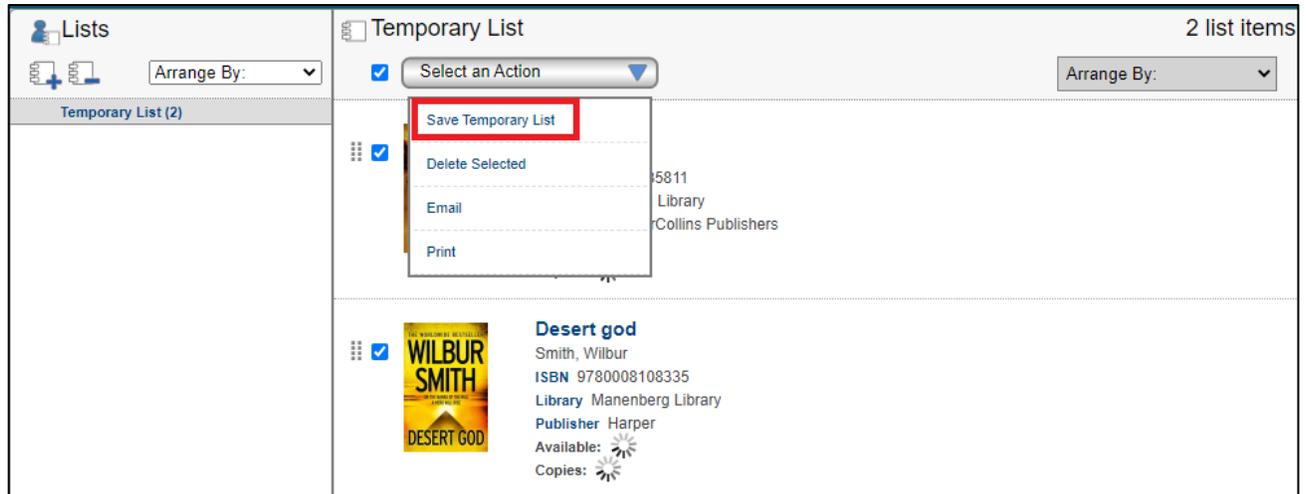
Select the titles (tick next to titles) that you would like to add to your saved list, or print or email.



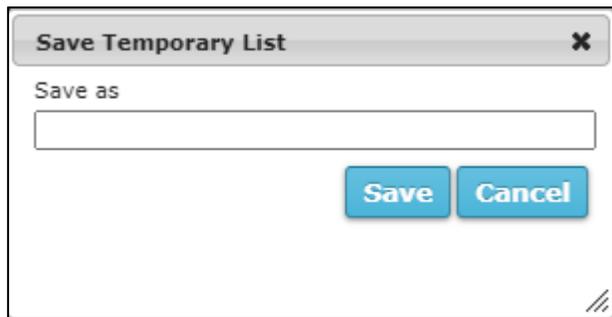
Your list will be available by selecting the “my lists” option. **Please note** that the list isn’t saved and is only available while the website is **open**. When the website is **closed**, the list is automatically deleted.

## To save a list:

Please ensure that you are logged into your account. Select the “**My lists**” option. This will display the items added to your list (temporary list) as done above. Select the items you would like to save to a list (tick titles).



Select the “Select an Action’ drop down menu, and select “Save Temporary List” option.



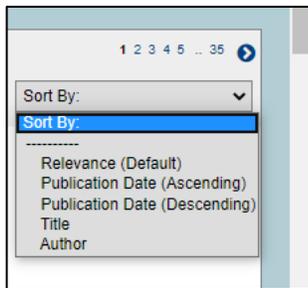
It will then request you to name the list of items. Please enter a name and select the save option.

## Accessing your list:

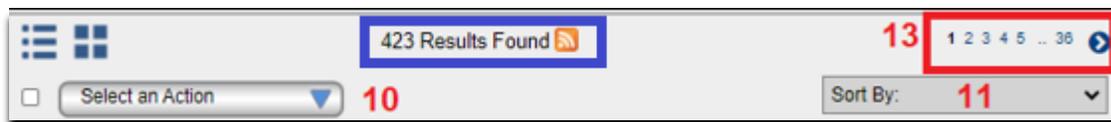
Ensure that you are logged into your account. Select the “**My lists**” option. This will display the items added to your list (temporary list) as done above and your saved list(s). Select the list of items you would like to display



11. **Sort by:** You also have the option to sort your search further by title, author and publication date.



12. **Format icon:** The format for each of the items in your search results are displayed in the item information. The format icon will change based on the item type. i.e. CD / Book /DVD
13. **View Additional results on pages....:** If your search results are vast, the information is displayed on subsequent pages; the inserted snippet below shows that **423 results** were found. By clicking on any of the page numbers listed you will be promptly taken to the page you selected.

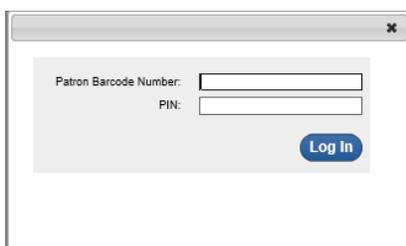


#### 14. PressReader authentication procedure:

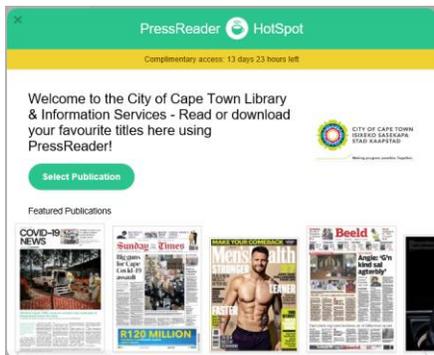
1. Select the URL <https://opac.capetown.gov.za>
2. Select or click on the icon for PressReader



3. Insert your Library Membership Card number and Pin (last 6 digits of your library card) into popup. This will redirect your internet browser to PressReader



4. The screen will change  
Click on the “*Select your publication*” button

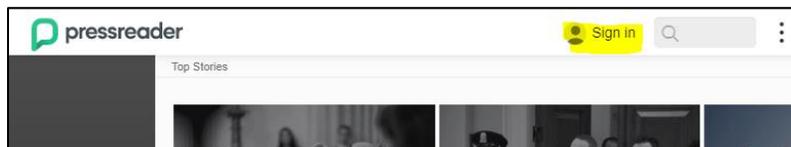


Publications will load. When completed, your PressReader access would be authenticated for your **browser only**.

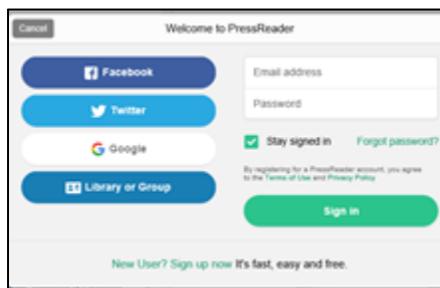
**To also enable the PressReader application on your mobile device.**

**You need to use your PC - / laptop browser i.e. the OPAC that you authenticated your access to PressReader**

On the PressReader website select the **Sign in** icon, and log into your Facebook / Twitter/ Google account.



Select the sign in icon account (Google / Twitter / Facebook) you would prefer to use. This action will **transfer** the authentication to the **Google / Twitter / Facebook account** (not just your browser)



**On your mobile device:**

**Download the application** from the Google play or App store (if not already installed onto your mobile device).

Open the application and sign into your Facebook / Twitter / Google account on your phone or tablet (to **link** the device to your account to transfer the authentication)

To make use of this subscription you need to authenticate your PressReader access **every 14 days** by logging into your OPAC account and selecting the PressReader icon and re-authenticating your Facebook / Twitter / Google account.

**City of Cape Town Library and Information Services Department**