

PBS OPAC's TUTORIAL (ONLINE PUBLIC ACCESS CATALOG)

ACCREDITATIONS



MEMBERSHIPS



RANKINGS



PBS OPAC

- PBS OPAC is at: <http://catalogo.up.pt/>
- We can find the books that exist at IRC.
- There are 5 search options, we'll be presenting the advanced search.

Summary

- Search the catalog by author / title / subject.
- Is it possible to save search's and e-mail them?
- How should I to do find PBS academic works?
- Is it possible to search in multiple libraries at the same time?

Search by author / title / subject

- Author

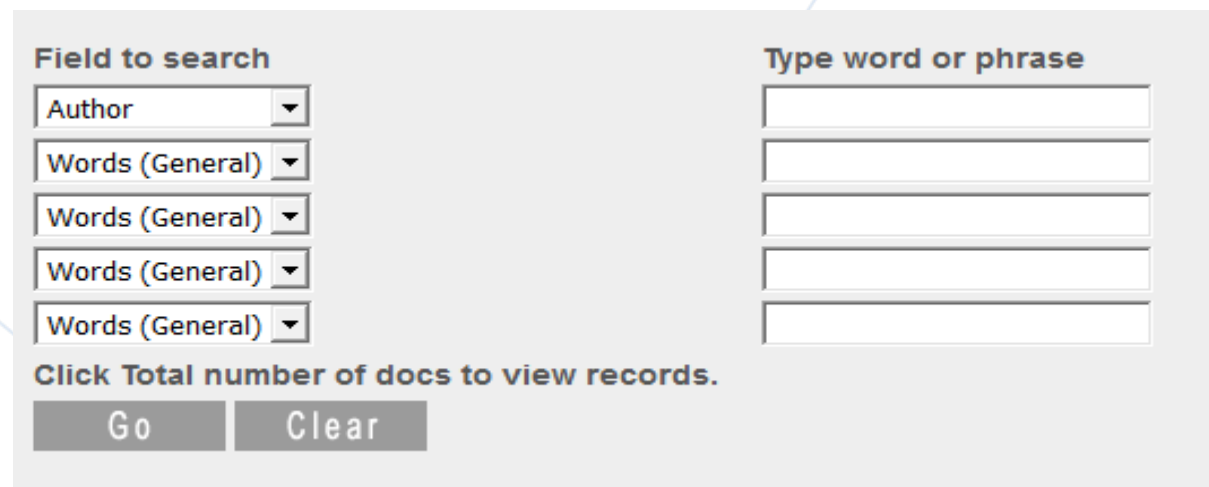
- By author:

- 1. Go to: <http://catalogo.up.pt/>: <http://catalogo.up.pt/>

- 2. Select “advanced search”



- In the search field select “author” and write the complete name of the author or just part of it and click “go”.

A search form with a 'Field to search' section containing five dropdown menus. The first dropdown is set to 'Author', and the others are 'Words (General)'. To the right is a 'Type word or phrase' section with five input fields. Below the dropdowns is the text 'Click Total number of docs to view records.' and two buttons: 'Go' and 'Clear'.

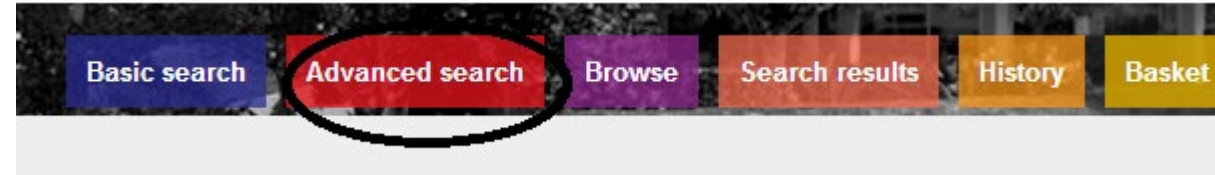
Search by author / title / subject

- Title

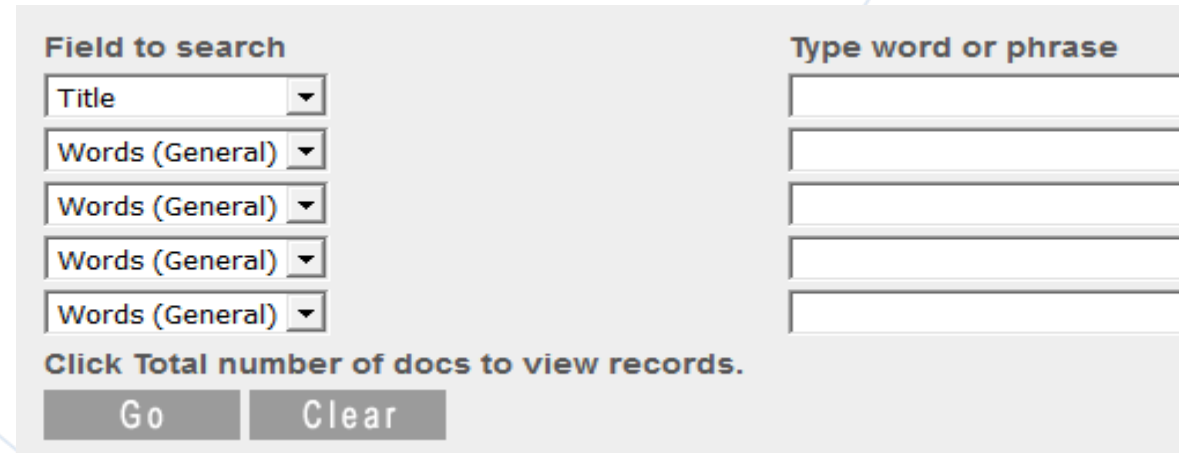
- By title

- 1. Go to: <http://catalogo.up.pt/>

- 2. Select “advanced search”



- 3. In the search field select “title” write the complete title our part of it and click “go”.

A search form with a 'Field to search' dropdown menu (set to 'Title'), five input fields for search terms, and 'Go' and 'Clear' buttons. Below the input fields, it says 'Click Total number of docs to view records.'

Search by author / title / subject

- **Subject**

- By subject:

- 1. Go to: <http://catalogo.up.pt/>

- 2. Select “advanced search”



- 3. In the search field select “subject” and write the terms. Then click “go”.

Field to search	Type word or phrase
Subject	<input type="text"/>
Words (General)	<input type="text"/>
Words (General)	<input type="text"/>
Words (General)	<input type="text"/>
Words (General)	<input type="text"/>

Click Total number of docs to view records.

Reconciling multiple search terms

- You can search by reconciling multiple search terms, such as title and author.



- The number of results with the two conjugated terms appears in the "Total" area:

Field to search	Type word or phrase	Words adjacent?	N.º of records
<input type="text" value="Title"/>	<input type="text" value="marketing"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	<u>598</u>
<input type="text" value="Author"/>	<input type="text" value="kotler"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	<u>34</u>
<input type="text" value="Words (General)"/>	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
<input type="text" value="Words (General)"/>	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
<input type="text" value="Words (General)"/>	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	



Click Total number of docs to view records.

Go Clear

Total: 30

Search by author / title / subject

- 4. In the results list, you will see a brief description of the document, if you want more information, click the number that appears on the left. Remember to record the shelfmark, which will help you to find the document in the library.

1	<input type="checkbox"/>	Kotler, Philip	Marketing 4.0 : Mudança do tradicional para o digital / Philip Kotler, Iwan Setiawan e Hermawan Kartajaya	2017	Book	PBS(1/ 0)	
2	<input type="checkbox"/>	Kotler, Philip	Principles of marketing / Philip Kotler, Gary Armstrong	2016	Book	FEP(2/ 0) PBS(4/ 0)	 

[000181033]
 Kotler, Philip
 Principles of marketing / Philip Kotler, Gary Armstrong. - 16th ed. global ed.. - Harlow : Pearson Education Limited, cop. 2016. - 731 p.. - The 6th edition of Principles of Marketing makes the road to learning and teaching marketing more effective, easier and more enjoyable than ever. Today's marketing is about creating customer value and building profitable customer relationships. With even more new Australian and international case studies, engaging real-world examples and up-to-date information, Principles of Marketing shows students how customer value-creating and capturing it-drives every effective marketing strategy.
 ISBN 978-1-292-09248-5
 Marketing
 CDU 658.8

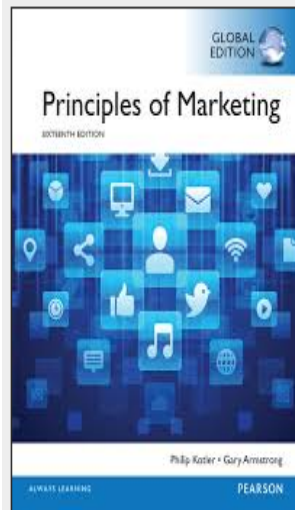
Click the link ("Request" or "Photo") to submit a hold request or a photocopy request for a item.

Year Volume Sub-library Hide unavailable

	Description	Item status	Due date	Due hour	Sub-library	Collection	Callnumber	Floor	Barcode	Notes
Expand		8 dias	On Shelf		PBS		658.8 KOT/16		2015135	
Expand		8 dias	On Shelf		PBS		658.8 KOT/16		2015136	
Expand		8 dias	On Shelf		PBS		658.8 KOT/16		2015137	
Expand		8 dias	On Shelf		PBS		658.8 KOT/16		2015138	

Search by author / title / subject

- 5. When viewing the full record of the book, you can get more information including authorship, full title, edition, physical description, summary, subjects, etc.



System number	000181033
Author	■ Kotler, Philip
Title	■ Principles of marketing / Philip Kotler, Gary Armstrong
Language	eng
Edition	16th ed. global ed.
Place	■ Harlow
Publisher	■ Pearson Education Limited
Year	cop. 2016
Description	731 p.
Abstract	The 6th edition of Principles of Marketing makes the road to learning and teaching marketing more effective, easier and more enjoyable than ever. Today's marketing is about creating customer value and building profitable customer relationships. With even more new Australian and international case studies, engaging real-world examples and up-to-date information, Principles of Marketing shows students how customer value-creating and capturing it-drives every effective marketing strategy.
Subject	■ Marketing
UDC	■ 658.8
Additional entry	■ Armstrong, Gary
ISBN	978-1-292-09248-5
Items...	PBS !

Search by author / title / subject

- 6. To know an item status and it's availability you need to click PBS, when loaned the due date column will show the items expected date of return. If don't, will come up a "on shelf" reference.

1	<input type="checkbox"/>	Kotler, Philip	Marketing 4.0 : Mudança do tradicional para o digital / Philip Kotler, Iwan Setiawan e Hermawan Kartajaya	2017	Book	PBS(1/ 0)
2	<input type="checkbox"/>	Kotler, Philip	Principles of marketing / Philip Kotler, Gary Armstrong	2016	Book	FEP(2/ 0) PBS(4/ 0)
3	<input type="checkbox"/>	Kotler, Philip	As minhas aventuras no marketing : lições de vida e de negócios do marketeer mais influente do nosso tempo / Philip Kotler	2015	Book	PBS(1/ 0)

	Description	Item status	Due date	Due hour	Sub-library	Collection	Callnumber	Floor	Barcode	Notes
Expand		8 dias	On Shelf		PBS		658.8 KOT/16		2015135	
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Expand		8 dias	On Shelf		PBS		658.8 KOT/16		2015137	
Expand		8 dias	On Shelf		PBS		658.8 KOT/16		2015138	

Search by author / title / subject

- **Subject**
- Click yes, if you want to use a composed search term

Field to search	Type word or phrase	Words adjacent?	N.º of records
Subject ▾	<input type="text" value="persuasive technology"/>	<input type="radio"/> No <input checked="" type="radio"/> Yes	<u>1</u>
Words (General) ▾	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Words (General) ▾	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Words (General) ▾	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Words (General) ▾	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	

Click Total number of docs to view records.

Total: 1

Is it possible to save search's and e-mail them?

- Yes you can! Once the results list appears you need to select the number on the left.

Selected records: View Selected | **Save/Mail** | Create Subset | Add basket | Save on server
Whole set: Select All | Deselect | Rank | Refine | Filter

Sort options: ■ Year/Author (A) ■ Author/Year (D) ■ Title/Year (D) ■ Title/Year (A) ■ Format/Author(A) ■ Author/Title(A) ■ Year/Title (A)

Records 1 - 10 from 25 Find text Jump to # Previous page Next page

#	Author	Title	Year	Document type	Lib/items	Google books	Image	Digital object
1	<input checked="" type="checkbox"/> Kotler, Philip	Principles of marketing / Philip Kotler, Gary Armstrong	2016	Book	FEP(2/ 0) PBS(4/ 0)			
2	<input checked="" type="checkbox"/> Grigsby, Mike	Marketing Analytics : A practical guide to real marketing science / Mike Grigsby	2015	Book	PBS(1/ 0)			
3	<input type="checkbox"/> Kotler, Philip	As minhas aventuras no marketing : lições de vida e de negócios do marketeer mais influente do nosso tempo / Philip Kotler	2015	Book	PBS(1/ 0)			

- Then go to menu "save/mail", fill in the field of select the format to send it.

You have 2 options:
- send the selected records by e-mail (choosing an email address), or
- write email address only for email option; leave blank to save option
The records will be formatted according to your choice.

Record format: NP-405

Subject:

Name:

Email:

Text (opcional):

Go Clear

Is it possible to search in multiple libraries at the same time?

- Yes you can, you may choose the option "Multi-base" and select the bibliographic databases of the institutions you want to see. Start the search!

The screenshot shows the library website interface. At the top, there is a navigation bar with links: Login, Close session, My profile, Options, Available catalogs (circled in red), Comments, ILL request, and Help. Below this is a search bar with buttons for Basic search, Advanced search, Browse, Search results, History, and Basket. The main content area is titled 'Select catalog:' and features a 'General catalog' section with a list of 18 institutions:

- [Abel Salazar House Museum](#)
- [Higher Education Policy Research Center](#)
- [Faculty of Architecture](#)
- [Faculty of Fine Arts](#)
- [Faculty of Sciences](#)
- [Faculty of Nutrition and Food Science](#)
- [Faculty of Sports](#)
- [Faculty of Law](#)
- [Faculty of Economics](#)
- [Faculty of Engineering](#)
- [Pharmacy Faculty](#)
- [Faculty of Arts](#)
- [Faculty of Medicine](#)
- [Faculty of Dental Medicine](#)
- [Faculty of Psychology and Education Science](#)
- [Marques da Silva Foundation Institute](#)
- [Ancient Fund Library](#)
- [Institute for Molecular and Cell Biology](#)
- [Abel Salazar Biomedical Sciences Institute](#)
- [Porto Business School](#)

Make change happen

ACCREDITATIONS



MEMBERSHIPS



RANKINGS

