

# **HOW TO ACCESS DELNET ONLINE SERVICES** **THROUGH THE WEB**

DELNET wants its Member-Libraries to make best use of its online resources. In order to facilitate efficient and effective searching of information through the various online databases and union catalogues of DELNET, this HELP has been provided. This HELP provides stepwise instructions and the necessary procedures. This will help the user in making the search pinpointed and specific so that relevant and desired information is retrieved fast.

DELNET information resources are bibliographic in nature but DELNET provides the delivery of individual books as and when required by the Member-Libraries and photocopies of journal articles that are published in Indian and foreign journals through its Inter Library Loan / Document Delivery Services. These facilities are additionally being subscribed by the libraries have to pay for Courier/Post and Photocopying charges against each transaction. The Member-Libraries can send the list of bibliographical references of journal articles either through online or through E-Mail.

You can also reach us through E-Mail at: [gtbitlibrary@gmail.com](mailto:gtbitlibrary@gmail.com)

## **How to Search?**

### *Step 1*

Click onto **DELNET ONLINE** option.

### *Step 2*

**A new web page appears which prompts you to provide the USER NAME (gtbit) and the PASSWORD (gtbit71).**

### *Step 3*

Click onto **START** button which appears on the same page. Just wait for a few seconds to get the authentication done.

### *Step 4*

A new web page appears showing linkages to DELNET Databases. On the left hand frame, you get the abbreviations of the Participating Libraries who have contributed the records to various databases. This is a pointer for giving the full

name of the Institutions wherein the material (Books, Journals, etc.) are physically available. These abbreviations are being represented in the Location Code / Library Holding of the various databases.

### *Step 5*

#### **For Searching Book Catalogue, Journals, etc.**

If you want to search for any specific book, kindly double click the very first database, i.e. Union Catalogue of Books: CCF. This database currently has bibliographic information of more than 25 lakh books. These books are available in different Member-Libraries all across the country. The database size of these Union Catalogues grows with each passing day since more and more records of the Member-Libraries are getting merged into the system on a daily basis.

### *Step 6*

As you click the Union Catalogue of Books: CCF, a window appears displaying: "You are Accessing – Union Catalogue of Books: CCF" with the searching options such as Title, Author, Subject, Series, Date of Publication, Place and Publisher, Corporate Body, Locations, etc. Searching can be done through any of the fields available in a database. The Boolean operators can also be used between the various fields for narrowing down the search hits.

**Example:** Let us assume that you want to search for books on "Electrical Engineering". You are requested to type "Electrical Engineering" in the space provided against Title Box. In order to ensure that both the words "Electrical" and "Engineering" appear in the title of each searched record, you have to ensure that you have selected "**contains all**" from the following five options in the title search: "**contains all**", "**contains in order**", "**contains the phrase**", "**contains any**", "**includes**". In the search results you will find that the words: "Electrical" and "Engineering" will be present in any order. But if you want "Electrical engineering" to be present in the search results in the same order, i.e. "Electrical Engineering", then select the option "**contains in order**". If you choose the **EXACT PHRASE** option then the system will look out for the exact appearance of Electrical Engineering, i.e. both words to appear as exactly in the title. You can also choose the wildcard searching (right truncations) by choosing the **INCLUDE** option. However, please see to it that only a single word can be given in this case since it is going to perform a right truncation searching. For **Example**, Elect\* will display the result set with the titles wherein words like Electrical, Electricity, Electronic will all appear.

The searching strategies for all the databases are the same.

**The following is the list of major Union Catalogues, Union Lists, etc. of DELNET –**

**Union Catalogue of Books: CCF  
Union Catalogue of Books: MARC  
Union List of Periodicals  
Union Catalogue of Periodicals  
Articles' Database  
Union List of CD-ROMs  
Indian Specialists: A Who's Who  
Union List of Video Recordings  
Thesis and Dissertations Database  
Union List of Sound Recordings  
DEVINSA Database  
Urdu Manuscripts  
National Bibliographic Database  
Engineering and Technology E-Journals: Table of Contents**

**Links to Other Databases**

**Cambridge Online Dictionaries  
Networked Digital Library of Theses and Dissertation  
GISTNIC Databases  
MEDLINE and Other Databases of NLM  
ENVIS  
SARAI: South Asian Resources Access on the INTERNET  
U.S. Patents: Full Text  
Library of Congress Catalogues**

***Step 7***

**ILL Online Registration for Books/Articles (only Staff and students of Institute)**

Once the results of the query are displayed, you can place an ILL request for books or a request for photocopies of articles along with mentioning your LIBRARY Membership number we will process the request and arrange you the books(s), journal and articles in the Library.

## **Send E-Mail**

Please feel free to send us ILL requests for Books or requests for photocopies of Journal Articles through E-Mail to [gtbitlibrary@gmail.com](mailto:gtbitlibrary@gmail.com)

**We assure you that we will reply promptly to your queries**

## **Points to Remember**

1. **Do not** use any articles, i.e. a, an, the **or** prepositions, e.g. for, on, of, etc. while searching.
2. **In E-Mail communications**, please mention your full name, designation and postal address including pin code and telephone number.
3. **You are free to give** our E-Mail address to the researchers and scholars of your institute/ college for sending bibliographic references to us. The desired material will be sent only to the library.