

DELNET: Developing Library Network

HOW TO ACCESS DELNET ONLINE SERVICES

Step 1

Go to DELNET Website at <http://delnet.nic.in/> through Internet Explorer or Netscape.

Step 2

Click onto **DELNET ONLINE** option.

Step 3

A new web page appears which prompts you to provide the USER NAME and the PASSWORD. Kindly obtain them from the Head (Library Services) of your institution. The User Name and the Password are not case sensitive. You can either write them in lower or upper case letters. Please be extra cautious while mentioning these details, as extra spaces or incorrect spellings can stop your access further.

Step 4

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

Step 5

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 6

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 7

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.

Step 8

ILL Online Registration for Books/Articles

Once the results of the query are displayed, you can place an ILL request for books or a request for photocopies of articles to the librarian,

For any assistance regarding DELNET services please contact the library staff