Quick Search:
Type your search terms into the search bar in the top left corner of the screen. It will automatically search these words under ‘title, subject, keywords or series’ of the book. To search by author instead, click ‘Author’ in the drop down list. You can filter your results in the left hand side panel. Clicking on the book will give you more information and options.

Advanced Search
When you need to search across different fields, such as; author AND title, series AND subject and so on – you can use the Advanced Search to get these results!

Here’s how:
1. Click the ‘Advanced Search’ drop down menu next to the search bar, in the tabs along the top of the screen.
2. Type the details into the different fields to get your results.

Let’s search for ‘Psychology Checkpoints’ as an example:
1. Simply type ‘Psychology’ into the title box
2. And ‘Checkpoints’ into the series box - select a series from the dropdown menu
3. Click ‘Search’ at the bottom

Now you will only get these specific items listed and not every checkpoints book we have in the LRC!

Login to the OPAC:
The OPAC (Online Public Access Catalogue) is where you can search for all the resources in the LRC catalogue, reserve, review, save lists, and track you borrowing.

1. The name of the person logged into the OPAC will appear in the top-right corner of the screen. Click to enter your student number. If you do not have a PIN, leave this blank.
2. Your borrowing details will appear on the screen, and you can check your current/past loans.
3. Click the profile icon to access your Profile, and you can add a PIN number to your account or add to the ‘My Interests’ section for personalised alerts for new books.

Make sure you LOGOUT through your Profile when you are done, or your details may not be secure!

Create a List: (Citations, Email & Printing)
Drag and drop books to add to ‘My List’ and then select ‘Options > Save’ to keep your list.

The My List function also allows you to print your list, create citations and email citations. Click ‘My List’ > ‘Options’ > then select the option you need.
Reserve a book:

1. Search for the book you wish to reserve in the OPAC search box. (see ‘Search for a Book’ in this guide)
2. To reserve the books that you have chosen: drag and drop the image of the book into the ‘reserve’ tab along the top of the screen. You can also check your reserves in this menu area.
3. You will need to login with your student number (top right corner). If you do not have a PIN, leave this blank.
4. OR you can click on the book to open up an information window, and select ‘make a reserve’ on the left side panel.
5. **Make sure you LOGOUT when you are done!**
6. You will receive an email when your book is available for you to borrow from the library. Come ask at the desk.

Request a book:

1. Go to the LRC website at library.macrobr.vic.edu.au or through Compass or the Student Portal.
2. Click on the ‘Request a Book’ link on the home page.
3. Fill in the request form in the new window and click ‘submit’
4. LRC staff will check and vet requests.
5. You will be sent an email when the requested book has arrived.

Review a book:

1. Search for the book you wish to review. (see ‘Search for a Book’ in this guide)
2. From the results list, click on the book you are trying to review. This will open its information in another box.
3. In this window, click the ‘write a review’ button on the left side panel.
4. You will need to login (top right corner). If you do not have a PIN, leave this blank.
5. Now you can write your book review and click ‘submit’.
6. Others can read your review in this same window under the reviews tab along the bottom.
7. **Make sure you LOGOUT when you are done!**

Request a Book

Scan the QR code to use the catalogue.