DELNET wants its Member-Libraries which are more than 4000 in number 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 brochure has been prepared. It 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 and full-text in nature. DELNET provides the delivery of physical books through Inter Library Loan as and when required by Member-Libraries and photocopies of journal articles that are published in Indian and foreign journals through its Document Delivery Services. Besides the ILL fee, 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 books/journal articles either online or through E-mail. You can reach us through E-mail at: sangs@delnet.ren.nic.in, sangskaul2003@yahoo.co.in

How to Search?

Step 1

Go to DELNET Website at www.delnet.nic.in

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 case 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 Holdings of the various records in the databases.

Step 6

For Searching Book Catalogues, Journals, etc.

If you want to search for any specific book, kindly double click the Union Catalogue of Books. This database currently has bibliographic information of more than 1.2 Crore books. These books are available in different Member-Libraries all across the country and outside India also. The database size of these Union Catalogues grows with each passing day since more and more records of Member-Libraries are being merged into the system on a daily basis.

Step 7

As you click the Union Catalogue of Books, a window appears displaying: "You are Accessing-Union Catalogue of Books" with the searching options such as Title, Author, Subject, Series, Date of Publication, Place and Publisher, Corporate Body, Locations, etc. Searching can also 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 the 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 sets 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.

BOOKS Union Catalogue of Books; E-Books.

JOURNALS Union List of Journals; Union Catalogue of Journals(with Holdings); Articles Database

E-JOURNALS Dental E-journals; Education E-journals; Engineering and Technology E-journals; Management E-journals; Pharmacy E-journals.

Other Online Databases GISTNIC, MEDLINE and other databases of NLM; US Patents : Full Text, Cambridge Dictionary Online, ODLIS : Online Dictionary for Lib & Inf. Science

Step 8

ILL ONLINE REGISTRATION FOR BOOKS

Once the results of the query are displayed, you can place an ILL request for books, if you are subscribing to ILL Online. For placing the request for selected Books, kindly double-click on a selected book for which you wish to register the request to DELNET and the full details will appear on the next screen. Click onto the icon marked POST which appears just on top of the description area and a new ILL form will be generated with the already filled in data of the Book. At this point you may kindly type the ILL Password in the appropriate Box and also complete the other details including your name, telephone number, name of the institution, etc. Kindly note that no field of the form should be left blank or else, the request may not get registered. After filling in the ILL form, click the "SUBMIT REQUEST" and within a few seconds a message on the screen will appear conveying that the request is successfully registered with DELNET. We will process the request and send you the book(s) through courier/post as desired by you.

Journal Articles through Document Delivery Services

For Journal articles, you may kindly send the email with the detailed bibliographical references and DELNET will arrange these journal articles.

Send an E-mail

Please feel free to send us ILL requests for Books or requests for photocopies of Journal Articles through E-mail to **sangs@delnet.ren.nic.in, sangskaul2003@yahoo.co.in**

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

Charging Mechanism

DELNET raises the bills for the amount incurred on Courier/Photocopying, etc. and sends it along with the parcel. The institutions may kindly send us the payments through Demand Drafts to be drawn in favour of "DELNET" and payable at New Delhi. The Head (Library Services) may also consolidate the bills and send the payment once a month or so depending upon the usage. Please feel free to contact us for any further queries through any of the communication modes.

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 bibliographical references to us. The desired material will be sent only to the library.

4. If you wish to get journal articles, please send us the bibliography and DELNET will arrange for its delivery.

For more details, write to:

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