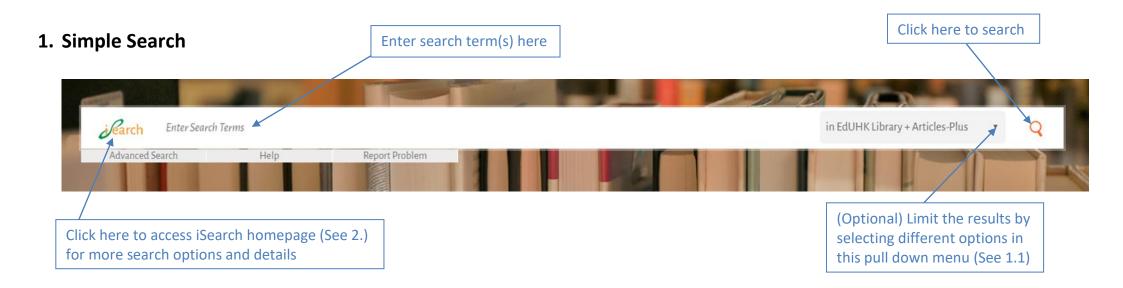




Ta	h	ما	οf	CO	nte	ents
10	_		VI.	LU	1110	:1163

1.	Simple Search	P. 2
2.	iSearch Homepage	P. 3
3.	Advanced Search	P. 4
4.	Journal Search	P. 5
5.	Browse	P. 6
6.	Citation Linker	P. 7
7.	Newspaper	P. 8
8.	Search Results Display	P. 9
9.	Full Record Display	P. 10
	9.1 Print book	
	9.2 E-book	
	9.3 Article	
	9.4 Print journal	
	9.5 E-journal	
10.	Sign in MyLibrary Record	P. 15
11.	Change Password (For campus user card holders only)	P. 16
12.	View MyLibrary Record	P. 17
13.	Renewal	P. 19
14.	Request loan item	P. 20
15.	Request Inter-campus delivery	P. 22
16.	Request HKALL	P. 23

iSearch is a single search platform for finding Library books, journals, media resources, course reserves, articles, HKALL and more.



1.1 What are you searching by selecting different options in pull down menu?

in EdUHK Library + Articles-Plus ▼

in EdUHK Library

in EdUHK Course Reserve

in Articles-Plus

in HKALL

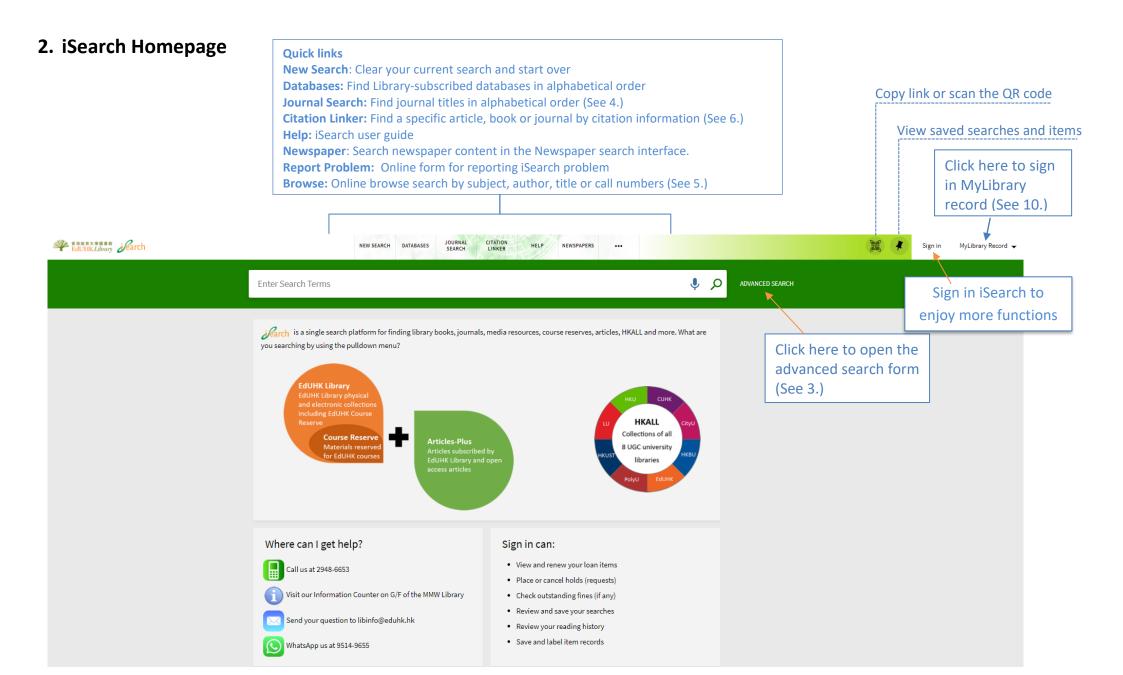
EdUHK Library + Articles-Plus: Resources in EdUHK Library and Articles-Plus

EdUHK Library: EdUHK Library physical and electronic collections including EdUHK Course Reserve

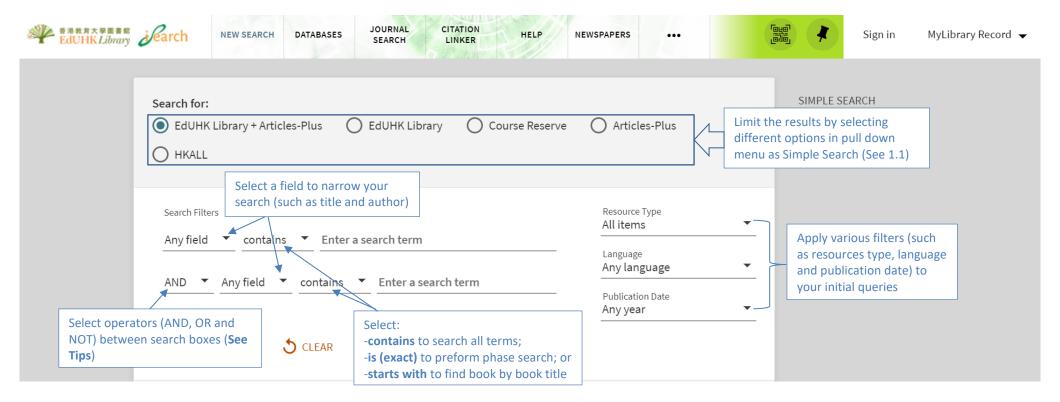
EdUHK Course Reserve: Materials reserved for EdUHK courses

Articles-Plus: Articles subscribed by EdUHK Library and open access articles

HKALL: Collections of all 8 UGC university libraries

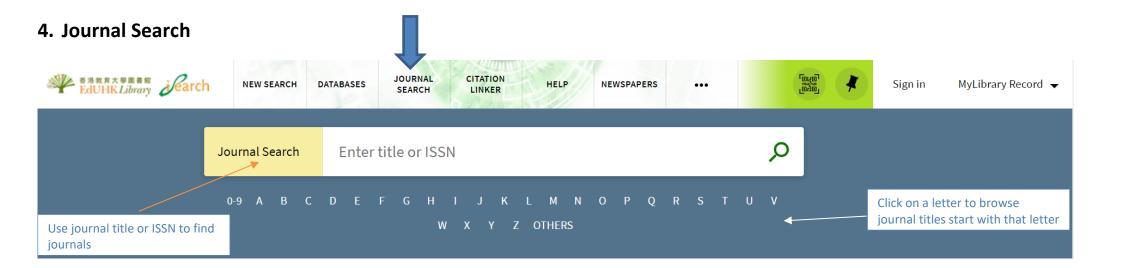


3. Advanced Search

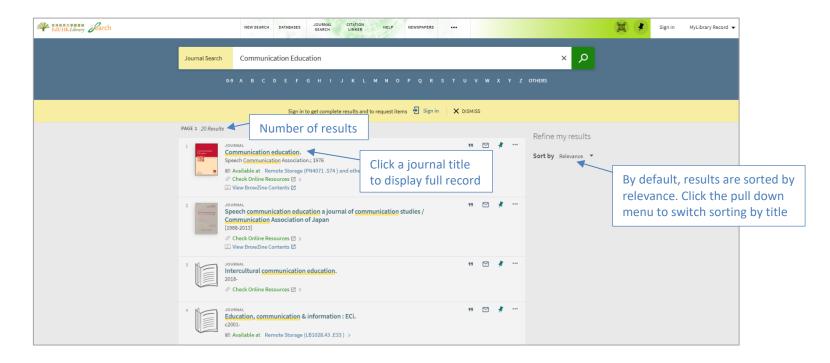


Tips:

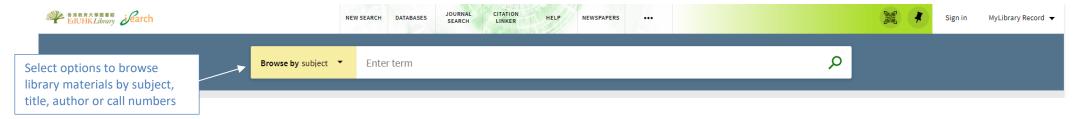
Symbol	Function	Example
AND	include two or more terms in your results	networking AND privacy
OR	Only one term needs to be included in your results	privacy OR identity
NOT	Exclude certain terms from your results	NOT policy
" " (Phase search)	Search for two or more words as an exact phrase	"social media"
? (Wildcard)	Perform a single character wildcard search	wom?n for woman and women
* (Truncation)	Perform a multiple character wildcard search	cultur* for culture, cultural and culturally
()	Allow you to group terms within a query	(privacy OR identity) NOT policy



Example:

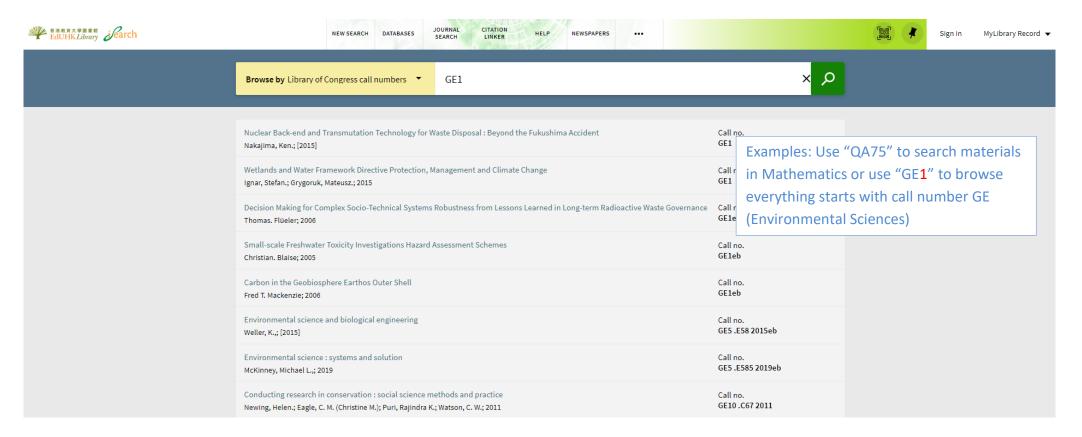


5. Browse



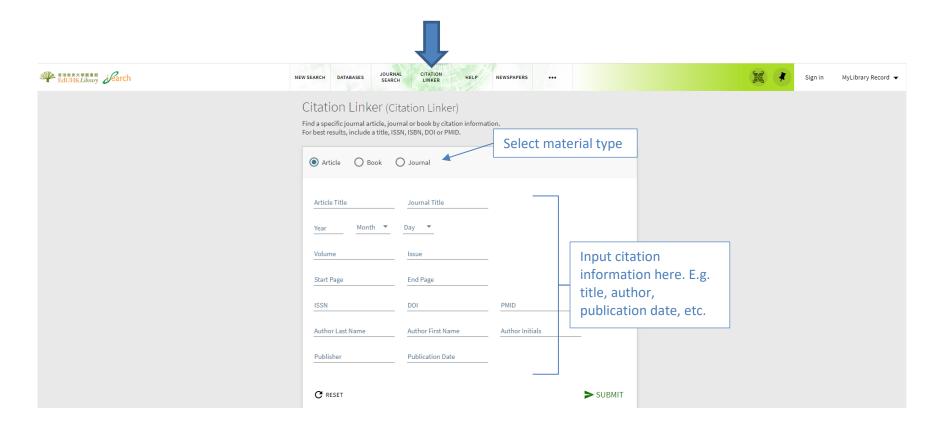
Tips:

To browse library materials by call number, the search term must include alphabet and numeric value. Click here for more classes and subclasses of the Library of Congress Classification.



6. Citation Linker

Use Citation Linker to find a specific article, book or journal by citation information.

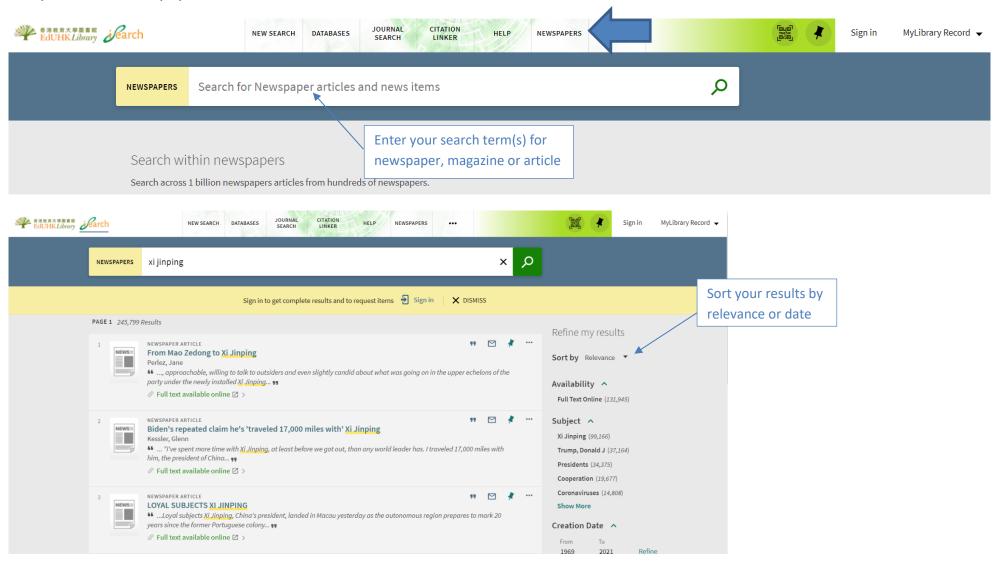


Tips:

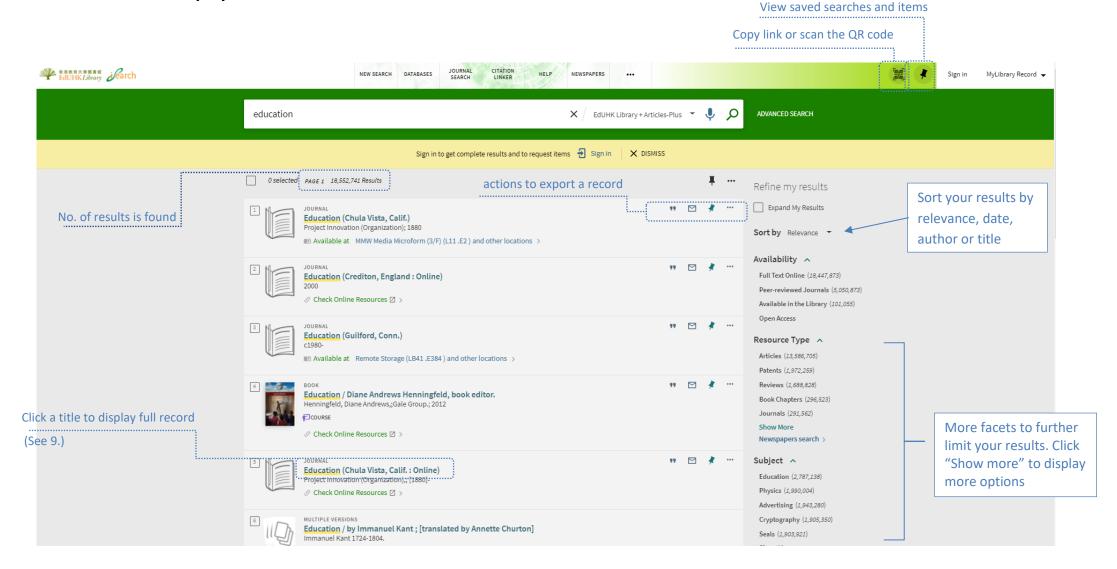
For accurate result, please provide two or more citation information.

7. Newspaper

The Newspaper Search page allows users to search only for newspaper content from a separate index that contains various and more specialized newspaper collections.

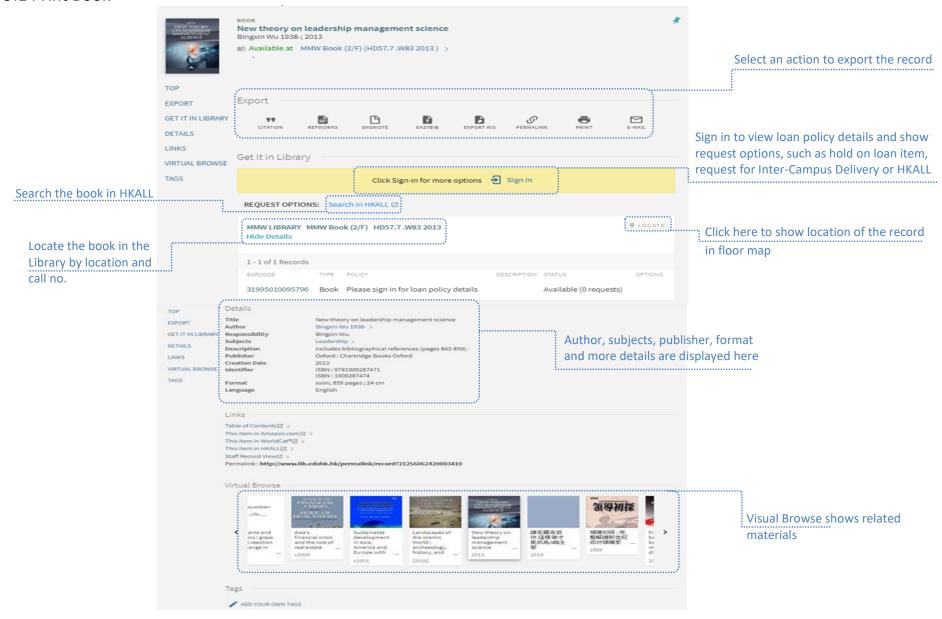


8. Search Results Display



9. Full Record Display

9.1 Print Book



9.2 E-book

Select a Field (option... +

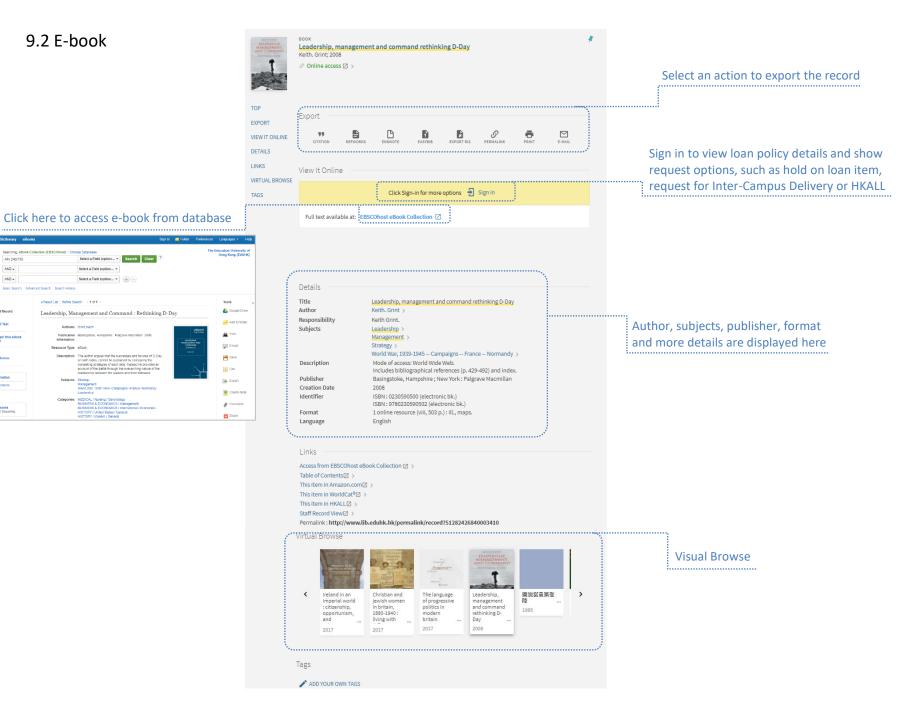
Select a Field (option... •

Leadership, Management and Command : Rethinking D-Day

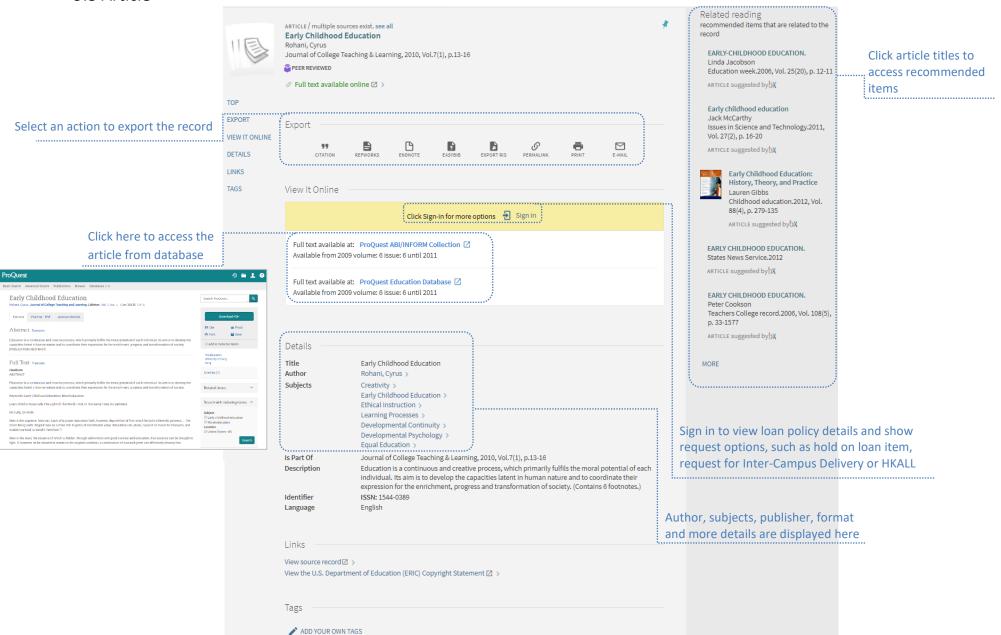
AND +

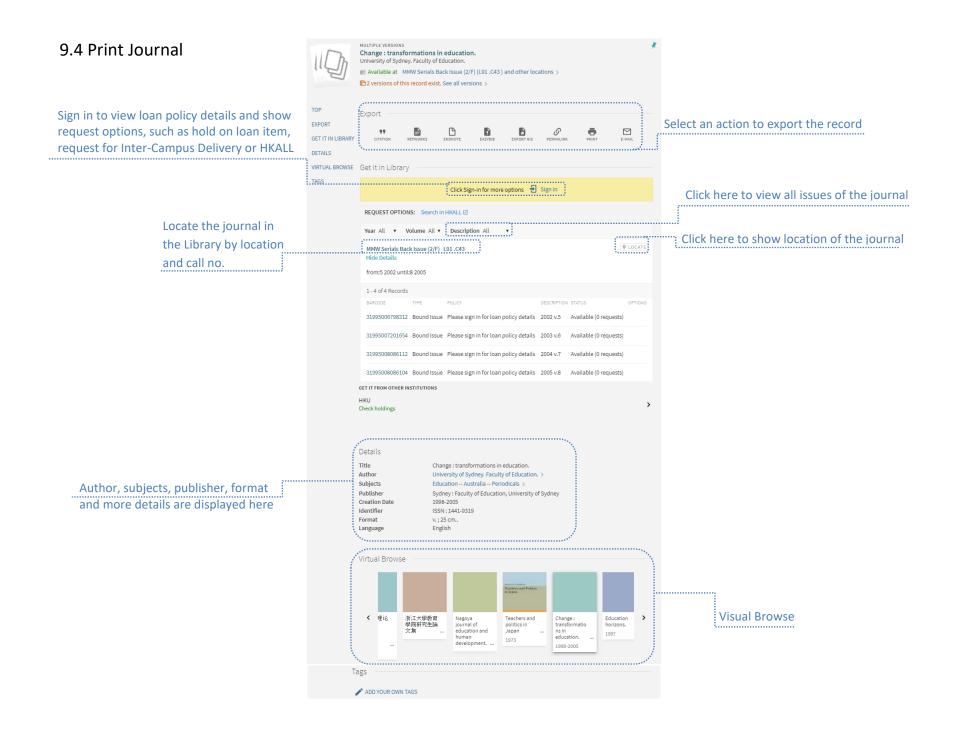
PDF Full Text

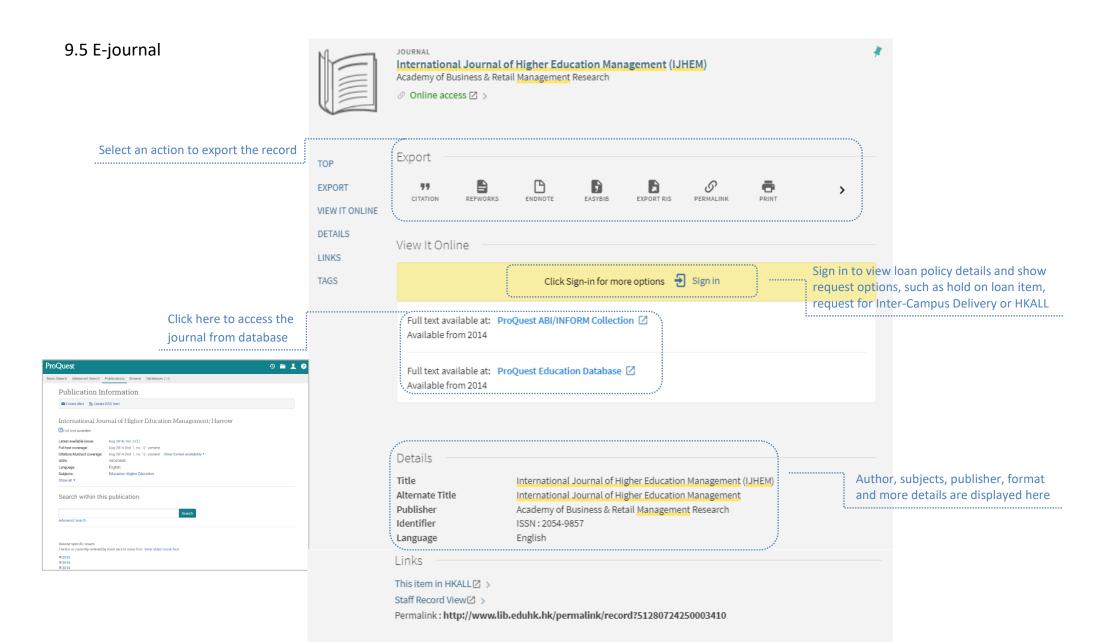
Find Similar Results using SmartText Searching



9.3 Article

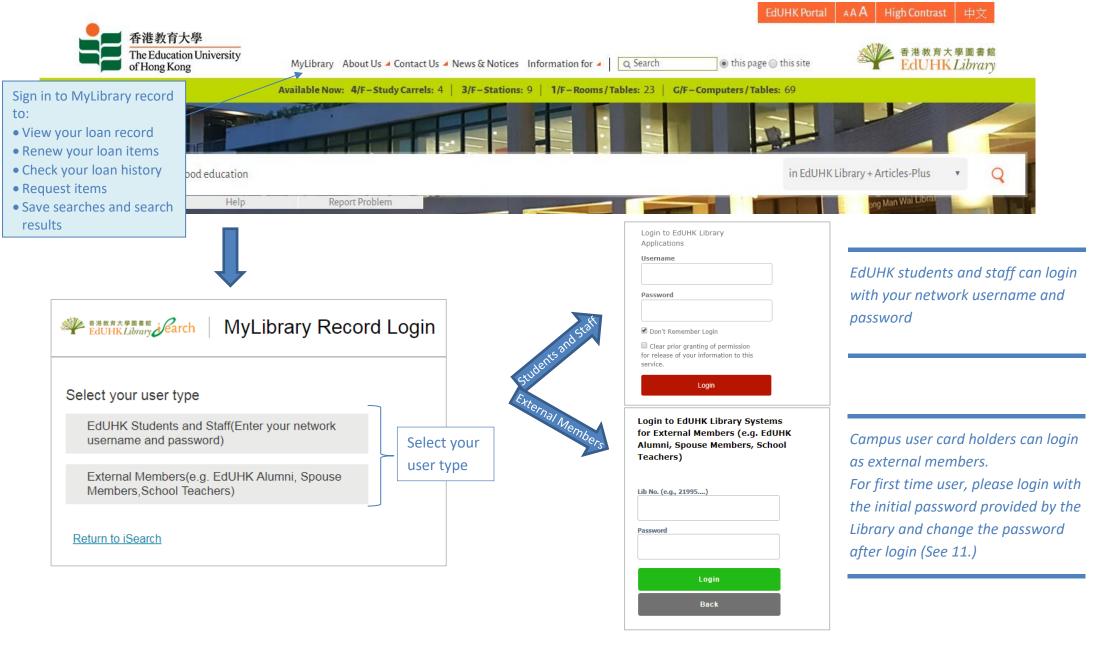




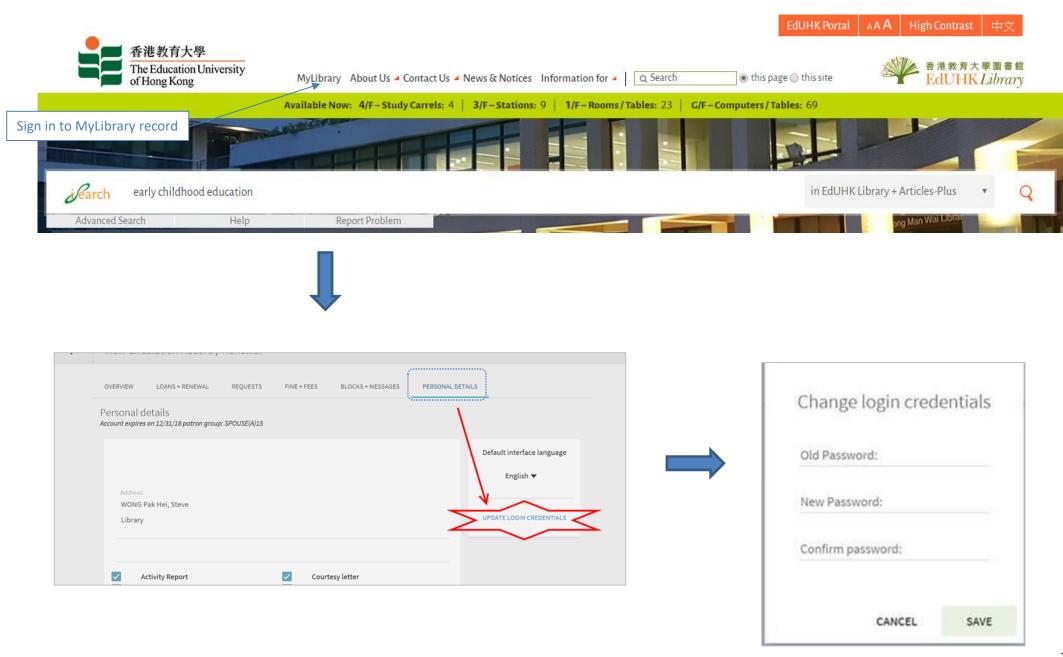


Tags

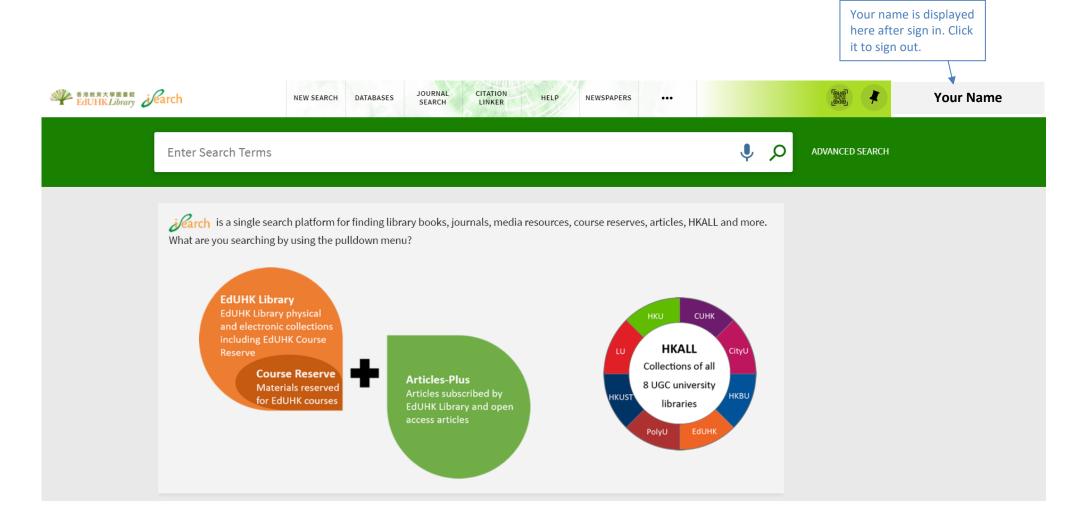
10. Sign in MyLibrary Record

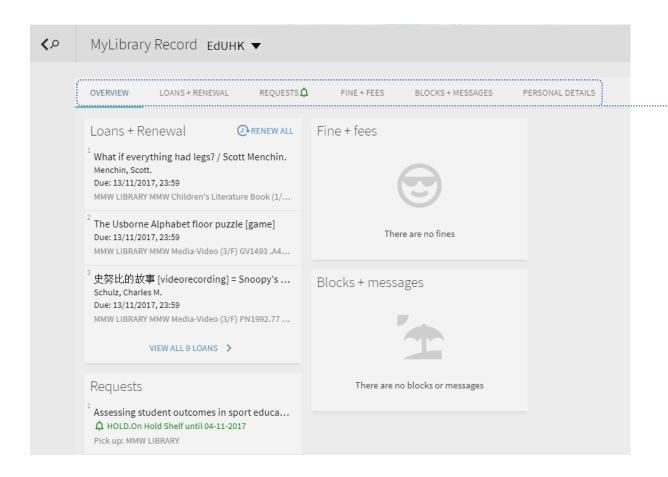


11. Change Password (For campus user card holders only)



12. View MyLibrary Record





Tips: Remember to click "Sign Out" to quit. **Overview:** Summary of your loan record.

Loans + Renewal: Details display of your check-out

items

Requests: List items that you have reserved

Fine + fees: Outstanding payment

Block + message: Library privileges suspended message

13. Renewal



Mouse over "NOT RENEWABLE" to check the reason



Notice:

 All loans with a loan period of 14 days or more may be renewed up to the maximum loan period specified below unless a hold or a recall has been placed

Initial Loan Period	Maximum Loan Period after Renewals
14 days	56 days
30 days	240 days
90 days	360 days

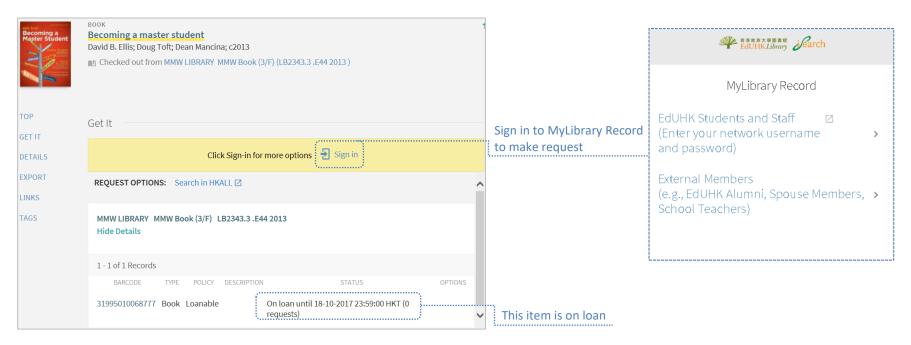
- Overdue item is not renewable
- Item will be renewed automatically before the due date if the borrower does not take any actions to return or renew the item

14. Request loan item

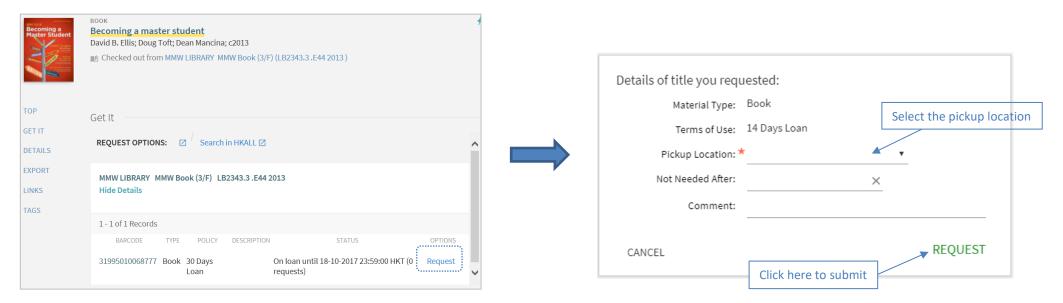
Place a hold on a loan item

You may place a hold on an item with a loan period of 14 days or more in the Library Collections (JULAC card holders and category D members are excluded).

Step 1. Retrieve the desired item from iSearch



Step 2. Click "Request" after sign in



Tips:

- You will receive a Pickup Notice via e-mail when the items are available. A Pickup Message will also appear in your
 MyLibrary Record.
- Reserved items must be collected within 7 days (or 5 days for 14-day loan items) from the date of the Pickup Notice.
- Click <u>here</u> to check your request hold quota.

15. Inter-campus Delivery

EdUHK Student, Staff, Self-funded Non-credit Bearing Programme Students, Staff Dependants and Alumni of the University can request circulating materials housed in MMW Library be sent to the Tseung Kwan O Study Centre Learning Commons for borrowing, or vice versa.

Retrieve the desired item from iSearch and sign in to show "request" option



Tips:

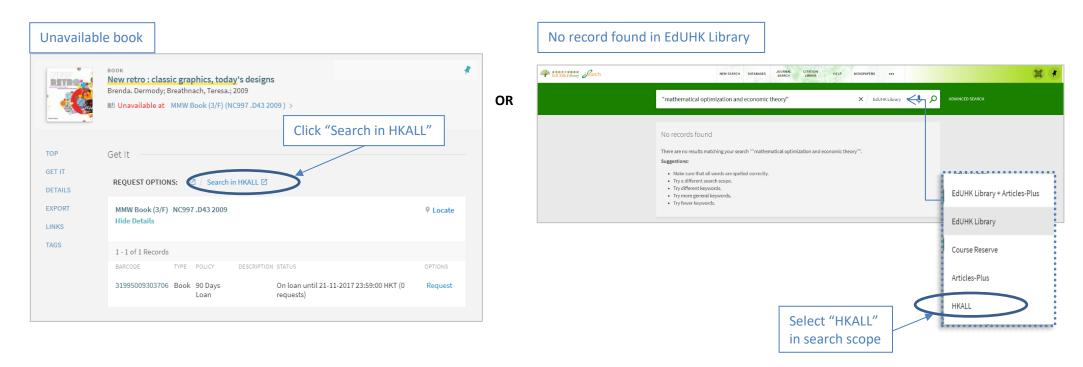
ш

- Only circulating/loanable materials can be requested for Inter-Campus Delivery.
- Items cannot be requested for delivery within the same library unless the items are currently on loan, i.e. a user cannot request delivering a MMW book which is not on loan to MMW Circulation Counter.
- You will receive a Pickup Notice via e-mail when the items are available. A Pickup Message will also appear in your MyLibrary Record.
- You can go to MyLibrary Record to check or manage your request.

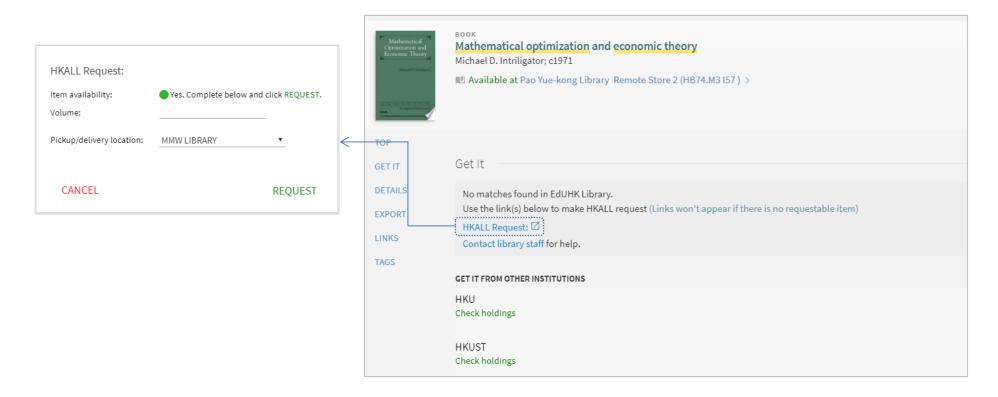
16. Request HKALL

EdUHK Students and staff can borrow books (print materials only) from the other 7 UGC university libraries.

Step 1. If the desired book is unavailable or no record found in EdUHK Library, select "HKALL" in "Search Scope" menu or click "Search in HKALL" to search the book in HKALL



Step 2. Retrieve the desired item from HKALL and click "HKALL Request" to submit request



To learn more about iSearch

You are welcome to contact our Information Counter on the G/F of MMW Library in person, by phone at 2948 6653 or via email at libinfo@eduhk.hk.

Tips:

- You will receive a Pickup Notice via e-mail when the items are available. A Pickup Message will also appear in your MyLibrary Record.
- Reserved items must be collected within 5 days from the date of the Pickup Notice.
- Check out the HKALL loan rules at http://www.lib.eduhk.hk/info/services/hkall.html