# User Guide

## Table of contents

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. Simple Search

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>in EdUHK Library + Articles-Plus ▼</td>
<td>Resources in EdUHK Library and Articles-Plus</td>
</tr>
<tr>
<td>in EdUHK Library</td>
<td>EdUHK Library: EdUHK Library physical and electronic collections including EdUHK Course Reserve</td>
</tr>
<tr>
<td>in EdUHK Course Reserve</td>
<td>EdUHK Course Reserve: Materials reserved for EdUHK courses</td>
</tr>
<tr>
<td>in Articles-Plus</td>
<td>Articles subscribed by EdUHK Library and open access articles</td>
</tr>
<tr>
<td>in HKALL</td>
<td>HKALL: Collections of all 8 UGC university libraries</td>
</tr>
</tbody>
</table>

Click here to access iSearch homepage (See 2.) for more search options and details

Enter search term(s) here

(Optional) Limit the results by selecting different options in this pull down menu (See 1.1)

Click here to search
2. iSearch Homepage

Quick links
- **New Search**: Clear your current search and start over
- **Databases**: Find Library-subscribed databases in alphabetical order
- **Journal Search**: Find journal titles in alphabetical order (See 4.)
- **Citation Linker**: Find a specific article, book or journal by citation information (See 6.)
- **Help**: iSearch user guide
- **Newspaper**: Search newspaper content in the Newspaper search interface.
- **Report Problem**: Online form for reporting iSearch problem
- **Browse**: Online browse search by subject, author, title or call numbers (See 5.)

Copy link or scan the QR code
View saved searches and items
Click here to sign in MyLibrary record (See 10.)
Sign in iSearch to enjoy more functions
Click here to open the advanced search form (See 3.)
3. Advanced Search

**Search Filters**
- Select a field to narrow your search (such as title and author).
- Select operators (AND, OR and NOT) between search boxes (See Tips).

**Search for:**
- EdUHK Library + Articles-Plus
- EdUHK Library
- Course Reserve
- Articles-Plus
- HKALL

**Search Filters**
- Any field contains Enter a search term
- AND Any field contains Enter a search term

**Search Filters**
- Resource Type: All Items
- Language: Any language
- Publication Date: Any year

**Tips:**

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

**Limit the results by selecting different options in pull down menu as Simple Search (See 1.1)**

**Apply various filters (such as resources type, language and publication date) to your initial queries**
4. Journal Search

Use journal title or ISSN to find journals

Click on a letter to browse journal titles start with that letter

Example:

Number of results

Click a journal title to display full record

By default, results are sorted by relevance. Click the pull down menu to switch sorting by title
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.

Examples: Use “QA75” to search materials in Mathematics or use “GE1” to browse everything starts with call number GE (Environmental Sciences).
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.

Enter your search term(s) for newspaper, magazine or article

Sort your results by relevance or date
8. Search Results Display

- **No. of results is found**: 28,522,742 results
- **Click a title to display full record**: (See 9.)
- **Actions to export a record**: 
- **Sort your results by relevance, date, author or title**
- **More facets to further limit your results**: Click “Show more” to display more options
- **View saved searches and items**
- **Copy link or scan the QR code**
9. Full Record Display
9.1 Print Book

- Select an action to export the record
- Sign in to view loan policy details and show request options, such as hold on loan item, request for Inter-Campus Delivery or HKALL
- Click here to show location of the record in floor map
- Author, subjects, publisher, format and more details are displayed here
- Visual Browse shows related materials

Search the book in HKALL
Locate the book in the Library by location and call no.
9.2 E-book

Click here to access e-book from database

Select an action to export the record

Sign in to view loan policy details and show request options, such as hold on loan item, request for Inter-Campus Delivery or HKALL

Author, subjects, publisher, format and more details are displayed here

Visual Browse
9.3 Article

Select an action to export the record

Click here to access the article from database

Click article titles to access recommended items

Sign in to view loan policy details and show request options, such as hold on loan item, request for Inter-Campus Delivery or HKALL

Author, subjects, publisher, format and more details are displayed here
9.5 E-journal

Select an action to export the record

Click here to access the journal from database

Author, subjects, publisher, format and more details are displayed here

Sign in to view loan policy details and show request options, such as hold on loan item, request for Inter-Campus Delivery or HKALL
10. Sign in MyLibrary Record

Sign in to MyLibrary record to:
- View your loan record
- Renew your loan items
- Check your loan history
- Request items
- Save searches and search results

EdUHK students and staff can login with your network username and password

Campus user card holders can login as external members. For first time user, please login with the initial password provided by the Library and change the password after login (See 11.)
11. Change Password (For campus user card holders only)
12. View MyLibrary Record

Your name is displayed here after sign in. Click it to sign out.
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

Click "LOANS + RENEWAL"

Click "RENEW"

Mouse over "NOT RENEWABLE" to check the reason

A new due date message is displayed. (The new due date is calculated from the date of renewal.)

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.

<table>
<thead>
<tr>
<th>Initial Loan Period</th>
<th>Maximum Loan Period after Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 days</td>
<td>56 days</td>
</tr>
<tr>
<td>30 days</td>
<td>240 days</td>
</tr>
<tr>
<td>90 days</td>
<td>360 days</td>
</tr>
</tbody>
</table>

- 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

![Image of a book titled "Becoming a Master Student" checked out from MW Library MW Book (3/F) LB2343.3.E44 2013 with a status indicating it is on loan.]

- Sign in to MyLibrary Record to make request
- This item is on loan

MyLibrary Record

- EdUHK Students and Staff (Enter your network username and password)
- External Members (e.g., EdUHK Alumni, Spouse Members, School Teachers)
Step 2. Click “Request” after sign in

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 here to check your request hold quota.
15. Inter-campus Delivery

EdUHK Student, Staff, Self-funded Non-credit Bearing Programme Students, Staff Dependents 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:
- 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