Practical Library Tips for MScMIB Students

Lingnan University Library (Aug 2018)
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The PowerPoint can be downloaded at:
http://libguides.ln.edu.hk/il_handouts
By the end of this workshop, you will be able to:

- understand the orientation of the library website in order to locate useful library resources and services
- learn search skills for searching I-Search to retrieve relevant materials for your study and research
- identify sources for finding information that is not available in LU Library
- have an overview of library online resources available for your programme
Overview of the Library Website

We shall begin with http://www.library.ln.edu.hk/

Quick links
E.g. My Library Account, Databases, Room Booking System, etc.

Search box

Different user groups
Information and Services for Postgraduates

http://www.library.ln.edu.hk/users_pg

Information for New Students

- Library Guidebook
- Library Orientation Video

Borrowing

- 100 books for 60 days (UGC funded) / 40 books for 30 days
- (Self-financed): 10 AV materials for 7 days. More details...
- Online Renew checked-out books
- Find reserve materials by Course or Instructor
- Check your Library Account
- Check your Loan History
- Overdue Fines Table
- Make an In process of Cataloguing Items Request: Requested items will be ready in 3 working days
- Request for Searching items Not on Shelves

Access to Electronic Resources

- Databases
- E-books
- E-Journals
- Theses and Dissertations
- Off-campus Access
- Database User Guides

Digital Repository

Access to Materials from Other Libraries

- Request books from HKALL
- Request articles & books not available in LU Library via Interlibrary Loan Services
- Access to Other UGC-funded Libraries

Prospectus for MPhil and PhD Programmes
I-Search

http://www.library.ln.edu.hk

- An integrated search engine to search for all kinds of materials including journal articles, books, book chapters, AV materials, Lingnan Digital Repository & HKALL.
<table>
<thead>
<tr>
<th>Search Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| Everything        | To search for articles, journal titles, books & e-books, audio-visual (AV) materials, Digital Commons etc.  
                     | (EXCEPT HKALL books)                                                                                                                                                   |
| Books, AV & More  | It likes the old "Library Catalogue", good for searching for books, e-books, journal titles and audio-visual (AV) materials from the Library  
                     | (EXCEPT HKALL books)                                                                                                                                                   |
| Articles+         | To search for journal articles, book reviews and newspaper articles, etc.                                                                                         |
| Course Reserves   | To search for books and AV materials that are designated as "Course Reserves" by academic staff of the University                                             |
| Journals          | To search for journal titles and magazines (but not journal articles) that are subscribed by the Library                                                           |
| Digital Repository| To search for Lingnan Archives and scholarly publications of the Lingnan community                                                                              |
| HKALL             | To search for the resources from the 8 UGC-funded university libraries of Hong Kong                                                                                |
Filtering Results

The filtering function on the left hand of the result page helps to refine your result easily and effectively. Filters can be used to find resources available online, peer-reviewed articles or physically available in the library, etc.
Multiple Versions
It means that there are more than one edition of publication years or different material types e.g. one book, one CD, etc.

To go back to the result list, remove “List of Versions” icon or clicking back page.
After searching for physical items in I-Search, here below are important tips for you to find out WHERE the item is:

- Location & Call Number of the item: where it is stored and the exact address
- Status of the item: available or not

Sign-in to view the loan policy/ request the item
Sending Results

In the record detail page, it's very easy to send result to reference management tools, create citations, get permanent links, email or print the records.
In Class Exercise 1

What is the hardcopy book title of the Harry Potter book series published on 2016?
My Library Account

1-Search
Everything Books, AV & More Articles Course Reserves Journals Digital Repository HKALL

Need Help

Connect Us At

Sign in

Search anything

1-Search
One-stop searching of the Library Books, AV, and Journal, etc., with seamless access to the full text of articles and e-books subscribed by the Library.

Sign in to My Library Account to
• View and renew your loan items
• Save your searches and search results
• Request items
• Access full text

Databases
You can browse or search the databases subscribed by the Library.

Need Help?

Email Us
Send us your question. Responses within one working day.

In-person
Visit our Integrated Helpdesk at Information Commons (Library 1F)

Call Us
For immediate response, call a librarian at 2656-8571 during service hours

WhatsApp Us
WhatsApp us at 6067.6002
My Library Account

- Sign in with your Lingnan Email username and password
- View loan policy
- Request items in LU Library or from HKALL
- View full-text
- View and renew your loan items
- View your loan history
- Save your searches, search results, and create alerts
My Library Account

Loan items

Requested items
My Library Account (Mobile Version)
http://www.library.ln.edu.hk

Your turn: Try to sign in to your Library Account
My Favorites (Save Records & Search History)

After sign in, "My Favorites" allows you save your results (pin records) and save your "Search History". Records can also be exported to reference management tools such as RefWorks, Endnote, or emailed.

Go to Saved Search & Saved records

Click to save the search query

Save the record

Refine my results

Sort by Relevance

Availability

Peer-reviewed J... (657,627)
Full Text Online (2,813,153)
Available in the Lib... (1,078)

Resource Type
Advanced Search
Multiple selections and more complex search criteria can be used in the advanced search.

![Advanced Search Interface](image)

- **Search for:**
  - Everything
  - Books, AV & More
  - Course Reserves
  - HKALL
  - Articles+
  - Digital Repository

- **Title:** contains **social media**
- **AND:** Any field contains
- **Material Type:**
  - All items
- **Language:**
  - English
- **Publication Date:**
  - Last 2 years

**Search for:**

- **Title:** contains **social media**
## Other Search Tips

<table>
<thead>
<tr>
<th>Boolean Operator</th>
<th>Explanation</th>
<th>Example</th>
<th>Search result</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td>searching for results that contain both terms</td>
<td>civilization AND India</td>
<td>the search results that contains both &quot;civilization&quot; and &quot;India&quot;</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>searching for results of either term</td>
<td>civilization OR India</td>
<td>the search results that contains either &quot;civilization&quot; or &quot;India&quot;</td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>searching for results that contain only the first term</td>
<td>civilization NOT India</td>
<td>the search results that contains &quot;civilization&quot;, but exclude the content about &quot;India&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quotation Mark</th>
<th>Explanation</th>
<th>Example</th>
<th>Search result</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot; &quot;</td>
<td>search the words as an exact phrase</td>
<td>&quot;Chat Reference&quot;</td>
<td>the search result will only show the exact phrase &quot;Chat Reference&quot; (if you do not limit the phrase with quotation marks, 1-Search will then only show the result containing either word 'chat' or 'reference')</td>
</tr>
</tbody>
</table>
Other Search Tips

Wildcards

When you are searching for resources, you can use various types of wildcards to extend your search results.

<table>
<thead>
<tr>
<th>Type</th>
<th>Explanation</th>
<th>Example</th>
<th>Possible Search result</th>
</tr>
</thead>
<tbody>
<tr>
<td>? (Question mark)</td>
<td>will match any character</td>
<td>wom?n</td>
<td>women, woman</td>
</tr>
<tr>
<td>* (Asterisk)</td>
<td>will match zero or more characters within a word or at the end of a word</td>
<td>form*</td>
<td>form, formal, formula, formulate</td>
</tr>
</tbody>
</table>

Please kindly note that "?" and "*" cannot be used at the beginning of the search word.
Expand search results beyond Library’s resources that can request via ILL (Interlibrary Loan)

By default, 1-Search only displays resources available in the LU Library. To expand your results beyond resources subscribed by the Library, click the “Expand My Results” button.

Borrowing from Other Local Libraries

HKALL

Interlibrary Loan
HKALL – Borrowing from Other Local Libraries

- **HKALL** = Hong Kong Academic Library Link (香港高校圖書聯網) allows you to request for books not available at Lingnan but available at HKU, CUHK, HKUST, PolyU, CityU, HKBU or EUHK -- delivered to Lingnan normally within 3 working days

- **Access:** [http://www.library.ln.edu.hk/1-search/hkall](http://www.library.ln.edu.hk/1-search/hkall)

- **Material type:** Books

- **Quota:** Up to 15 books at the same time

- **User Guide:** [http://libguides.ln.edu.hk/hkall](http://libguides.ln.edu.hk/hkall)
How to Find Books in HKALL

- Select “HKALL” as a search option and enter search terms.

- Or in full display of a record, click “Search in HKALL”.

![Search in HKALL](image_url)
How to Find Books in HKALL

You have to **sign in** before you can see the HKALL request option.
How to Find Books in HKALL

Please note that only books are available for request in HKALL. Some special collections, AV materials, and e-resources are not available due to copyright or library loan policy restriction.

If you don’t see HKALL Request button, that means the item is not available for loan in HKALL.
In Class Exercise 2

Please find a book call “Policing in Hong Kong: history and reform ” from HKALL. Which university library have this book available for borrowing?
Borrowing Journal Articles/Books / Book Chapters from Other University Libraries via Interlibrary Loan

- Interlibrary Loan services is a service to let LU staff, post-graduates, and UGC-funded students to get journal articles, books and book chapters if they cannot find them in our Library or databases.

- Access: Services → Interlibrary Loan Services

- For details, please visit: http://www.library.ln.edu.hk/services/interlibrary-loan-services
Using Other U Libraries in Person

• JULAC Card:
  • JULAC Library (Borrower) Cardholders can access and borrow items from other UGC Libraries.
  • Apply online:
    □ Services → Library Forms → JULAC Card Application
SMS Alert Service

Make your online registration at:

http://www.library.ln.edu.hk/services/library-forms/sms
Databases

Access ALL library-subscribed databases in:
http://libguides.ln.edu.hk/databases

OR Click the “Databases” link on the Library homepage
You can browse for database titles conveniently from Databases A-Z.
Databases by Types

Browse Databases by Types
- Abstracts
- Company Information
- News
- E-books
- Statistics …
Databases by Subjects

This page contains the following sub-pages:

- Accountancy
- Applied Psychology
- Arts and Humanities
- Business
- Chinese Studies
- Computing & Decision Sciences
- Cultural Studies
- Economics
- English Studies
- Finance & Insurance
- History
- Management
- Marketing & International Business
- Multi-disciplinary
- Philosophy
- Political Science
- Social Sciences
- Sociology & Social Policy
- Translations
- Visual Studies
Selected Online Databases

- **Business Source Premier (EBSCOhost)**: Key business database with over 2,100 academic journals, trade magazines and more.
- **Emerald Insight**: Index to over 100 MCB University Press journals on marketing, human resource management, general management, economics, library & information management and engineering. Full-text is available online.
- **Factiva**: Provides searchable access to full-text information from over 35,000 online resources as well as tens of thousands of company reports and financial data. (No. of concurrent users = 5)
- **Hoover's Online**: Access to in-depth business information on the world's top 45,000 companies. Its report builder function allows users to quickly tailor make reports on the company financials, history, operations, competitive landscape and company fact sheets.
Guides@LU

- A portal to databases, subject guides and various user guides on library services and facilities

- [http://libguides.ln.edu.hk/](http://libguides.ln.edu.hk/)
Cite Sources

In academic writing, whenever we use someone else’s works, ideas, theory, quotes, methods, data, etc. we must cite the original source.

• If not, **PLAGIARISM** (學術剽竊)

• The penalty, **ZERO** mark for the assignment

• Guide: [http://libguides.ln.edu.hk/bibliography_plagiarism](http://libguides.ln.edu.hk/bibliography_plagiarism)
More Information Literacy Training available in the 1st Term

• Online registration starts from 27 Aug 2018 (Mon):
  http://www.library.ln.edu.hk/services/library-workshops
Need Help?

- General Enquiries: 2616-8586
- Reference Enquires: 2616-8571
- Chat Reference Service: 14:00 – 18:00, Mon-Fri (from 3 Sep 2018)
- WhatsApp a Librarian: 11:00 – 19:00, Mon-Fri (from 3 Sep 2018) 9:30 – 17:30 Mon – Fri (6057-6002)
Further Assistance: Research Consultation

• For in-depth research assistance, you are welcome to make an appointment for the Research Consultation Service at: http://www.library.in.edu.hk/research-consultation-service

• We will suggest databases and materials in your subject areas and assist you in constructing search strategies in your research topics.
We would like to have your feedback on the workshop, please click the following link or scan the QR code below to access the feedback form.

http://bit.ly/2mGDfmA
Any Questions?

~~ Thank You ~~

Let’s have the library tour!