Discovery of Research Information in the Library

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Chief Information Officer & University Librarian

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Overview

LIBRARY 1-SEARCH SYSTEM

GUIDES @ LU

WORKSHOPS & CONSULTATION
Library Resources

Print Collections

• Books: +550,000 vols.
• Journals: +1,044 titles
• Local and Overseas Newspapers: 24

Electronic Resources

• E-books: +1.3 million vols.
• Full-text E-Journals: +80,000
• Databases: +300 covering all core subject areas
• Full-text E-newspapers: over thousands of titles
• Examination Database
• AV materials: 188,444 titles

In-house Collections

• Digital Commons @ Lingnan University (http://commons.ln.edu.hk/)
  • Lingnan Staff Publications
  • Books and Monographs of Lingnan University
  • Lingnan Archives Collection
  • Events & Conferences of Lingnan University
  • Lingnan Theses and Dissertations
Start with Library Web Site

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

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

Search box for Library Resources

Different user groups

- Undergraduates
- Postgraduates

E.g. My Library Account, Renewal, Loan Period/Quote, Room Booking, Databases, HKALL, Off Campus Access, University Portal.
1-Search - Integrated Library Search System

- Designed to search across library print resources and subscribed core full-text databases, research outputs in digital repository, HKALL, etc.
- **Does not cover all databases subscribed by the library**

Key in your search term such as title of a book

Use " " for search keywords as a phase, e.g. "human right" - other search tips
Integrated Search Engine
### Different Scopes

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

Available in the Library means items that are physically available in the Library, will exclude online version and items that are checked out.
• 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 instead of clicking back page.
Get It In Library – Physical Items Available

After searching for physical items in 1-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 request the item
• Sign-in to view the electronic resource

View it online

To request, please Sign in

Access online at: ACLS Humanities E-book
Public notes:
Access restricted to Lingnan University users.

Access online at: UPCC Book Collections on Project MUSE
Public notes:
Access restricted to Lingnan University users.
Sending Results

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

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>SocialCorp: social media goes corporate</td>
</tr>
<tr>
<td><strong>Author</strong></td>
<td>Joel Postman</td>
</tr>
<tr>
<td><strong>Subjects</strong></td>
<td>Social media &gt; Communication in management</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>&quot;No matter the size of your company, veteran corporate communicator Joel Postman will help you develop and implement a strategy to become a SocialCorp—a company that has adopted social media intelligently and effectively, in a way that does not compromise the company’s primary obligations as a corporation. Keeping in mind the realities, such as accountability to shareholders and regulators, Joel gives practical advice and useful guidelines for implementing and managing social media initiatives.&quot;—BOOK JACKET.</td>
</tr>
<tr>
<td><strong>Related Titles</strong></td>
<td>Series: Voices that matter</td>
</tr>
<tr>
<td><strong>Publisher</strong></td>
<td>Berkeley, CA: New Riders</td>
</tr>
<tr>
<td><strong>Publication Date</strong></td>
<td>c2009</td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td>xii, 155 p. : ill. ; 23 cm.</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>English</td>
</tr>
</tbody>
</table>
| **Identifier** | ISBN 9780321580085 (pbk.)  
ISBN 0321580087 (pbk.) |

<table>
<thead>
<tr>
<th>Send to</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E-MAIL</td>
<td>PRINT</td>
</tr>
<tr>
<td>REFWORKS</td>
<td>ENDNOTE</td>
</tr>
<tr>
<td>CITATION</td>
<td>PERMALINK</td>
</tr>
<tr>
<td>EXPORT RIS</td>
<td>EXPORT BIB</td>
</tr>
</tbody>
</table>
• Multiple selections and more complex search criteria can be used in the advanced search.
### Other Search Tips (1)

<table>
<thead>
<tr>
<th>Boolean Operator</th>
<th>Explanation</th>
<th>Example</th>
<th>Search result</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>searching for results that contain both terms</td>
<td>civilization AND India</td>
<td>the search results that contain both &quot;civilization&quot; and &quot;India&quot;</td>
</tr>
<tr>
<td>OR</td>
<td>searching for results of either term</td>
<td>civilization OR India</td>
<td>the search results that contain either &quot;civilization&quot; or &quot;India&quot;</td>
</tr>
<tr>
<td>NOT</td>
<td>searching for results that contain only the first term</td>
<td>civilization NOT India</td>
<td>the search results that contain &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;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(If you do not limit the phase with quotation marks, 1-Search will then only show the result containing either word 'chat' or 'reference')</td>
</tr>
</tbody>
</table>
Other Search Tips (2)

**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.
How to Find Journals

• Search by journal title or ISSN
• Browse by A-Z alphabetical order of the journals
• To search articles from e-journals, please use “Everything” or “Articles+” search option.
How to Find A Print Journal (1)

1. Search the title in the main search box, select “Books, AV & More” then “Journals”

2. Refine the results by selecting “Available in the Library” under “Availability” for print journals on the right panel.
3. The Library will have both hardcopy and electronic version of the journals.

4. In the detail result page, scroll down to the “Get it in library”, you will see if the journal is available in “Compact Shelves” or “Serial Collection” journal shelves on 2/F South.
How to Access Online Journals

• The Library will have both hardcopy and electronic version of the journals.

• In the detail result page, scroll down to the “View it online”, you will see the online access link which direct you to the journal / journal articles

• View the journal online requires “sign-in”
Sign in to My Library Account (1)

- view and renew your loan items
- request items in Lingnan Library or from HKALL
- view full-text of the article
- save your searches, search results and create alert

From Library homepage

From 1-Search homepage
Sign in to My Library Account (2)

Sign in with your Lingnan Email username and password
Database: Business Source Premier – Publications

Publications

Previous Record  Next Record

Search within this publication

Publication Details For "Accountancy"

Title: Accountancy
ISSN: 0001-4664

Publisher Information: Wolters Kluwer UK
United Kingdom of Great Britain & Northern Ireland

Title History: Accountancy (1965 - present)
  Merged with Accountancy

Bibliographic Records: 01/01/1965 to present
Full Text: 11/01/2003 to 03/12/2019

All Issues | Current Title Only
+ 2018
+ 2017
+ 2016
+ 2015
+ 2014
+ 2013
+ 2012
+ 2011
+ 2010
+ 2009
+ 2008
+ 2007
My Library Account

Loans

1. Anne of Green Gables / L.M. Montgomery
   West, Clare.
   Due: 01/10/2017, 18:00
   Return to: Lingnan University Fong Sum Wood Library

2. 清秀佳人 / 作者趙西. 罕特蘭律; 譯者... Montgomery, L. M.
   Due: 01/10/2017, 18:00
   Return to: Lingnan University Fong Sum Wood Library

3. 清秀佳人 / 作者趙西. 罕特蘭律; 譯者... Montgomery, L. M.
   Due: 01/10/2017, 18:00
   Return to: Lingnan University Fong Sum Wood Library

Requests

1. In order to live: a North Korean girl's j... Park, Yeommi
   📜 📜 Ready to be sent
   Pick up: Lingnan University Fong Sum Wood Library

Fine + fees

There are no fines

Blocks + messages

There are no blocks or messages

Requested items

Loan items, click for renewal

VIEW ALL 6 LOANS
Renewal of Book Loans

- You can renew items you have borrowed from the library via "my library account".
- Automatic renewal: General collection items will be renewed automatically till the maximum allowable loan period, provided that no hold request has been made for the same item by other users, and the user does not have overdue item.

### My Library Account

<table>
<thead>
<tr>
<th>Loans</th>
<th>Active loans</th>
<th>Sort by</th>
<th>RENEW ALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 loans</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Click "LOANS" button
2. Click "RENEW" button to renew the selected item

(You can also click "RENEW ALL" to renew all the items in your library account)
My Favorites

- After sign in, "My Favorites" allows you to 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.

① Click to save the search query
② Save the record
③ Go to Saved Search & Saved records
Search Alert

- Helps to keep you update on your saved searches
- Whenever new records appear that match your search, you will receive an email update.
How to Locate Items Not Available in Lingnan Library?
Expand Search Results

- By default, 1-Search only displays resources available in the Lingnan Library. To expand your results beyond resources subscribed by the Library, click the “Expand My Results” button.
- The results include Library’s resources that can request via ILL (Interlibrary Loan) and HKALL.
Information and Services for Postgraduates

Information for New Students
- Library Guidebook
- Library Orientation Video

Borrowing
- 100 books for 60 days; 10 AV materials for 7 days. More details...
- Checked out books can be Renew Online for 2 times
- Find reserve materials by Course or Instructor
- Check your Library Account
- Receive library notices via SMS by signing up to SMS Alert Service
- Check your Reading History
- Overdue Fines Table
- Make an in-process items Request: Requested items will be ready in 3 working days
- Request for Searching items Not on Shelves

Access to Electronic Resources
- Databases
- Journals
- Theses and Dissertations
- Off-campus Access
- Database User Guides

Digital Repository

Access Materials at Other Libraries
- Request books from NKULL
- Request articles & books not available in LU Library via Interlibrary Loan Services
- Access to Other UCC Funded University Libraries

Research Support
- Guides @ LU
- Library Workshops
- Copyright
- RefWorks: Bibliographic Management Tool

Facilities
- Audio Visual Equipment
- Reserve a Discussion Room/ Individual Study Room via Room Booking System. You need to log into ITSC VPN service prior to

Library Tools
- Facebook Fan Page
- Install Library Toolbar for easily access to library resources

Borrowing From Other Local Libraries
HKALL

Hong Kong Academic Library Link (香港高校圖書聯網)

Allows you to request books **not available in Lingnan** but available at CityU, CUHK, HKBU, HKIEd, HKU, HKUST & PolyU

Normally the requested item will be delivered to Lingnan **within 3 working days**

HKALL can be accessed via: [http://www.library.ln.edu.hk/1-Search/HKALL](http://www.library.ln.edu.hk/1-Search/HKALL)
How to Find Books in HKALL (1)

1. Select “HKALL” as a search option and enter search
2. Or in full display of a record, click “Search in HKALL”
How to Find Books in HKALL (2)

• 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.
How to Find Books in HKALL (3)

• 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.
ILLiad: Interlibrary Loan Services (1)

• Help you request from other local or overseas libraries for books, book chapters, journal articles not available in the Library
• http://www.library.ln.edu.hk/services/interlibrary-loan-services

What can be requested?

<table>
<thead>
<tr>
<th>User Groups</th>
<th>Journal articles from UGC libraries</th>
<th>Books from UGC libraries</th>
<th>Books not available at UGC libraries</th>
<th>Journal articles not available at UGC libraries</th>
<th>Max. no. of requests (all types combined) in one term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>100</td>
</tr>
<tr>
<td>Postgraduate students</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>100</td>
</tr>
<tr>
<td>(UGC-funded)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>100</td>
</tr>
</tbody>
</table>
ILLiad: Interlibrary Loan Services (2)
1-Search User Guide

- http://libguides.ln.edu.hk/1-search_guide
Other Search Tools: Guides @ LU
http://libguides.ln.edu.hk/
Guides @ LU
(http://libguides.ln.edu.hk/)

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

http://libguides.ln.edu.hk/databases
Databases A-Z

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 provides links to all of the databases available at Lingnan University Library.

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
Databases by Subjects – Arts & Humanities

106 Databases found for Arts & Humanities

Best Bets!

**Academic Search Premier**
- Key multi-disciplinary database with over 4,600 academic journals in various arts & humanities, business and social sciences subjects.

**ACLS Humanities E-Book**
- Contains over 4,400 books of high quality in humanities. These are works of major importance, from over 100 publishers, that remain vital to both scholars and advanced students, and are frequently cited in the literature.

**Arts and Humanities Citation Index**
- Provides access to current and retrospective (from 2000) bibliographic information and cited references found in over 1,390 of the world’s leading arts & humanities journals.

**Grove Music Online**

**JSTOR**
- A deep archive of many core journals in arts & humanities, business studies and social sciences, dating back to the first issue of the journals.

**JSTOR Ebooks**
- Provides access to over 640 e-books on arts & humanities, business studies and social sciences.

Experts

Phoebe Leung

Tommy Yeung

Arts & Humanities Guides

- **Chinese History**
  - by Tommy Yeung
  - Last Updated Jun 19, 2018
  - 137 views this year

- **Chinese Language**
  - by Andrew Liu
  - Last Updated Sep 6, 2018
  - 151 views this year

- **Chinese Literature**
  - by Andrew Liu
  - Last Updated Sep 6, 2018
  - 275 views this year

- **Cultural Studies**
  - by Sheila Cheung
  - Last Updated Jun 19, 2018
  - 59 views this year
Databases by Subjects – Computing and Decision Sciences

16 Databases found for Computing and Decision Sciences

Best Bets:

ACM Digital Library
Bibliographic information, abstracts, reviews, and the full-text for articles published in ACM periodicals and proceedings.

ScienceDirect (E-Journal Collection)
Arts & Humanities, Business and Social Sciences electronic journals from Elsevier.

ABI/Inform Collection
Key business database with over 5,000 academic journals, newspapers, trade magazines, business newsletters and industry news.

Academic Search Premier
Key multi-disciplinary database with over 4,000 academic journals in various arts & humanities, business and social sciences subjects.

Business Source Premier
Key business database with over 2,200 academic journals, trade magazines and more.

Experts
Your Subject Librarian

Contact:
Address:
Patrick Lee Wan Keung Academic Building,
Lingnan University,
Fu Tei, Tsuen Mun,
Hong Kong SAR

Phone:
852-2615-6576

Email Me
Guides @ LU
(http://libguides.ln.edu.hk/)

• A portal to databases, research guides and various user guides on library services and facilities
Guides to Information Resources
Guides to Library Services & Facilities

How to Use Photocopier?: Location & Charge
Tips on using the photocopiers in the Lingnan University Library.

**Location & Charge**

**Where is the Photocopier?**

Octopus card photocopiers are available on all three floors of the Library.

You can refer to the Floor Plans of the Library and find the photocopiers with ☺ Photocopiers icon.

For the procedures of photocopying, instructions are placed near each photocopier.

**Photocopying Charge**

A4 B&W: $0.3 per page
A4 Colour: $2.5 per page; $4 per sheet (Double-sided: Ricoh); $5 per sheet (Double-sided: Panasonic)
A3 Colour: $5 per page; $8 per sheet (Double-sided: Ricoh); $10 per sheet (Double-sided: Panasonic)

**Need Help?**

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

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

Call Us
For immediate response, call a librarian at 2616-8571 during service hours

WhatsApp Us
WhatsApp us at 6057-6002!
Workshops & Consultation

http://libguides.ln.edu.hk/
Orientations and Library Workshops

• Orientation Briefings
  • Held at the start of every academic year
  • Embedded into different postgraduate programs

• Research Skills Induction Workshops
  • In collaboration with Division of Graduate Studies (DGS), these workshops aim to
    • sharpen postgraduate students’ research skills
    • introduce different library and other online resources
    • skills required for retrieving them effectively

• In-depth Information Literacy Workshops
  • Held in every academic term
  • Online registration: http://www.library.ln.edu.hk/services/library-workshops
Research Consultation Service

- A personal research consultation service offered by our professional librarians to provide advices on effective information research. Our librarians will work with you and assist you in:
  - Developing effective research skills and search strategies
  - Identifying and evaluating the most appropriate resources for your research
  - Keeping track of the latest development of particular research areas by setting up automatic alerts on new journal articles from various electronic resources
  - Providing guidance to access resources from other libraries
- You are welcome to make an appointment for the Research Consultation Service at: http://www.library.ln.edu.hk/research-consultation-service
Need Help?

• General Enquiries: 2616-8586
• Reference Enquires: 2616-8571
• Ask A Librarian (Electronic Reference): http://www.library.ln.edu.hk/research/ask-librarian
• WhatsApp a Librarian
  • 11:00 – 19:00, Mon-Fri (from 3 Sep 2018)
  • 9:30 – 17:30 Mon – Fri (6057-6002)

• Chat Reference Service:
  • 14:00 – 18:00, Mon-Fri (from 3 Sep 2018)
THANK YOU

Louisa Lam
2616 8545
louisalam@ln.edu.hk
http://www.library.ln.edu.hk/