

# Log On

For search purposes, you do not need to Log On to use the [Library Catalogue](#) in Library. Log On verifies your Patron information and allows you to access the following personalized functions:

- My e-Shelf
- Saved Searches
- Alerts
- Borrower Records

How to Log On:

	User ID	Password
Staff	Same as your e-mail login name	Same as your e-mail login password
Students	Same as your e-mail login name	Same as your e-mail login password

\* Remember to Log Off your record after use.

\*\* To change password, please refer to the “[Change password](#)”.

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## Basic Search

It provides you with a quick search for library items by one of the search options available below and / or different criteria for limiting your search, e.g. by Format, Collection, Language, and /or Year.

Search Options	Description	Examples
All Keywords	Keywords of title, series, author, subject, table of contents	“Occupational therapy” OR “職業治療”
Title	Keywords of title	tale of two cities
Author	Keywords of author	Freud, Sigmund OR Hospital Authority

Subject	Keywords of Library of Congress Subject Heading (English Only)	nursing OR comput*
ISSN/ISBN	Exact International Standard Book or Serial Number	9789888016167

Tips:

1. All search terms are case insensitive. Use double quotes (” “) for searching a phrase, e.g. “occupational therapy”.
2. Use truncation symbols such as \* or ? to look for variations of an English word. For example, enter chin\* to retrieve records with the word chinese or china; enter wom?n to find records with the word woman or women.
3. If you want to use more than one search option at a time, or want to further limit your search results, please select Advanced Search.

## Advanced Search

You may choose up to 3 of the following search options at a time, and / or different criteria for limiting your search, e.g. by Format, Collection, Language, and /or Year. Click on the numbers shown in the column under “**No. of records**” to view the desired search results.

Search Options	Description	Examples
All Keywords	Keywords of title, series, author, subject, table of contents	“Occupational therapy” OR “職業治療”
Title	Keywords of title	tale of two cities
Author	Keywords of author	Freud, Sigmund OR Hospital Authority
Subject	Keywords of Library of Congress Subject Heading (English Only)	nursing OR comput*
Call Number	Exact first few sections of call number	RT41 .b465 2011
ISSN/ISBN	Exact International Standard Book or Serial Number	9789888016167
Publisher	Keywords of publisher	Elsevier or Oxford

Tips:

1. All search terms are case insensitive. Use double quotes ( " ") for searching a phrase, e.g. "occupational therapy".
  2. Use truncation symbols such as \* or ? to look for variations of an English word. For example, enter chin\* to retrieve records with the word chinese or china; enter wom?n to find records with the word woman or women.
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## Browse

Enter keyword(s) or phrase(s). Select an index below to browse library items in alphabetical or numerical order. All search terms are case insensitive.

Index	Description	Examples
Title/Series	Entire or part of the title/series in exact order	tale of two cities
Author	Last name of an author, or the entire or part of a corporation/organization in exact order	Freud, Sigmund OR Hospital Authority
Subject	Exact or first few words of Library of Congress Subject Heading (English Only)	china economic conditions
Call Number	Exact or first few sections of call number	NT41

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## Limiting Search

In the result page, users can refine the search results with different limit options (left panel of the platform). The limit options are Resource Type, Subject, Year or publication, Language, Collection and/or Classification Number.

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## Result List

A Result List is a summary list of library materials that match your search query. Click on the title to reach the page of Full view of Record.

The following functions are also available for managing search results:

<b>Save</b>	Print the records of library item(s) as PDF and save to the local computer.
<b>Add to my e-Shelf</b>	Save the records of the library materials in a temporary folder within a session.
<b>Alerts</b>	Set up email alerts for newly added/updated records in the Library Catalogue
<b>Refine Search</b>	Limit your search by: Additional field and keyword(s)/phrase(s) to search; Boolean Operators: And/Or/Not; Specific format, collection, language and/or year

## Full View of Record / Holdings

The following icon/button may be available on the Full View of Record or Holdings page:

- Next to “**Links**” on the Full View of Record: Click on the icon or the links to directly access the E-Journal, E-Database, E-book, or to see library holdings of its print or online format.

To view the current status and location of a library material, click on “**Where is it?** ” next to “Holdings”.

<b>Collection</b>	<b>Location in the Library</b>
Circulation	5/F 6/F
Closed stack	5/F, Circulation Counter
Multi-media	5/F, Multi-media collection
Oversize	5/F, Oversize Collection
Reference	5/F, Reference Collection
Reserve	5/F, Reserve Collection
Periodical	6/F, Serials Collection
E-Library	Web access

To check the availability of an item, please see the condition under “Due Date”. Their meanings are listed below:

Condition	Meaning	Can I borrow this?	Can I make reservation?
Bindery	Being sent to binding	No	No
Date/Time	Checked out by another user	No	Yes (if all available copies are checked out/reserved)
In Process	Item under processing or repair	No	No
In Cataloging	Cataloging in-progress	No	No
Lost/Billing	Lost item	No	No
Missing	Missing item	No	No
On Hold Shelf	Waiting for pick up by user	No	Yes (if all available copies are checked out/reserved)
On Order	Being ordered	No	No
On Shelf	On shelf	Yes	No
Reserved	Being held by user	No	Yes (if all available copies are checked out/reserved)
Web Access	Available online	N/A	N/A

## Making a Hold Request

You can only make hold requests for Circulation Collection materials (main items) when all the title’s available copies are checked out or reserved by another user. Each staff or student can make a total of five (5) hold requests concurrently.

To make a hold request:

1. Search the library material in the [Library Catalogue](#).
2. Click on the title you would like to place a hold.
3. Click on “**Where is it ?**” next to “**Holdings**”.
4. If all available copies of the material have a due date, or their status is “On Hold Shelf” or “Reserved”, click on “Request”.
5. Please follow the instruction to Log On.

6. A summary of the hold request will be displayed. To confirm the request, click on “Submit”.
  7. You will be notified by email when the material becomes available.
  8. **Remember to Log off after use.**
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## Previous Searches

Previous searches are saved in a temporary folder within a session. All the records will be cleared when a session ends.

You can view or edit your previous searches using the options below:

View	Run a previous search query
Delete	Delete a previous search query
Combine	Combine search by selecting two or more previous search queries
Alerts*	Set up an email alert using a previous search query
Save to Saved Searches*	Save a previous search query to “Saved Searches”

\*User need to Log On to perform the function

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## Combine Search

Combine search allows users to search across their previous searches simultaneously by combining two sets or more previous search queries.

To run a combine search with your previous search queries:

1. Click on “Previous Searches” at the top menu bar.
2. Mark the box(es) next to the search queries to select the item(s).
3. Click on “Combine”.
4. Select a logical operator for the search and then click on “Submit”.
5. A new search query will be created under “Previous Searches”
6. Mark the box next to the search query created and click on “View” for the search results.

Logical operator	Meaning
and	retrieves records that are contained in all sets of previous search queries
or	retrieves records that are contained in any set of previous search queries
first set not second*	retrieves records that are contained within the first set of search query only
second not first*	retrieves records that are contained in the second set of search query only

\*Users can only choose 2 sets of previous search queries with these operators.

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## Saved Searches

To view your saved searches:

1. Click on “Saved Searches” at the top right corner of the Library Catalogue.
2. Log On
3. A list of saved search queries will be shown.

To run a saved search query, mark the box next to the search query record and then click on “Run Query”.

To delete a saved search query, mark the box next to the search query record and then click on “Delete”.

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## My e-Shelf

You can add records of library materials to My e-Shelf and they will be saved in a temporary folder within a session. The records will be cleared automatically when a session ends.

Please Log On if you would like to save records to your personal account. Records that are added to My e-Shelf after Log On will not be deleted when a session ends.

To add records to My e-shelf:

- Select records from the Result List and click on **Add to My e-shelf**.
- Enter note(s) if you like.
- Click on **Submit**.

To view the records that are currently saved, click on **My e-Shelf** from the menu bar. You can email or save records to your computer.

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## Emailing/Saving a record or booklist

You can email record(s) on the Result List or My e-Shelf or save them to your personal computer.

### To email record(s):

1. On the Result List/My e-Shelf, mark the box(es) next to the record(s) you want to email.
2. Click on “Email/Save” at the top of the result list/shelf list.
3. Select the record format or customize your own record format.
4. If the records are in Chinese language, select “UTF-8” for the encoding.
5. Enter your email address and then click on “Submit”. (The fields “Subject”, “Sender’s Name” and “Message” are optional)

### To save record(s):

1. On the Result List/My e-Shelf, mark the box(es) next to record(s) you want to save.
  2. Click on “Email/Save” at the top of the result list/shelf list.
  3. Select the record format or customize your own record format.
  4. If the records are in Chinese language, select “UTF-8” for the encoding.
  5. The field for email address should be left blank.
  6. Click on “Submit”. (The fields “Subject”, “Sender’s Name” and “Message” are optional)
  7. Click on the “Saved Selected” button.
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## Borrower Record

To access your Borrower Record:



1. Click On Borrower Record
2. Enter your User ID and Password (see Log On for details).

A summary of functions are available in the Borrower Record:

Summary	Summary of your borrower record
Loans	Items you have currently checked out
Loan History	View your loan history
Hold Requests	Review the holds you have requested
Library Charges	Amount of library charges due by you
Alerts	Review the alerts you have set up
Password	Information about Log On and password change

## Change Password

The Log On method for personalized functions (e.g. Borrower Record) of the Library Catalogue is the same as other services under ITSO (e.g. Email, Blackboard, etc.). To change your College-wide password, please go to this ITSO – Help & Support page – <http://www1.twc.edu.hk/itso/help-support-password>.

## Renewing Checked-out Items

To renew library item(s):

1. Log On to your Borrower Record.
2. Click on **Loans**.
3. i)To renew all the items on the list, click on **Renew All**. ii)To renew a particular item, mark the box(es) next to the item(s) you want to renew and then click on **Renew Selected**.
4. The new due date of the item(s) successfully renewed will be displayed.
5. Remember to Log Off your record after use.

Please note that library materials CANNOT BE renewed if:

- Maximum renewal limit has been reached.

- Items have been reserved by other user(s).
  - Borrowing rights suspended due to outstanding loan or fine.
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## Reviewing a Hold Request

To view your hold requests:

1. Log On to your Borrower Record.
2. Click on Hold Requests.

To Cancel a hold request:

1. Log On to your **Borrower Record**.
2. Click on **Hold Requests**.
3. Click on the title you want to cancel.
4. Click on “Cancel Hold” to cancel the request.
5. Remember to Log Off your record after use.

Note: Please note that requested items that are ready for pick up cannot be cancelled.

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## Setting up Alerts

You can set up an email and/or RSS alert using your previous search queries to keep track of new records added to or updated in the library catalogue.

To set up Alerts:

1. Click on “Previous Searches” at the top menu bar.
2. Mark the box next to the search query to select the item.
3. Click on “Alerts”.
4. Log
5. Fill in all the required fields that are marked with “\*” and then click on “Submit”.

You can review your Alerts at your Borrower's Record. Please refer to the section Borrower's Record.

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## Reviewing an Alert Query

To view all your Alert queries:

1. Log on to your **Borrower Record**.
2. Click on Alerts

The following functions are available for managing the Alert queries:

Modify Record	Modify an alert query
Duplicate	Duplicate an alert query to create a new one
Delete	Delete an alert query
Refine Alert Query	Refine an alert query by adding keywords and limits
Run now	Run an alert query now

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## Log Off

Remember to Log Off your record after use. Click on **Log Off** at the top right-hand side of the page. Then, click on Submit.