

# To search the Classic Library Catalogue

## Quick Search:

The default is a KEYWORDS search. Use the drop-down menu to select desired field to search. Limit a search by using the "Entire Collection" drop-down menu.

### Course Reserves

Check the list of course reserves materials by Instructor or by Course Name / Code.

## Advanced Search:

To search keywords in a field, use the Advanced Search function. Search in the Author, Title, Subject, and Note fields, by using the drop-down menu.

### Phrase searching:

Multiple words are searched together as a single string. Records that contain all the words in any order will be retrieved.

To search for an exact phrase, enclose the words in quotes.

Example: "United States Supreme Court"

### Wildcards:

\* - **Open-ended truncation**

Example: *invest\** (retrieves *invests, investment, investigator, investigation, etc.*)

? - **Substitute a single character**

Example: *wom?n* (retrieves *women and woman*)

### Boolean Operators:

Use **And**, **Or**, and **And not** to combine keywords.

**And** - Find records containing both words.

**Or** - Find records containing either or both words.

**And not** - Find records containing the first but not the second word.

Examples: *hong kong and tourism*  
*handicapped or disabled*

### Proximity Operator:

~<n> - Find records containing both words and these two words must appear within <n> words of each other. The two keywords must be enclosed in quotes.

Example: "radiation pollution"~5

### Fields:

Select fields from the pull-down menu or specify fields to search, using field abbreviation:

**a:** - author, **t:** - title, **s:** - subject, **n:** - note

Example: *a:twain and t:huck\**

## Other Options

To do a more specific search, select an option on the top navigation bar. Please see below for the function of each type of search.

### Author Search

To find items by personal names, corporate names or names of conferences.

Enter LAST NAME first  
(punctuation is not required)

Example "Dumas Alexandre" or just "Dumas A"

### Title Search

To find items by the exact title of a book, periodical, or other materials.

Enter EXACT TITLE or the first few words of the title

Example "History of Chinese civilization"  
or just "History of Chinese"

### Author + Title Search

To find items by author and title keywords.

Enter • LAST NAME first  
(punctuation is not required)  
• KEYWORDS in title

Example Author : "Dumas A"  
Title : "Musketeers"

### Subject Search

To find items on a specific subject.

Enter EXACT or the first few words of the Library of Congress (LC) Subject Heading.

Example "Discourse Analysis" or just "Discourse"

### Call Number Search

To find items by the Library of Congress Call Number.

Example BF251.H42 1995

### ISBN / ISSN/ Publisher No. Search

*The tab is located on the top banner*

To find items by the International Standard Book or Serial Number (ISBN or ISSN), Publisher Number, or other Standard Numbers.

Example ISBN 0708813747  
ISSN 01637061

### Limit to: Collection

To limit your search to a particular collection:

- Law Collection
- Media Resources Collection
- Pearl River Delta & Yangtze River Delta Collection
- Serials Collection
- Reference Collection
- Shatin Storage
- Telford Campus Collection  
(available for loan to students of Telford Annex only)

## On the Records Page...

### Limit/Modify a Search

If your search retrieves too many items, click on “**Limit This Search**” or “**Modify Search**” to limit your search result by publication year, material type, language, location or additional words, etc.

### Broaden a Search

You may broaden a search by clicking on the hyperlinks in a record (usually blue and underlined) to search other items:

- of same subject or related subjects,
- nearby on shelf,
- of the same book series,
- by the same author.

### Print/Download/Email Records

#### Single Record

- Click on “**Export**” and then “**Export Saved List**”.
- Select a desired action: email, save or send the record to screen for printing.

#### Multiple Records

- Click boxes next to desired records in the result list.
- Click on “**Save Marked Records**” and then “**Export Saved List**”.
- Select a desired action: email, save or send the records to screen for printing.

### Request Checked-out Books

Click on “**Request**” button and fill out the “**Item Request Form**”. Please refer to the Library leaflet *Requesting Checked-out Books* for details.

### Request Items from the Shatin Storage

- Click on “**Request**” button and fill out the “**Item Request Form**” to request books, media resources, bound volume journals and journal articles from the Shatin Storage.
- For bound volume journal request, please fill in volume, issue and year of the journal.
- For journal article request, please fill in the article author, article title, volume, issue, year and page no. of the article and accept the Copyright Declaration stipulated on the form.

### Export to Refworks

From the Catalogue record screen, click on the button



to export the citation into Refworks.

RefWorks is a Web-based bibliographic management tool. CityU staff and students can register for a personal RefWorks account to use the service. For details, please visit:

<http://www.cityu.edu.hk/lib/eres/refworks/index.htm>

## Other Useful Functions

(Return to left-side menu on the Quick Search page)

### Your Circulation Record / Renewal

Check your personal library circulation record and reading history, cancel book requests, renew your book loans, create preferred searches or run saved searches.

### Suggestions

Make new material recommendations to the Library or send suggestions .

### New Titles List

View recently acquired items in the Library. Separate lists of new media resources and new PRD/YRD titles are also available.


### CityU Examination Papers Database

Online access to CityU past examination papers dating back to 1996.

### CityU Thesis Online

Online access to the abstracts and tables of contents of CityU Master and PhD theses available in the Library dating back to 1990. The full text of some theses and dissertations is also available to CityU staff and students

### HKALL

HKALL is a union catalogue of all UGC-funded libraries. With HKALL, CityU staff and students of courses leading to CityU awarded degrees can make requests and borrow the books that are not available at CityU Library. To access HKALL, select it on the left of the Classic Library Catalogue main menu or transfer a search by clicking on the button  from the result list or record screen.

### Other Library Catalogues

Access catalogues of other local university and public libraries.

### Change Language to Chinese

- top right corner  
Switch language by clicking “[中文](#)”.



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## Quick Search Guide to the City University of Hong Kong Classic Library Catalogue



<http://lib.cityu.edu.hk>

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