

# To search the Classic Library Catalogue

## 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 : "Musketees"

## 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"

## Keyword/Phrase Search

To search in the Author, Title, Subject, Table of Contents and Notes fields.

### Phrase searching:

Multiple words are searched together as one phrase.  
*Example: United States Supreme Court*

### Wildcards:

"\*" - **Right-hand truncate** a word up to 5 characters.  
*Example: child\* (retrieves child, children, childhood, etc.)*

"\*\*" - **Open-ended truncation**

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

"?" - **Substitute a single character**

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

### Boolean Operators:

Use "And", "Or", "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 Operators:

"**near**" - Specify words within ten words of each other.

"**within #**" - Specify terms which occur within # words of each other.

*Example: ozone within 3 deplet\**

### Fields:

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

"**a:**" - author, "**t:**" - title, "**s:**" - subject, "**n:**" - notes

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

## Call Number Search

To find items by the Library of Congress Call Number.

Example BF251.H42 1995

## ISBN/ISSN/Publisher Number Search

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

## Search Library Catalogue Subsets

To limit your search to a particular collection:

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

## Search for Course Reserves, CityU Examination Papers and CityU Theses Online

### Course Reserves

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

### CityU Examination Papers Database

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

### CityU Theses Online (CityUTO)

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.

## More Features . . .

### 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 Branch

- 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 Branch.
- 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

(on the left of the main menu)


### Your Circulation Record / Renewal

Check your personal library circulation records and reading history, cancel book requests, renew your book loans, create preferred searches or run saved searches. Please refer to the following Library leaflets for details.

- *Your Circulation Record/Renewal*
- *Library PIN*
- *Online Book Loan Renewal*
- *My Reading History*
- *Preferred Searches*


### 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 and overseas university libraries. Users can also execute a combined search of other UGC-funded libraries by clicking on the button

 from the result list or record screen.

### New Titles List

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

### Suggestions / New Material Recommendations

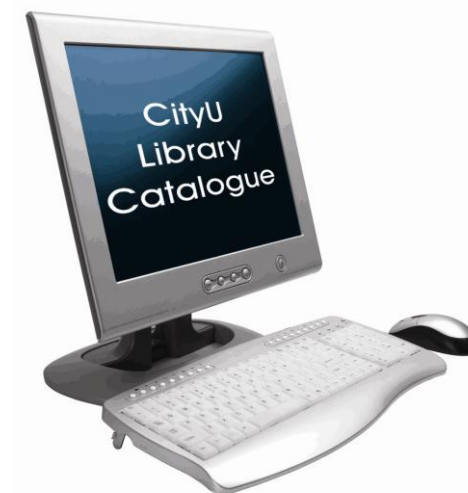
Send suggestions, or make new material recommendations to the Library.

### Change Language to Chinese

Switch language in display between Chinese and English by clicking on “**Change Language to Chinese/English**”.



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



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