

Library and Information Skills Programme Online



Ever wondered how to

- find the books you need among nearly a million volumes of books available in the Library?
- use the Library's electronic resources to get the information you need for your assignment?
- differentiate quality information from the vast sea of information?
- avoid unintentionally "copying" others' words or ideas in your paper?

And where to

- find someone to teach you HOW whenever you need help?

Library and Information Skills Programme (LISP) Online is there to teach you HOW! Now you can learn to make effective use of library resources for your assignment and research **any time (24x7), any where** you like in an **interactive** way:

Flash video demonstrations to clearly show WHAT and HOW

Guided practices to help you acquire library and information skills

3.5 When and How to Use Different Search Options?
3.5.1 Title Search

Practice:
You want Mark Twain's book "The Adventures of Tom Sawyer".

1. Select **Title** in the catalogue menu.
2. Type in the exact title or just the first few words of it (e.g. adventures of tom).

Note that the book title "The" can be omitted. Search terms are case-sensitive (small letters or letters makes a difference in the results.)

3. Click on the **GO** button.

As there are many books with the same title matching search, a list of results will be displayed.

Self Test 3.B

Question 1 of 3

Access the Library Catalogue.
Search for the book "Key Concepts in Language and Culture". Is it a printed book? (Hint: What is the best search option to use?)

Yes, the book is in the Library.

No, someone has borrowed it.

Incorrect

Reference books are for use in the Library only. They are not available for borrowing.

Try again!

Self-tests and end-of-module quizzes to reinforce your understanding by providing immediate feedback to your answers

Mouse over to view images of related items

You may find it using one of the following methods:

- Use the SFX Citation Linker
- Search for publication title in the Library Catalogue
- Look up the publication in the e-journal title list

Warning download

Source: The Quarterly review of economics and finance [1062-9769]

Full Text

Full text available from EBSCOhost Business Source Premier
Year: [] Volume: [] Issue: [] Available from 1996 until 2001

Full text available from ScienceDirect - North-Holland
Year: [] Volume: [] Issue: [] Start Page: [] Available from 1993 volume: 33 Issue: 1

Full text available from ScienceDirect Backfile - Economics
Year: [] Volume: [] Issue: [] Start Page: [] Available from 1993 until 1994

Found 1 e-journal title: The Quarterly

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2.5 Media Resources

Media resources can be a good source of information. Multimedia learning materials can enhance your learning.

You can use media resources to:

- ❖ Learn how to use computer application software
- ❖ Learn how to master writing style
- ❖ Learn phonetics and phonology
- ❖ Learn about Chinese civilization



What Are Covered in LISP Online?

Library and Information Skills Programme Online

LISP Online equips you with the basic skills for effective use of library resources and information which are essential for your studies at CityU and for life-long learning.

- Module 1**
Library Orientation
 - ✓ Online library tour
 - ✓ Important things to know for new comers
- Module 2**
Introduction to Library Resources
 - ✓ When to use and where to find books, reference sources, media resources, journals, past examination papers, dissertations, final year projects, etc.?
- Module 3**
Using the Library Catalogue
 - ✓ To find library's materials on your topic
 - ✓ To request books and to renew book loans
- Module 4**
Using Databases, E-Journals and E-Books
 - ✓ How to find e-books?
 - ✓ Learn to find journal/news articles relevant to your topic
- Module 5**
Evaluating Information
 - ✓ Sorting out information of good quality
- Module 6**
Citing Sources of Information
 - ✓ How to avoid plagiarism?
 - ✓ What citation style to use?

e-Certificate

Good news!

You can be awarded an e-certificate, if you wish, after you have successfully completed the Programme!



How to Register?

1. Log in CityU e-Portal.
2. Select **AIMS**.
3. Select **Student Services**.
4. Select **On-line Application for In-house Student Development Courses**.
5. Follow the instruction on screen to enroll for "Library and Information Skills Programme Online".

How to Access LISP Online after Registration?

Access is available 24 hours after your registration via AIMS:

1. Log in CityU e-Portal.
2. Select **My CityU** tab.
3. Select **Library and Information Skills Programme Online** under "My Developmental Course Organizations" in the "My Organizations" box.

For more details on LISP Online, please visit: <http://www.cityu.edu.hk/lib/instruct/lispo/>