

Lingnan University Fong Sum Wood Library

Library Orientation Workshop for Postgraduates

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Agenda

- ❖ Accessing the Library (overnight access)
- ❖ Locating Library Resources
(course readings, course reserves)
- ❖ Borrowing Beyond the Library
HKALL (books from other UGC libraries), ILL (books, articles, book chapters from overseas partners)
- ❖ Locating Electronic Resources
- ❖ Using Library Facilities
- ❖ Other Useful Services (Library tours, Library workshops, 1-on-1 consultation service)

Where is the Library?

Lingnan University Fong Sum Wood Library

Location: 1-3/F, Patrick Lee Wan Keung Academic Building

Or download [LU Mobile](#) to use the wayfinding map to guide you to the Library



Where is the Library?

Lingnan University Fong Sum Wood Library

Entrance: 1/F, Patrick Lee Wan Keung Academic Building

Tap your student ID to enter and leave the Library



Library Resources

- **Books:** 460,000+ vols.
- **Journals:** 390+ titles
- **Local and Overseas Newspapers:** 10+

Print
Collections



- **E-books:** 1.6 million+ vols.
- **Full-text E-Journals:** 120,000+ titles
- **Databases:** +210 covering all core subject areas
- **Full-text E-newspapers:** over thousands titles
- **Examination Database**
- **AV materials:** +210,000 titles

Electronic
Resources



• Digital Commons @ Lingnan University

(<https://commons.ln.edu.hk>)

- Lingnan Staff Publications
- Books and Monographs of Lingnan University
- Lingnan Archives and Special Collections
- Events & Conferences videos of Lingnan University
- Lingnan Theses and Dissertations

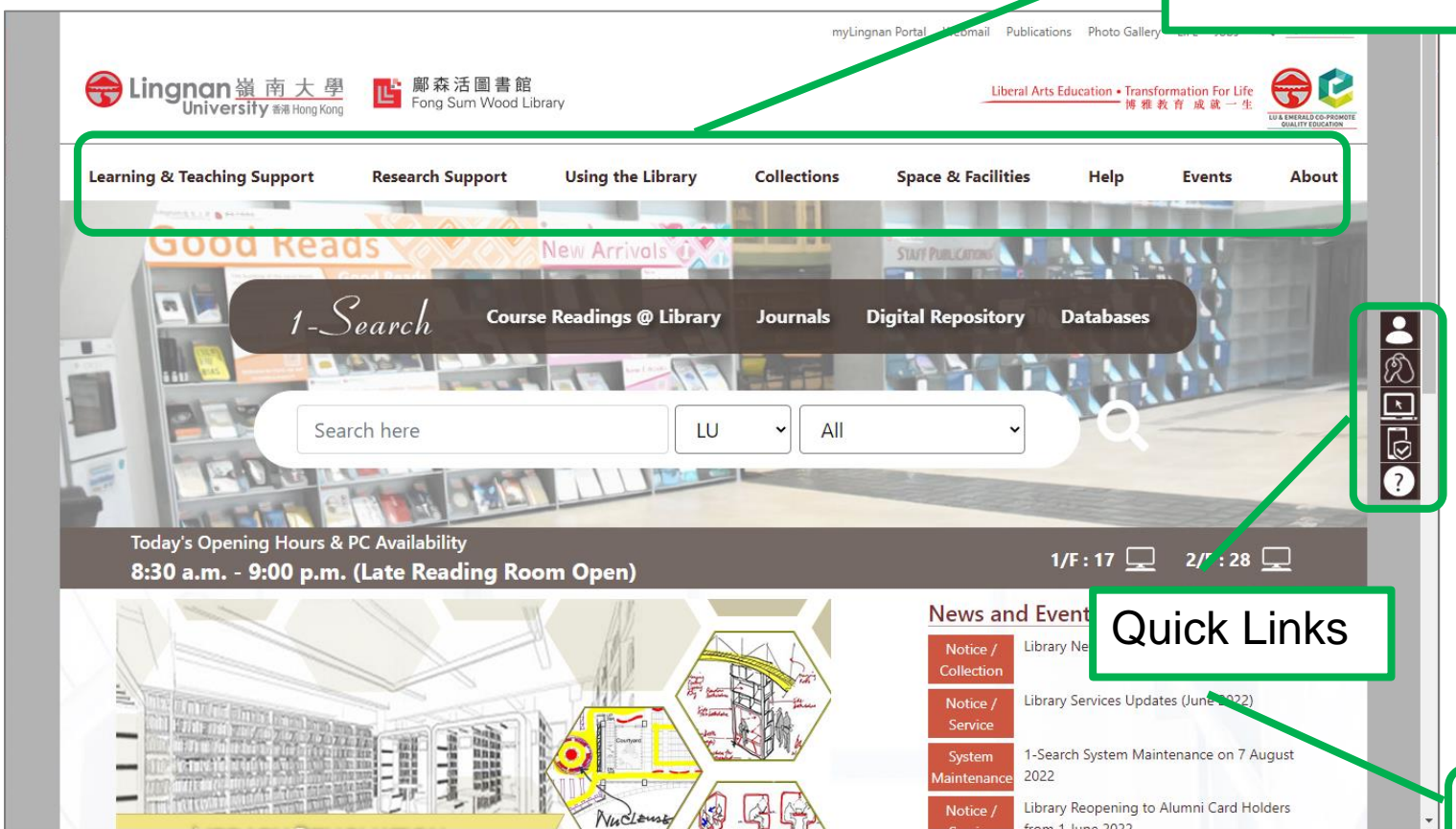
In-house
Collections



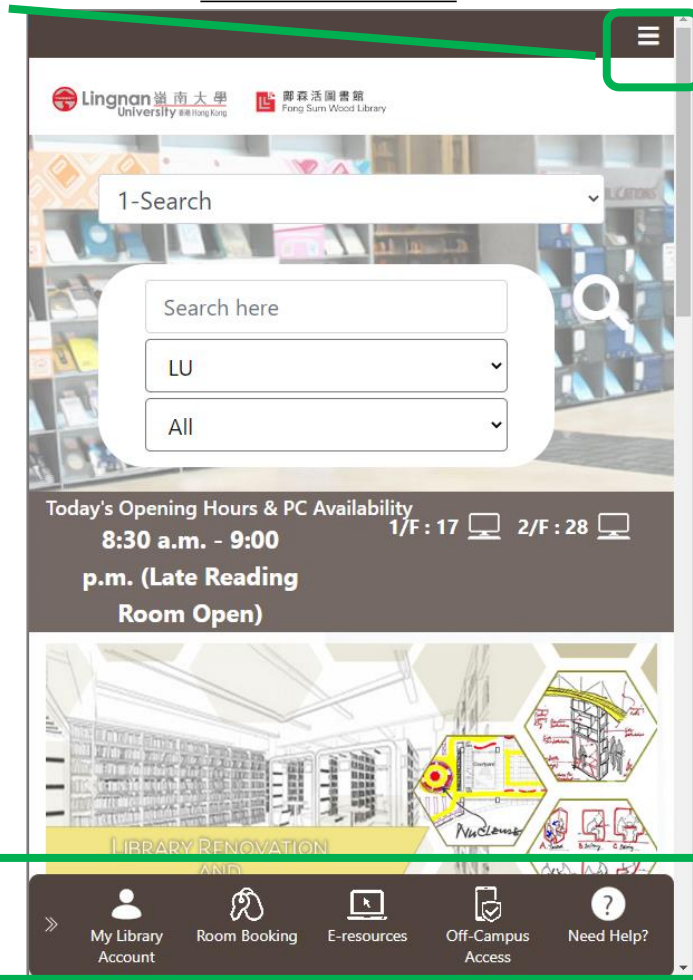
Library Website – Your First Step for Discovery

<https://www.library.ln.edu.hk/>

Desktop View



Mobile View



1-Search: An Integrated Search Engine

- ❖ Allows searching across library print resources and subscribed core full-text databases, research outputs in Digital Repository, etc.

Search for Library Resources

The screenshot shows the 1-Search library website interface. At the top, there are navigation links for 'myLingnan Portal', 'Webmail', 'Publications', 'Photo Gallery', 'LIFE', 'Jobs', and 'Quicklinks'. Below this is the Lingnan University and Fong Sum Wood Library logo, along with the motto 'Liberal Arts Education • Transformation For Life' and '博雅教育 成就一生'. A main navigation bar includes 'Learning & Teaching Support', 'Research Support', 'Using the Library', 'Collections', 'Space & Facilities', 'Help', 'Events', and 'About'. The central search area is highlighted with a green box and contains a search bar with the text 'Search here', a dropdown menu for 'LU', and another dropdown menu for 'All'. Above the search bar, there are tabs for '1-Search', 'Course Readings @ Library', 'Journals', 'Digital Repository', and 'Databases'. Below the search bar, there is a section for 'Today's Opening Hours & PC Availability' showing '8:30 a.m. - 9:00 p.m. (Late Reading Room Open)' and '1/F : 17' and '2/F : 28'. On the right side, there is a 'News and Events' section with a list of notices and system maintenance updates.

1-Search: An Integrated Search Engine

1-Search engine is designed to search for the available library resources, such as **books, audio visual materials, journal articles, Lingnan Digital Repository** and etc.

The screenshot displays the library's website interface. At the top, navigation links include "Learning & Teaching Support", "Research Support", "Using the Library", "Collections", and "Space & Facilities". A green box labeled "Searching Options" points to a dark navigation bar containing "1-Search", "Course Readings @ Library", "Journals", "Digital Repository", and "Databases". Below this is a search bar with a "Search here" input field, a "LU" dropdown menu, and an "All" dropdown menu. The "All" dropdown is open, showing options: "All", "Available Online", "Print and AV", "Digital Repository", "Lingnan Theses", and "Special Collections". A magnifying glass icon is to the right of the search bar. At the bottom, there is a banner for "Good Reads" and a section for "Today's Opening Hours & PC Availability" (8:30 a.m. - 9:00 p.m. (Late Reading Room Open)).

Different Search Options

Searching Options	Description
1-Search	To search for books, e-books, articles, journal titles, audio-visual (AV) materials, etc.
Course Readings @ Library	To search for reading lists of your courses
Journals	To search for journal titles and magazines (but not journal articles) that are subscribed by the Library
Digital Repository	To search Lingnan Digital Repository for scholarly publications and creative works of the Lingnan community
Databases	To search for the database that are subscribed by the Library

1-Search: An Integrated Search Engine

Different search scopes help search more efficiently for specific type of resources from the Library.

The screenshot displays the library's search interface. At the top, there are navigation tabs: Learning & Teaching Support, Research Support, Using the Library, Collections, Space & Facilities, Help, Events, and About. Below these is a banner for 'Good Reads' and 'New Arrivals'. The main search area features a search bar with the text 'Search here', a dropdown menu for 'LU' (with options LU and HKALL), and another dropdown menu for 'All' (with options All, Available Online, Print and AV, Digital Repository, Lingnan Theses, and Special Collections). A green box labeled 'Search Scopes' with an arrow points to the 'All' dropdown menu. Below the search bar, there is a section for 'Today's Opening Hours & PC Availability' (8:30 a.m. - 9:00 p.m. (Late Reading Room Open)) and a 'Notice / Collection' section. On the right side, there are icons for user profile, search, and help, along with a vertical list of icons for various services.

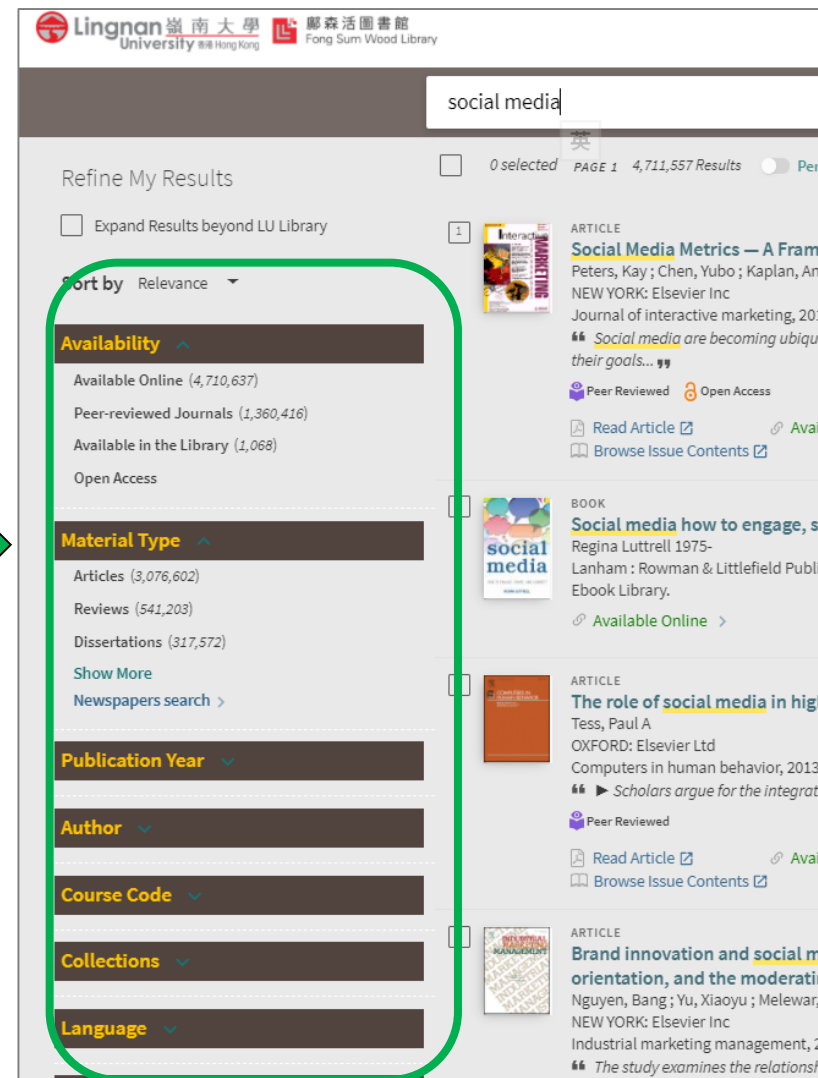
Different Search Scopes

1 st Layer Search Scopes	2 nd Layer Search Scopes	Description
LU	All	To search all material types
	Available Online	To search all resources that are available online
	Print and AV	To search all physical materials, including print and audio-visual items
	Digital Repository	To search Lingnan Digital Repository for scholarly publications and creative works of the Lingnan community
	Lingnan Theses	To search Lingnan's theses and dissertations
	Special Collections	To search Archive and Special Collections (ASC) of the Library
HKALL	--	To search and request for the resources from the 8 UGC-funded university libraries of Hong Kong

Smart Searching on 1-Search

1. Simple Searching with keywords

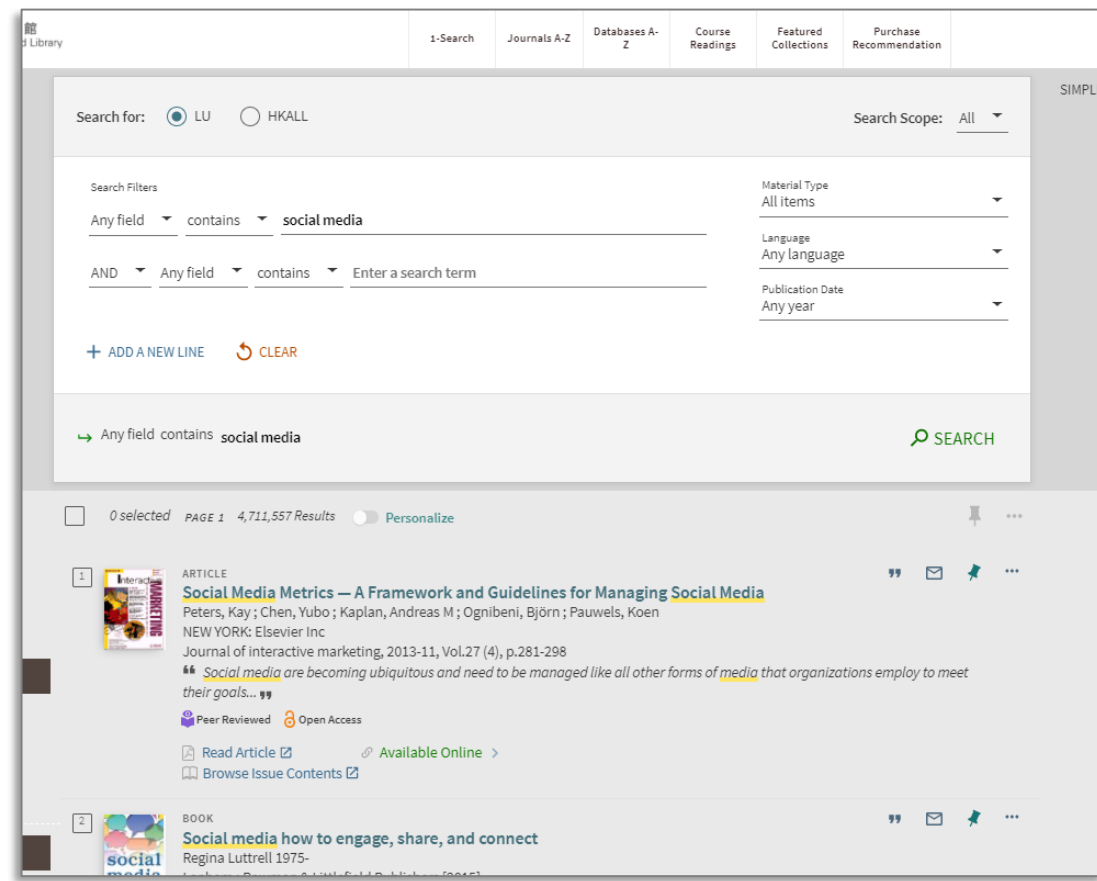
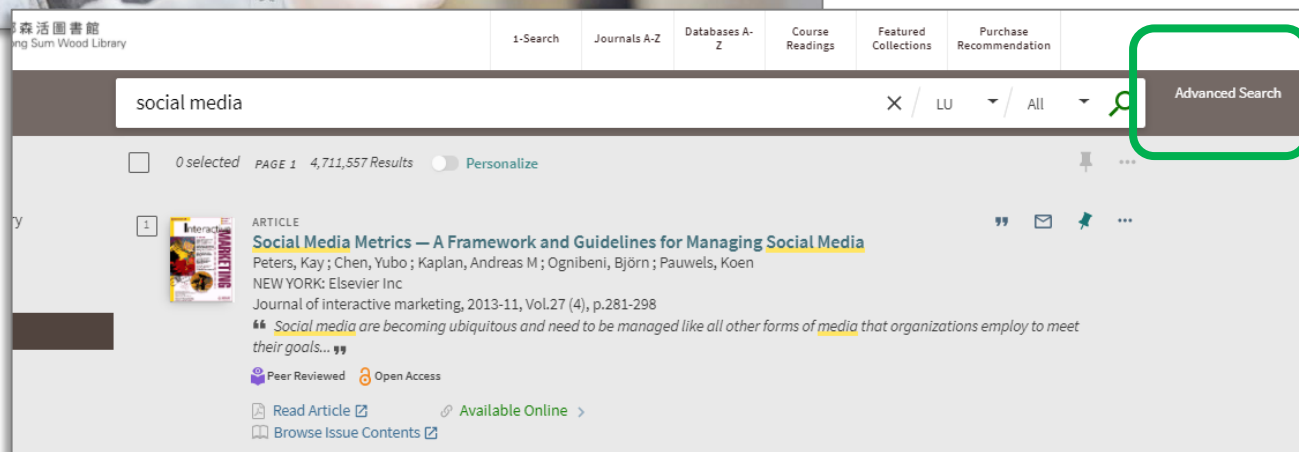
- ✓ Filter the results with the options in the side menu
 - Availability
 - Material Type
 - Publication Year
 - ...



Smart Searching on 1-Search

2. Advanced Searching with more complicated combinations

- ✓ More options for searching
 - Search by title, author, subject ...
- ✓ More than one criteria in one go



Smart Searching on 1-Search

<u>Boolean Operator</u>	<u>Explanation</u>	<u>Example</u>	<u>Search result</u>
AND	searching for results that contain both terms	civilization AND India	the search results that contains both "civilization" and "India"
OR	searching for results of either term	civilization OR India	the search results that contains either "civilization" or "India"
NOT	searching for results that contain only the first term	civilization NOT India	the search results that contains "civilization", but exclude the content about "India"

	<u>Explanation</u>	<u>Example</u>	<u>Search result</u>
" "	search the words as an exact phrase	"time management"	the search result will only show the exact phrase "time management" (If you do not limit the phrase with quotation marks, 1-Search will then only show the result containing either word 'time' or 'management')

Smart Searching on 1-Search

Wildcard / Truncation

When you are searching for resources, you can use various types of wildcards to extend your search results.

<u>Type</u>	<u>Explanation</u>	<u>Example</u>	<u>Search result</u>
? (Question mark)	will match any character	wom? n	woma n , woma e n
* (Asterisk)	will match zero or more characters within a word or at the end of a word	form *	form, forma l , forma l a, forma l ate

Please note that “ ? ” and “ * ” cannot be used at the beginning of the search word.

Scenario in constructing a search

Q. I would like to write a research paper on:

the impact on UK economy of the COVID-19

How can I construct a search for this theme?

1. **Identify** keywords from the research theme:

- ❑ UK
- ❑ economy
- ❑ COVID-19

2. To form synonyms or related keywords. E.g.:

- ❑ UK → United Kingdom
- ❑ Economy -> business
- ❑ COVID-19 -> Coronavirus

Scenario in constructing a search

3. To **combine** keywords and use the Boolean operators/wildcards/parentheses to form the search

- ❑ (UK OR "United Kingdom") AND (econom* OR business*) AND (COVID-19 OR Coronavirus)
- ❑ Or try to apply it to advance search

The screenshot shows a search interface with the following elements:

- Search for:** Radio buttons for "Everything" (selected), "Books, AV & More", "Course Readings", "HKALL", "Articles+", and "Digital Repository".
- Search Query:** A multi-line query: "Any field contains (econom* OR business*) AND (COVID-19 OR Coronavirus) AND Title contains (UK OR 'United Kingdom')".
- Filters:** Material Type (All items), Language (Any language), and Publication Date (Any year).
- Actions:** "+ ADD A NEW LINE" and "CLEAR" buttons.
- Summary:** A summary of the search criteria: "Any field contains (econom* OR business*) AND (COVID-19 OR Coronavirus) AND Title contains (UK OR 'United Kingdom')".
- Search Button:** A green "SEARCH" button.

Locating and Viewing the Library Resources

1. Access to Online Resources (e.g. Journal articles, eBooks, etc.)

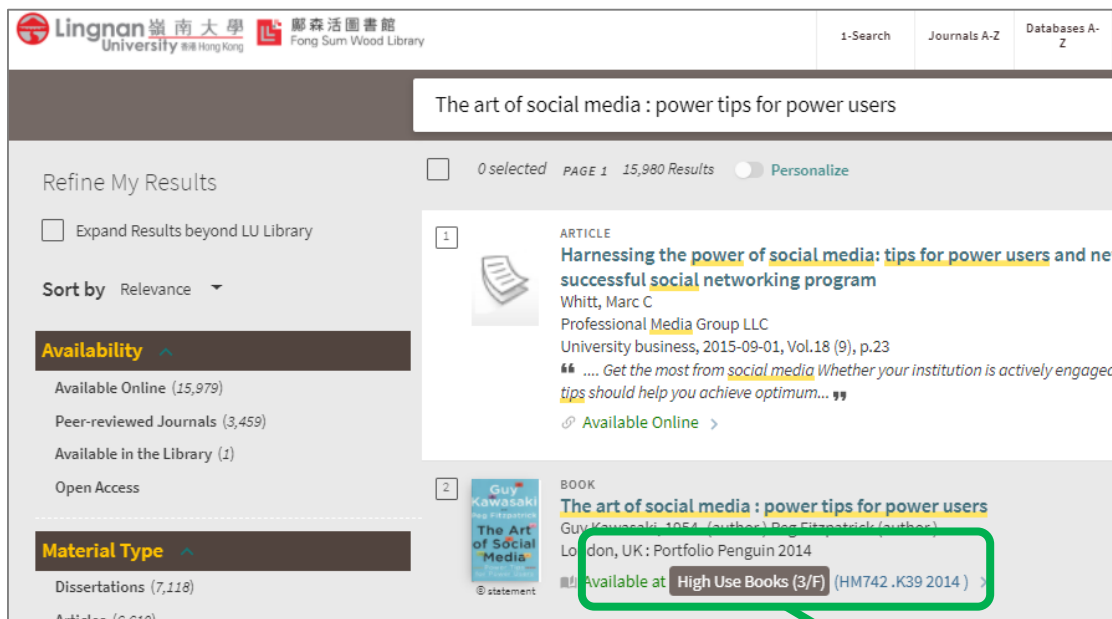
The screenshot shows the library search results for 'social media'. The search bar at the top contains 'social media'. Below the search bar, there are navigation tabs: '1-Search', 'Journals A-Z', 'Databases A-Z', and 'Course Reading'. The search results are displayed in a list format. The first result is an article titled 'Social Media Metrics — A Framework and Guidelines for Managing Social Media' by Peters, Kay; Chen, Yubo; Kaplan, Andreas M; Ognibeni, Björn; Pauwels, Koen. The article is from the Journal of interactive marketing, 2013-11, Vol.27 (4), p.281-298. The article is available online and is peer-reviewed. The 'Read Article' and 'Browse Issue Contents' links are highlighted with a green box. The second result is a book titled 'Social media how to engage, share, and connect' by Regina Luttrell, 1975- (author). The book is from Lanham : Rowman & Littlefield Publishers [2015]. The book is available online. The third result is an article titled 'The role of social media in higher education classes (real and virtual) – A literature review' by Tess, Paul A. The article is from Computers in human behavior, 2013-09, Vol.29 (5), p.A60-A68. The article is peer-reviewed. The 'Read Article' and 'Browse Issue Contents' links are highlighted with a green box.

or

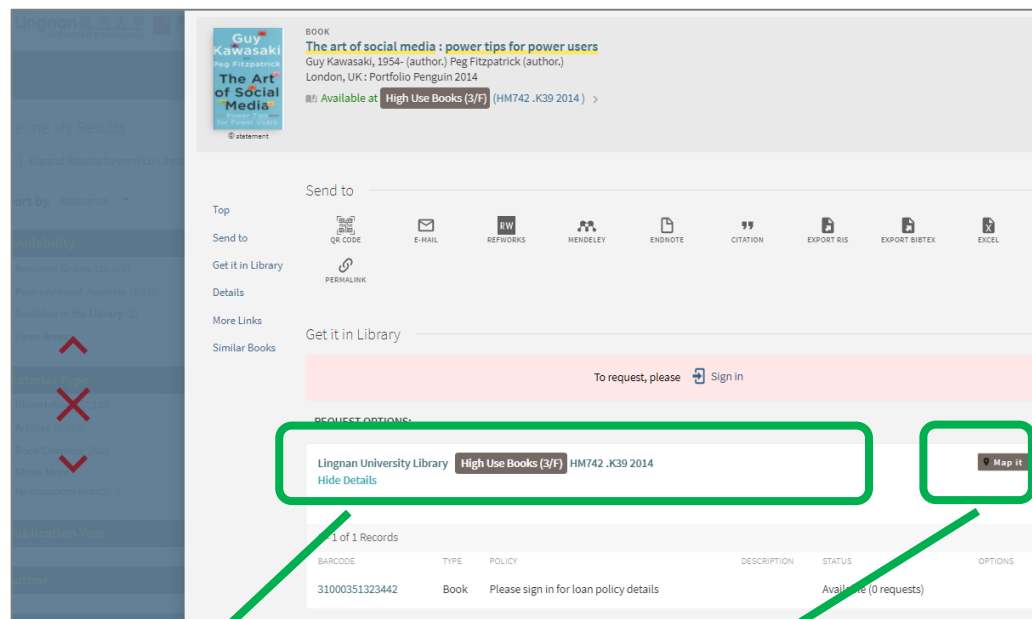
The screenshot shows a detailed view of the article 'Social Media Metrics — A Framework and Guidelines for Managing Social Media'. The article is from the Journal of interactive marketing, 2013-11, Vol.27 (4), p.281-298. The article is available online and is peer-reviewed. The 'Read Article' and 'Browse Issue Contents' links are highlighted with a green box. The article is available online at ScienceDirect - Business, management and accounting subject collection. The article is available from 1998 volume: 12 issue: 1. The article is available for interlibrary loan. The article is eligible for Lingnan staff, postgraduates and UGC-funded undergraduate students. The article is available for open access. The 'View it Online' section is highlighted with a green box. The 'View it Online' section contains a message: 'To request, please Sign in'. Below the message, there is a '1 - 1 of 1' indicator. The 'Available Online at' section contains the text: 'Available Online at: ScienceDirect - Business, management and accounting subject collection'. The 'Available from' section contains the text: 'Available from 1998 volume: 12 issue: 1'. The 'Additional Services' section contains the text: 'Interlibrary Loan - Articles', 'Eligible for Lingnan staff, postgraduates and UGC-funded undergraduate students', and 'Look for Open Access version'. The 'Report a Problem' button is located at the bottom of the page.

Locating and Viewing the Library Resources

2. Locate Physical Resources (e.g. Books, Journal, AV items, etc.)



or



Find the Call number and Location

Show You the location map

Locating and Viewing the Library Resources

Tips 1: Some items are both available online and physically in Library

The screenshot shows search results for 'The social media reader'. The first result is a book by Michael Mandiberg, published by NYU Press in 2012. A yellow box highlights the text 'Available at High Use Books (3/F) (HM742 .S6284 2012) >' and 'Available Online >'. A yellow callout box labeled 'Physical location' points to the physical location information, and another yellow callout box labeled 'Online Access' points to the online availability link.

The screenshot shows a library catalog record for 'The social media reader'. The record is divided into two main sections: 'View it online' and 'Get it in Library'. The 'View it online' section is highlighted with a green box and contains links to 'ACLS Humanities eBook' and 'Project MUSE', each with a 'SHOW LICENSE' dropdown. The 'Get it in Library' section is also highlighted with a green box and shows the item is available at 'Lingnan University Library High Use Books (3/F) HM742 .S6284 2012'. Below this, a table lists the record details.

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	OPTIONS
31000350856988	Book	Please sign in for loan policy details		Available (0 requests)	

Making Requests

You can make requests on items that are:

1. In the "Storage" location
2. On loan by other users
3. Available in the Library

Notification email to you when it is ready for picking up

BOOK
Social media marketing : an hour a day
Dave Evans, 1956-
Indianapolis, Ind.: Wiley c2008
Available at Storage (1 Working Day Retrieval) (HF5414 .E93 2008) >

Send to

Top
QR CODE
E-MAIL
REFWORKS
MENDELEY
ENDNOTE
CITATION
EXPORT RIS
EXPORT BIBTEX

Send to
PERMALINK

Get it in Library

Details

More Links

Similar Books

To request, please [Sign in](#)

REQUEST OPTIONS:

Lingnan University Library Storage (1 Working Day Retrieval) HF5414 .E93 2008
[Hide Details](#)

1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	OPTIONS
31000350387935	Book	60 Days Loan		Available (0 requests)	Request

Get it in Library

All eligible users can select **Lingnan University Library** from the "Pickup Location" to pick up the requested item from the Service Counter.
Office Delivery Service is available for all Lingnan staff, please select **Office delivery to your work address (Staff only)** from the "Pickup Location".
A notification email will be sent to you when the requested item is available. You may also check the status in your Library Account.

Pickup Location: * **Lingnan University Library**

Click "Request"

Sign in with your Lingnan account

Click "Request" again to submit

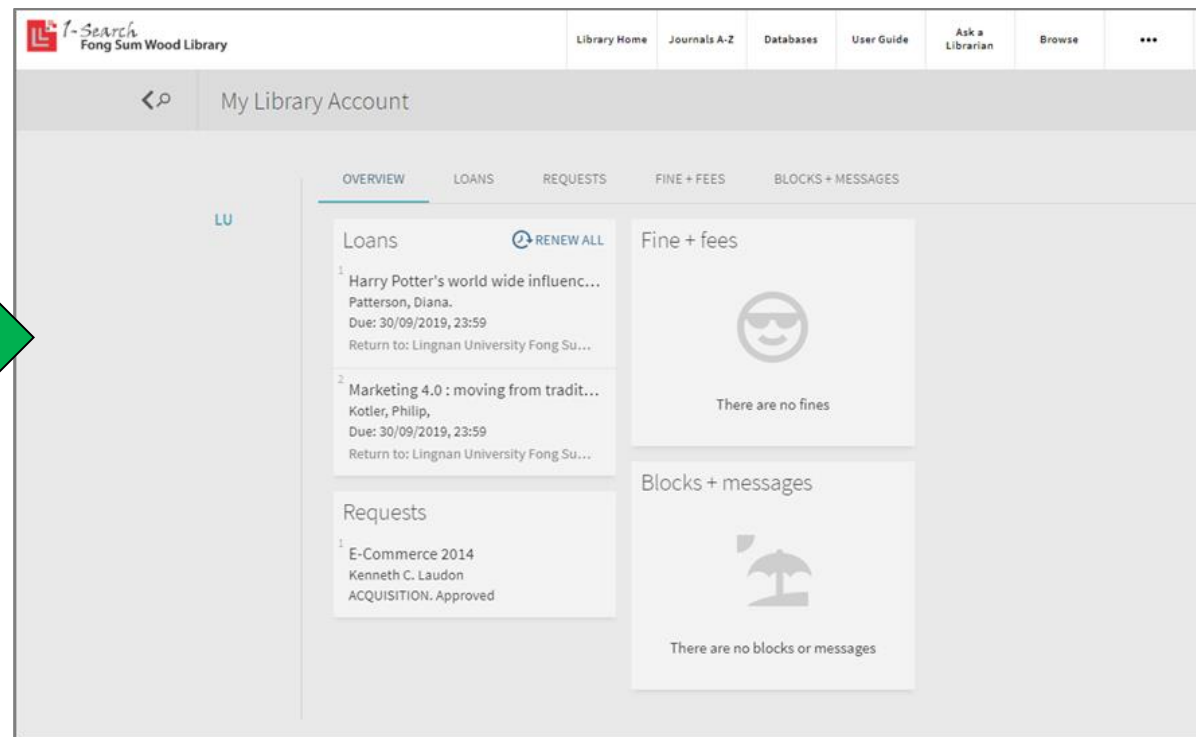
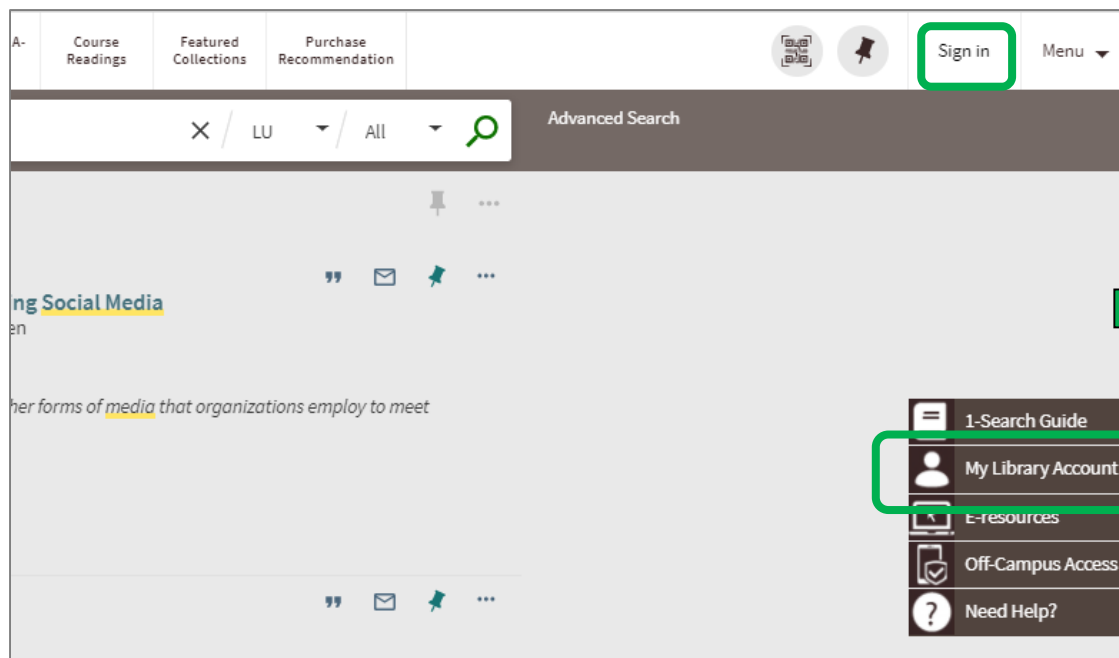
REQUEST

Your Library Account

You can sign in your Library account with your Lingnan user name and password.

In your Lingnan account page you could:

1. View and renew your loan items
2. View your requested items
3. View if you have any unsettled fine and fees



1-Search User Guide

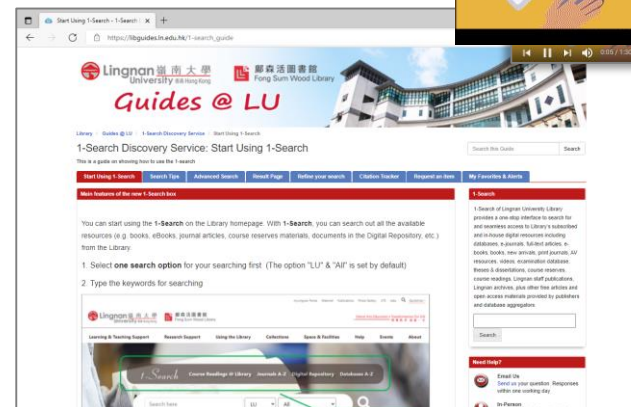
Short Video Clips on
Lingnan University Library YouTube Channel

https://youtube.com/playlist?list=PL7YK_swC6D3WcGesfK9ZcCuiRIGLSUxwS



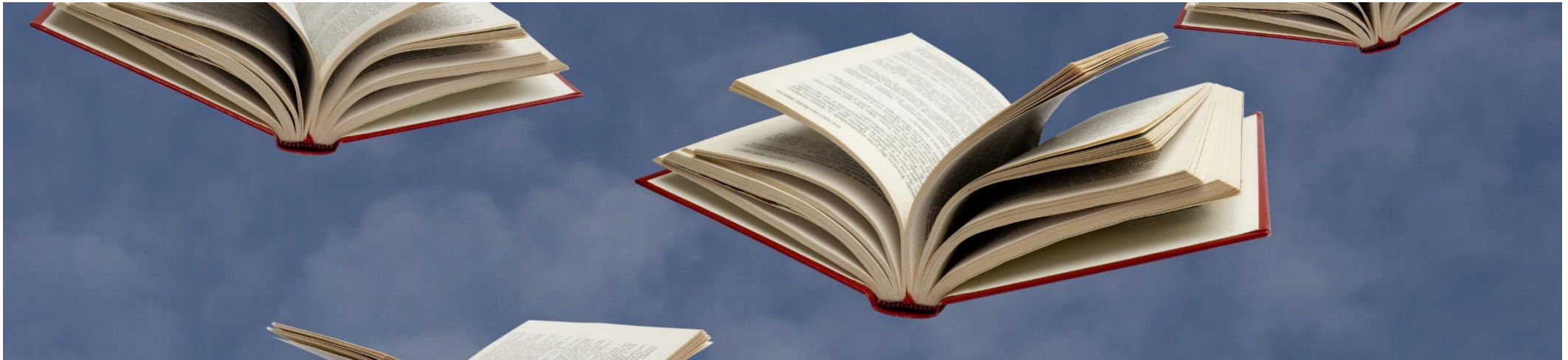
Detailed Guides

https://libguides.ln.edu.hk/1-search_guide



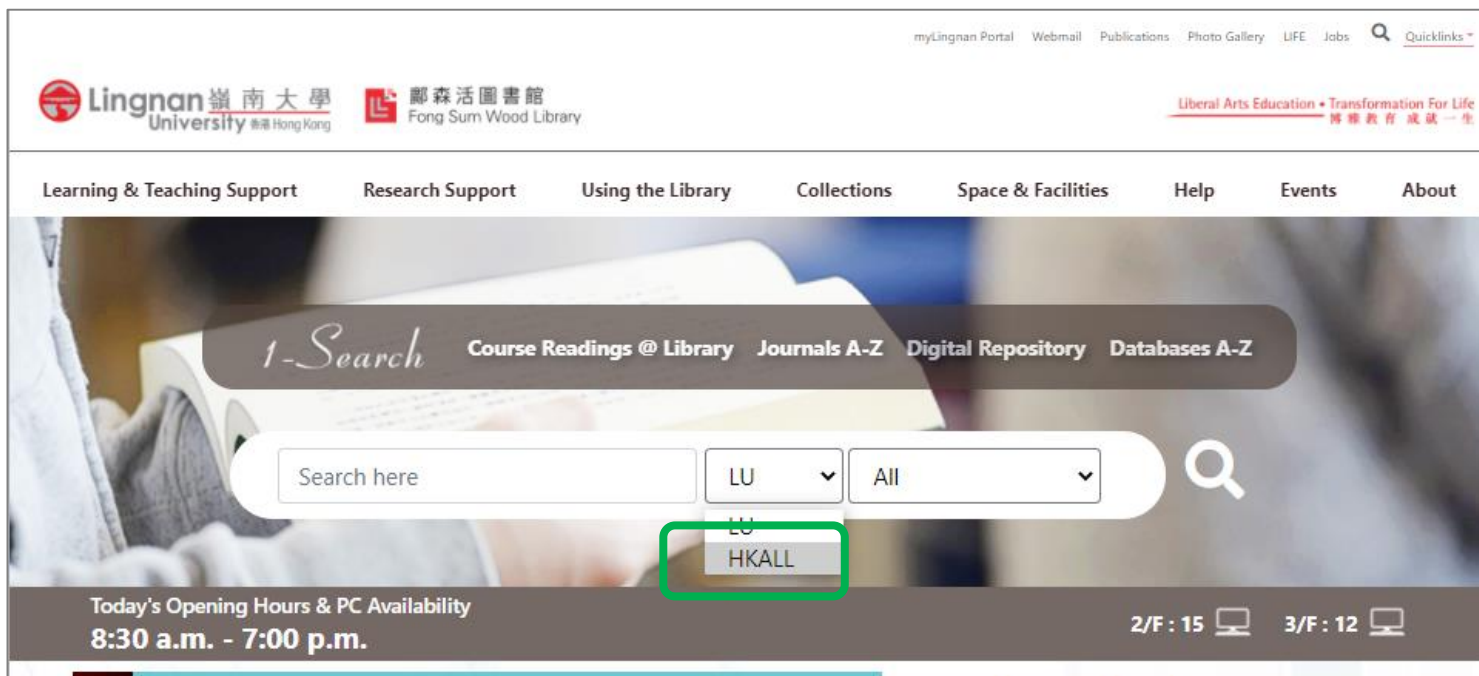
Borrowing Beyond the Library

- ❖ HKALL – Hong Kong Academic Library Link
- ❖ Interlibrary Loan Service



HKALL <https://www.library.ln.edu.hk/en/use/otherlib/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, EduHK, HKBU, HKU, HKUST & PolyU
- ❖ Normally the requested item will be delivered to Lingnan within 3 working days



The screenshot shows the library website's search interface. At the top, there are logos for Lingnan University and Fong Sum Wood Library. Below the logos is a navigation menu with options like 'Learning & Teaching Support', 'Research Support', 'Using the Library', 'Collections', 'Space & Facilities', 'Help', 'Events', and 'About'. The main search area features a search bar with the text 'Search here', a dropdown menu set to 'LU', and another dropdown menu set to 'All'. A magnifying glass icon is to the right of the search bar. Below the search bar, a dropdown menu is open, showing 'LU' and 'HKALL' as options. The 'HKALL' option is highlighted with a green box. At the bottom of the page, there is a footer with 'Today's Opening Hours & PC Availability' and '8:30 a.m. - 7:00 p.m.', along with some technical information like '2/F: 15' and '3/F: 12'.

HKALL



<https://www.library.ln.edu.hk/en/use/otherlib/hkall>



The screenshot shows the library website's navigation menu. The "Using the Library" tab is highlighted with a green box. A green arrow points from this tab to the "Hong Kong Academic Library Link (HKALL)" link in the "Accessing Other Libraries" section.

Learning & Teaching Support	Research Support	Using the Library	Collections	Space & Facilities	Help	Events
Opening Hours Library and Service Counter Opening Hours Extreme Weather Arrangement	Membership Staff and Students Alumni Affiliated Members (LFB) Other Users Deposit Refund Requests Application	Check-out Services Check Out Checkout Privileges Renew Request and Recall	Check-in Services Check In Fines & Fees Loss & Damage			
My Library Account	Course Reserves	Accessing Other Libraries JULAC Library Card <u>Hong Kong Academic Library Link (HKALL)</u> Interlibrary Loan Service (ILL) Off-campus Access to E-resources	Library Regulations			
LU Mobile	Lost and Found					

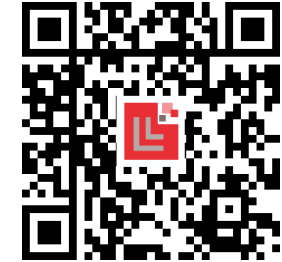
This service is to assist our staff and students to extend their reach of circulating materials beyond the four walls of the Lingnan University Library by initiating interlibrary loans yourself.

- Whenever a circulating item is not acquired by our Library or has been checked out by other users but it is "Available" in other UGC-funded University libraries, we can request the item from those libraries for your use.



Interlibrary Loan Service

- ❖ Help you request from other local or overseas libraries for books, book chapters, journal articles not available in the Library
- ❖ <https://www.library.ln.edu.hk/en/use/otherlib/ill>



What can be requested?

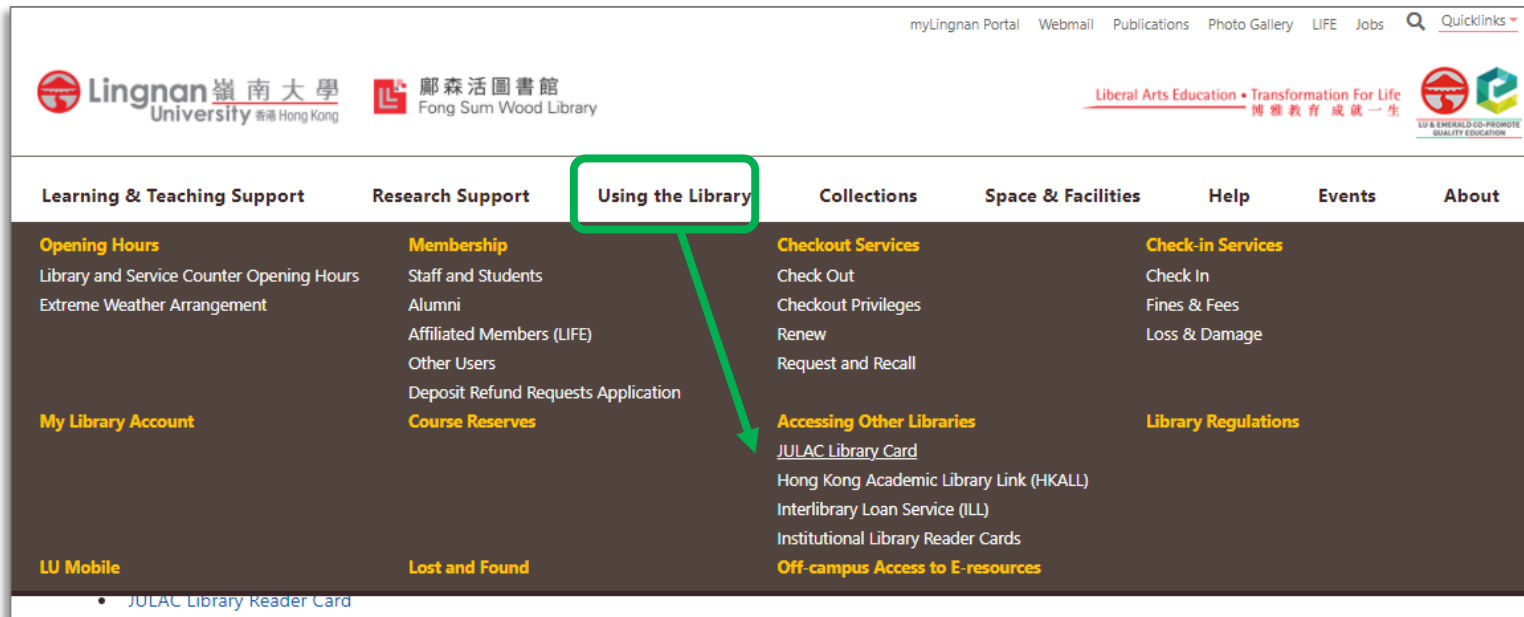
Lingnan University User Group	Books / Book chapters / Journal articles from UGC / local libraries	Books from overseas libraries	Book chapters / Journal articles from overseas libraries	Request quota (all types combined) in one academic term
Academic / Research Staff / Postgraduate Students	Yes	Yes	Yes	100
Non-Academic Staff / Undergraduate Students	Yes	No	Yes	50

HKALL vs Interlibrary Loan Service

	HKALL	Interlibrary Loan Services
Material type	Printed Books only	Books, book chapters or journal articles
Where is the request sent to?	Local UGC libraries	Local UGC libraries and overseas libraries
Loan quota	30 books at the same time	100 requests in one term
Loan period	30 days	Varies
How long will it take?	3 working days	Book chapters & journal articles: usually within 24 hours, Book: Varies from 1 to 4 weeks, depends on where the request is sent

JULAC Library Card

- Postgraduate Students can apply for JULAC Library card to access to other local UGC university libraries



<https://www.library.ln.edu.hk/en/use/otherlib/julac>

Databases

- ❑ The Library has subscribed +210 databases covering all core subject areas
- ❑ Types of database:
 - ✓ Dissertations
 - ✓ E-books
 - ✓ News
 - ✓ Primary Sources
 - ✓ Statistics
 - ✓ More ...

The screenshot shows the library's main navigation menu. The 'Collections' menu item is highlighted with a green box. A green arrow points to the 'Databases' sub-item under the 'E-resources' section.

The screenshot shows the 'Guides @ LU' page, specifically the 'Databases: Home' section. It features a search bar, navigation tabs, and a list of databases categorized by type and subject.

Library / Guides @ LU / Databases / Home

Databases: Home

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

Home **Databases A-Z** **中文數據庫** **Databases by Subjects** **Databases by Types** **Featured e-Resources** **Databases on Trial** **Library-Use-Only Databases**

Additional E-resources Under COVID-19 Pandemic **Databases for Lingnan Affiliates**

By Database Types	By Subjects	Key Databases
<ul style="list-style-type: none">• Abstracts & Indexes• Company Information• Dictionaries & Encyclopedias• Dissertations• E-book Collection• E-Journals• Images• Laws & Regulations• Lingnan University Examination Database• News• Primary Sources• Statistics	Multi-Disciplinary Arts and Humanities <ul style="list-style-type: none">• Chinese History• Chinese Studies• Cultural Studies• English Studies• History• Philosophy• Translation• Visual Studies Business <ul style="list-style-type: none">• Accountancy• Computing and Decision Sciences• Finance and Insurance	Academic Resources <ul style="list-style-type: none">• ABI/Inform Collection (ProQuest)• ProQuest Research Library• Academic Search Premier (EBSCOhost)• Business Source Premier (EBSCOhost)• EBSCOhost Combined Search• Dissertation Abstracts• Emerald Insight• JSTOR• Scopus• 中國期刊全文数据库 (CNKI)• 讀秀中文學術搜索 (Duxiu.com) News <ul style="list-style-type: none">• Factiva

Databases

Lingnan 嶺南大學 University 香港 Hong Kong

鄺森活圖書館 Fong Sum Wood Library

Guides @ LU

Library / Guides @ LU / Databases / Home

Databases: Home

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

Search this Guide Search

Home Databases A-Z 中文數據庫 Databases by Subjects Databases by Types Featured e-Resources Databases on Trial Library-Use-Only Databases

Additional E-resources Under COVID-19 Pandemic Databases for Lingnan Affiliates

By Database Types

- Abstracts & Indexes
- Company Information
- Dictionaries & Encyclopedias
- Dissertations
- E-book Collection
- E-Journals
- Images
- Laws & Regulations
- Lingnan University Examination Database
- News
- Primary Sources
- Statistics

By Subjects

Multi-Disciplinary

Arts and Humanities

- Chinese History
- Chinese Studies
- Cultural Studies
- English Studies
- History
- Philosophy
- Translation
- Visual Studies

Business

- Accountancy
- Computing and Decision Sciences
- Finance and Insurance

Key Databases

Academic Resources

- ABI/Inform Collection (ProQuest)
- ProQuest Research Library
- Academic Search Premier (EBSCOhost)
- Business Source Premier (EBSCOhost)
- EBSCOhost Combined Search
- Dissertation Abstracts
- Emerald Insight
- JSTOR
- Scopus
- 中國期刊全文数据库 (CNKI)
- 讀秀中文學術搜索 (Duxiu.com)

News

- Factiva

Browse for database titles from **Databases A-Z list**

Browse for database titles in **Chinese Language**

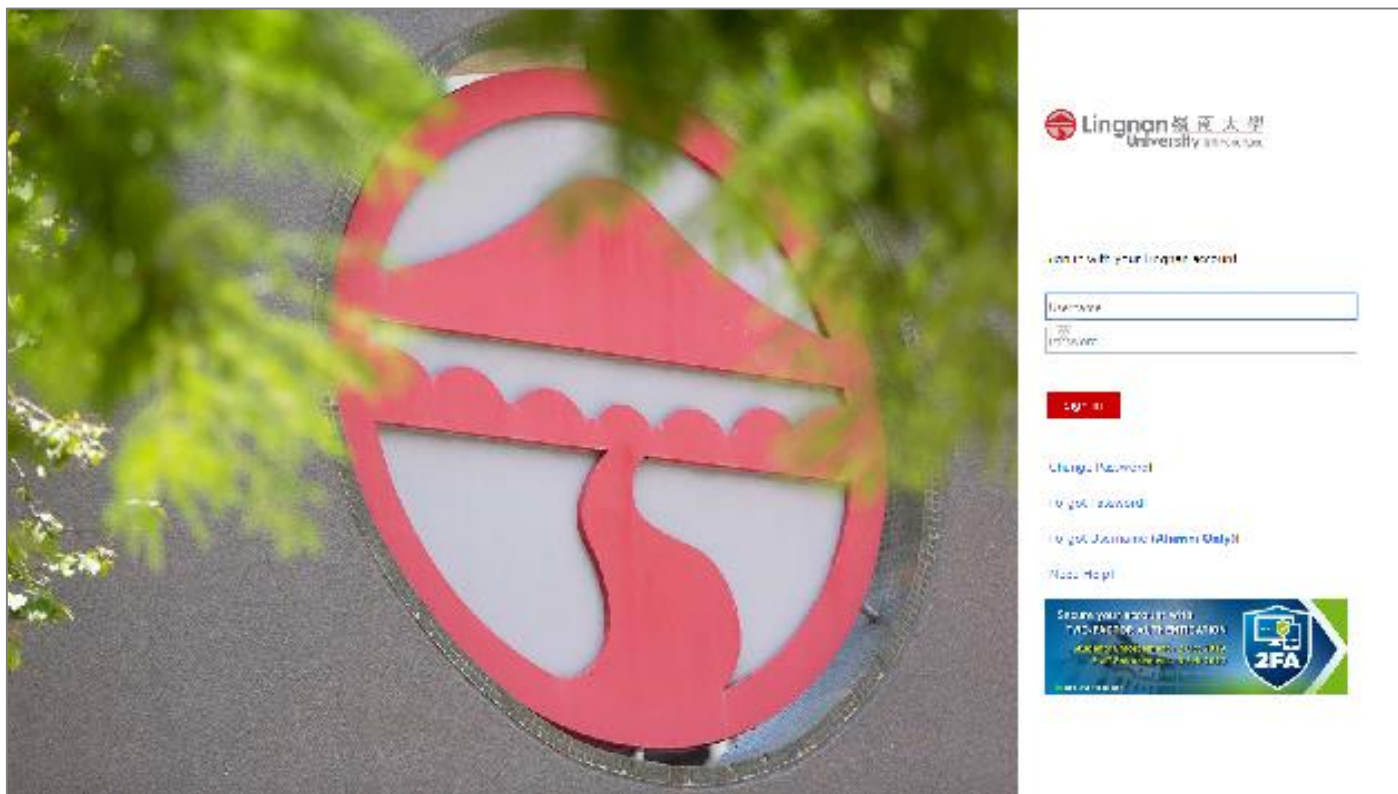
Browse for database titles **by types** (e.g. E-books, Statistics)

Browse for database titles **by subject** (e.g. Accountancy, History)

Off-campus Access to E-resources

Due to licensing restrictions, most Library e-resources are available to **Lingnan staff and students only.**

- You will be prompted for your Username and Password of your Lingnan account when you are clicking to access to the e-resources from off-campus
- For specific resources, such as local TV programmes, VPN connection will be needed.
- Details for VPN connections (by ITSC): <https://www.ln.edu.hk/itsc/services/network/vpn-connection>



USING LIBRARY FACILITIES

Study Places

- Late Reading Room – w/ overnight access (1/F)
- Computer Room – w/ overnight access (1/F)
- Individual and Group Study Rooms (1/F & 2/F)
- Chang Han Tsiu Reading Room (2/F)
- Lee Hak Kan Multimedia and Language Centre (MLLC) (2/F)



Library Facilities



❖ Multifunction Printers



❖ Public PCs

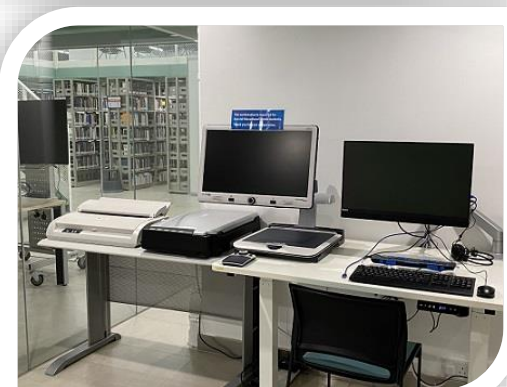
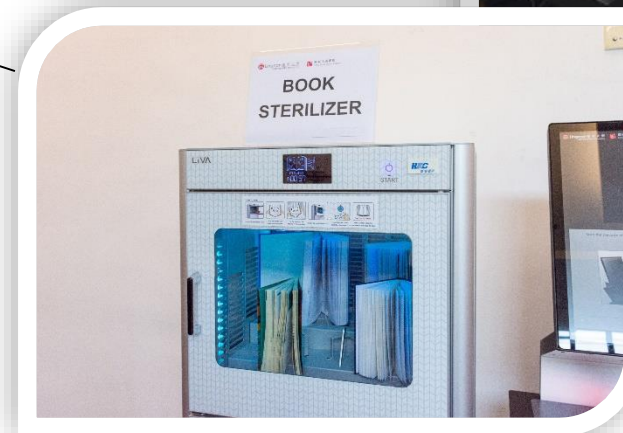
❖ Self-Checkout Stations



❖ AV Equipment

❖ Book Sterilizer

❖ Special Educational Needs (SEN) Equipment



LIBRARY ETIQUETTE

Library Etiquette



OTHER SUPPORTS

Helpful Reference Management Tools

- ✓ RefWorks (Recommended)
- ✓ Zotero
- ✓ Mendeley

Research Consultation Service

Research Consultation Service

<https://www.library.ln.edu.hk/en/research/plan/consultation>

1-to-1 service offered by our professional librarians to Lingnan University staff and students to provide advice on effective information research. We 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
- ❖ **Keep tracking** 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**

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