HKDC Library Online Catalogue
Usage Guide

March 2013

1) Introduction:
The Library On-line Catalogue is a new tool for searching the library the list of books & magazines available at the HKDC Library.

2) Access:
HKDC Library Online Library Catalog is available at http://hkdc.library.ccnet-hk.com
For public, use the public log-in account: 使用者（public）密碼（public）to access the Library On-line Catalogue.
Remarks:
Please do not change any setting on the public account, staff in HKDC Library will check the account routinely, should you have any problem to log-in, please contact HKDC Library at 3793 8444 during the library open hour.

3) Quick Search:
Quick Search is for book & magazine search by using word(s) from Title / Author / Subject / Keywords / Call number / ISBN, etc.
Remarks:
Search by other criteria are also available. Please refer to details of each example.
Example: Search a book using Quick Search

【Title】Inclusive Buildings, Products & Services Challenges in Universal Design  
【Author】Tom Vavik  
【Subject】Design, Innovation & Creativity (a.k.a. Library category)  
【Call Number】4.0.1.058  
【ISBN】978-82-519-2344-6  
【Keywords】Universal design; innovative idea; inclusive; building; product; design service; architecture

3.1) Search by Title:

Type in full title for search, if the full title is not available, incomplete title is acceptable.

Example:

“Inclusive Buildings, Products & Services Challenges in Universal Design”; or  
“Inclusive Buildings”
3.2) Search by Author:

Select “Author” in the drop-down menu, if the Full Name is not available, Partial Name is acceptable.

Example:
“Tom Vavik”; or
“Vavik V” or
“Vabik”

3.3) Search by Call Number:

Select “Call no.” in the drop-down menu and type in call no. for search.

Example:
“4.0.1.058”
3.4) Search by ISBN:


Example: 
“978-82-519-2344-6”

3.5) Search by keywords:

Keyword search is a simple way to search the library catalogue if you do not know the exact wordings for search. Keyword can be used as an alternative searching method, when you only have incomplete information.

Example: 
“inclusive design”
4.) Advanced Search

**Advanced search** will allow you to specify keyword(s) or phrase(s) to limit your search area. You can use additional search field and criteria under “and”. These criteria included “contain”, “equal”, “not contain”, “start with”, “end with”. You can also search book with specific “Language” on the drop-down menu. This will give you a more accurate result, which matches all your search criteria.

**Example:**
If you want to find an English book with “inclusive” and “service” in the title, and written by Tom. You can select “Title”, criteria “contain” and type in “Inclusive”, AND the same field and criteria tying “service”, AND select “Author”, criteria “contain” and type in “Tom”, lastly choose “English” from the drop-down menu. You can find the result below,
5.) Subject Search

Subject search will allow you to search book by the subject of *HKDC Library catalogue*. Click on the icon with subject and you can find books under this subject.

*HKDC Library Catalogue (by subject & call number)*

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