

## Online Catalogue Search and Item Reservation:

1. Enter the Library Catalogue and start search by entering book information such as the title, the author, the subject etc.

The screenshot shows the top navigation bar with four buttons: "Advanced Search", "Borrowing Record", "Top 10 Books Report", and "中文". Below this is a "Search By" section with a grid of search criteria:

<a href="#">Title Exact</a>	<a href="#">Author Exact</a>
<a href="#">Title Keyword</a>	<a href="#">Author Keyword</a>
<a href="#">Title Stroke</a>	<a href="#">Author Stroke</a>
<a href="#">Subject/Discipline</a>	<a href="#">Author Keyword &amp; Title</a>
<a href="#">Subject/Discipline &amp; Reading Level</a>	<a href="#">Keyword</a>
<a href="#">Call Number</a>	<a href="#">ISBN/ISSN</a>

Below the search options is the library's contact information: "HKFYG Lee Shau Kee College, 12 Tin Kwai Road, Tin Shui Wai, Yuen Long, N.T. Phone: 2146 1128. Fax: 2146 1662." and a button labeled "About SLS WebOPAC".

2. Click "Start Search" after typing in the information

The screenshot shows the search form with the following fields and buttons:

- Database : Local Catalog
- Title Keyword:
- Material Type:
- Language:
- Location:
- Publisher:
- Publication Year:
- \* blank for all
- Buttons: Start Search (circled in red), Reset, Cancel

3. If the status is "Available", you may borrow the item at the Library. Jot down the Call Number to locate the book.

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Launch Search Engine  [Go](#)

### Full Record

Check this checkbox to mark or unmark the current record

**TITLE** [ACCOUNTING COMES ALIVE : The Color Accounting Parable.](#)  
**IMPRINT** US : ACA INTERNATIONAL, 2011.  
**DESCRIPTION** 120 p. : col ill. ; 18 cm.  
**DISCIPLINE** [BAFS.](#)  
**OTHER AUTHOR** [Maik Robilliard & Peter Frampton.](#)  
**ISBN** [9.78145E+12.](#)

Location	Call Number	Status
English Collection	<a href="#">657 ROB</a>	Available

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4. If you see a due date under status, you may reserve the item. Click “Reserve Item” at the bottom.

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### Full Record

Check this checkbox to mark or unmark the current record

**AUTHOR** [John A. Tracy.](#)  
**TITLE** [Accounting for Dummies.](#)  
**EDITION** 4th ed.  
**IMPRINT** Hoboken : Wiley Publishing Inc., 2008.  
**DESCRIPTION** 382 p. : ill. ; 24 cm.  
**DISCIPLINE** [BAFS.](#)  
**ISBN** [9780470246009.](#)

Location	Call Number	Status
English Collection	<a href="#">657 TRA</a>	Due: 2013-05-09

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- To reserve an item, you are required to log in. Type in your Patron Barcode (i.e. your HLC Student No./ Staff No.) and your Pin. Your Patron Barcode and Pin are the same when you log in the first time. You are highly advised to change the Pin.

New Search      中文

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### Hold Item

Patron Barcode	<input type="text" value="Yr. Student No."/>	<input type="button" value="OK"/>
Pin	<input type="text" value="....."/>	<input type="button" value="Reset"/>
		<input type="button" value="Cancel"/>

- After typing in the information, the request should be successfully made. You will be informed once the item is available and please come to the Library to borrow the item within 3 days after the issue of notice to you. If you encounter any problems, feel free to contact us.

Last Updated on 26 March 2013

OK

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**Hold item success**