Library PG Orientation 2020

Victoria Caplan, SHSS Librarian
lbcaplan@ust.hk
Your Library has...

5 Floors - 12,350 sq. meters
~45 bookable group rooms
3,376 study seats

1.48 million e-books & printed books

E-Journals & magazine & newspapers
~ 50,000+ titles (2017: 2.7 million articles & 1 million chapters downloaded)

~ 120,000 AV titles (discs & streaming)
Your Gateway to Find Information [https://library.ust.hk](https://library.ust.hk)
Help for PGs

http://library.ust.hk/help-for/postgraduates/

Research Support

Get HKUST Library Materials
- Borrowing Privileges: 5 weeks for books | 7 days for media materials; loan limit 60 | Loan rules
- Document Delivery (from HKUST's collection) — articles from the physical collection to your in-box
- Find Course Reserve materials by Course Name or Instructor (watch a how-to video)
- If you work as a teaching assistant, you may place course materials in Course Reserve for your students.
- Recommend Book or Media Purchase

Access Materials at Other Libraries
- HKALL — get books from other university libraries in HK | Search HKALL (watch a video)
- Interlibrary Loan — articles, books, theses, & book chapters from outside HKUST
- JULAC Card — access to other university libraries

Research Information and Data Services
- DataSpace@HKUST — a data repository and workspace service for HKUST's research community
- Data Management Plan (DMP) — a document that describes how you will handle your research data
- HKUST IRD — Institutional Repository & Scholar Profiles
- Research Bridge — helpful info about data management, author rights, and more
- Researchers Series: Seminars and Workshops — learn more about research management from different experts
- Student Publication Reporting System (Office of Postgraduate Studies)
- Subject Librarians can give you research coaching sessions, just contact them
- Browzhe — a great app for keeping up with your favorite journals
- Citation Certification

Your Thesis
- Guide to Thesis Submission, includes Thesis Submission form

Learning Support

Library Instruction — Our Information Literacy Program
- Library Classes for PG, Events and Workshops | Schedule & Registration
- Course Guide and Subject Guides — information resources for selected courses and subject disciplines
- E-learning Videos and Games

Facilities
- Reserve group study room, LC learning space and seminar rooms
- Copying, Scanning and Printing
- Library Computers

New to HKUST Library?
- Get Started @ HKUST Library
Your Borrowing Privileges

- Loan limit: **80**, hold limit: **20**

<table>
<thead>
<tr>
<th>Type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Media</td>
<td>7 days</td>
</tr>
<tr>
<td>Kindle</td>
<td>14 days</td>
</tr>
<tr>
<td>Reserve</td>
<td>3 days</td>
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Welcome to the HKUST Library!

This guide aims to help you make the most of the Library in your first year at HKUST. It presents you with key library resources, services, and facilities.

The Library has a variety of facilities and flexible space equipped with technology to facilitate learning.
  - Take a Self-Guided online Tour
  - View Facilities details.

Learning Commons (LC) on LG1 opens 24x7 during term time. It also has the Creative Media Zone which is a graphics workshop, AV Editing Suites, and even a Video Studio.

Check out the Services & Information about LC.

Contact Us

Ask a Librarian for help on
  - Assistance on finding the right books, articles, databases, internet resources, etc.
  - Guidelines on the right direction for an assignment.

WhatsApp (9701-1055)
Phone (2356-6760)
Email libref@ust.hk or Subject Librarians

Please Be Considerate

Please help maintain a good study environment (user behavior):
  - Quiet
  - Food and drink
  - No Unattended Belongings
  - No Smoking
  - Proper Use of Collections and Facilities

In order to maintain an atmosphere suitable for study, the Library has implemented a Dement Schedule.
PowerSearch is....

Library Catalog

- Printed books
- E-books
- DVDs, CDs, etc.
- Journals (e.g. Nature)

+ Primo Central

- Articles from Journals
- Conference Proceedings
- Other scholarly materials
Skill Set 1: Effective Book Search (a)

Find this book: Tesla inventor

- Un-tick Primo Central
- Type title key words
- Choose “search”
Skill Set 1: Effective Book Search (b)

E-version – click to view full-text

Hard copy

https://libguides.ust.hk/getstarted/books
Skill Set 1: Effective Book Search (c)

Library Catalog – Full record

Click Locate to see the floor plan!
Click on “Locate” & See Where to Go (Floor plan)

<table>
<thead>
<tr>
<th>Floor</th>
<th>What’s here</th>
</tr>
</thead>
<tbody>
<tr>
<td>G/F</td>
<td>Current Periodicals (Magazines), Kindle at Circulation, Newspaper, Reference, Reserve &amp; Media Reserve, Popular Books</td>
</tr>
<tr>
<td>LG1</td>
<td>Media, Microforms</td>
</tr>
<tr>
<td>LG3</td>
<td>Book Collections [Class M - Z], Oversize, Extra-Oversize</td>
</tr>
<tr>
<td>LG4</td>
<td>Book Collections [Class A - L], All Bound Periodicals</td>
</tr>
</tbody>
</table>
Locating the item on the Shelves by Call Number

- Example: QA177 A451 2017
- Shelf Address
- Describes the subject content

https://libguides.ust.hk/getstarted/classification

https://libguides.ust.hk/classification/
Special Retrieval Service for Fall Semester

You request -> we retrieve from shelves -> inform you to arrange pick up

Sign in with your ITSC email (xxxx@ust.hk) & password to Request

- Books
- Media
- Kindles
- 3-day Reserve
- Reference books
- Current print journals

Can see loan policy and Request button after sign in
Skill Set 1: Effective Book Search (d)

Find this book: *Rise of the Robots* by Martin Ford

What if it’s checked out? 😞
Use Sign-in for – Request
Sign-in with your HKUST email address

Login to HKUST PowerSearch

Enter your email address

Enter your password

☐ Don't Remember Login

Login

› Need help for login and password?
Request

- Sends a recall notice to other user (shortens loan period)
- When returned, you’ll get a pick-up notice email
Request, Recall & Pick-up

- “Place a hold” on (request) a checked out book or media item
- A recall notice will be sent to the current borrower.
- You will get an email to pick it up when it’s your turn to borrow it.

From: HKUST Library Circulation <ibcirc@ust.hk>
Sent: Tuesday, August 21, 2018 11:53 AM
To: Esroke SP WONG
Subject: Library Pick-up Notice

HKUST LIBRARY
Pick-up Notice
21/08/2018

Patron: WONG San Ping Esroke
The following item which you requested is ready for pick-up at the Circulation Counter.

AUTHOR: Elborough, Travis,
TITLE: Atlas of improbable places: a journey to the world’s most unusual corners / Travis Elborough & Alan Horsfield.
CALL NO: D10 .E45 2016
LOCATION: Popular Books
NEW DUE DATE: 04/09/2018

If you have any questions, please contact ibcirc@ust.hk or call 2358-6772 for help.
HKALL (1)

- A joint project of the eight Hong Kong university libraries
- Use HKALL to request available **BOOKS** from other HK univ. libraries
- Will be be delivered to you here at HKUST
1. Search the title in HKALL

2. Go to full record

3. Sign in to make your request
HKALL (3)

1. Select HKUST

Selections:
- The Chinese University of Hong Kong
- City University of Hong Kong
- The Education University of Hong Kong
- Hong Kong Baptist University
- The Hong Kong Polytechnic University
- The Hong Kong University of Science and Technology
- Lingnan University
- The University of Hong Kong

2. Sign in

Login to HKUST PowerSearch
Enter your email address:
boaplan@ust.hk
Enter your password:

Don't Remember Login
Login

Need help for login and password?
1. Choose “Get It”

2. Choose HKALL Request

3. See a green light? Choose Request
Request Received

- Not sure if your request is successful?!
- Be patient!
  - If it is successful, it will show in your account in a few hours.
  - If it is not successful, you will receive an email notice from us.
**Interlibrary Loan** (ILL or I.L.L.)

Gets articles, book chapters, & books from other libraries
ILLiad - for requesting ILL & Document Delivery

https://illiad.ust.hk/illiad/logon.php

1. Obtains books & journal articles from other libraries
   150 requests per year for free
2. Get print or microfilm article from our collection
   60 requests per year
Course Reserve - Short term loan, high overdue fines (hourly-rated)

Course assigned reading & viewing

Search by Course Instructor (e.g. MA Xiaojuan) or Course Name (e.g. COMP 4461)

How to get the Course Reserve:

- Physical Copy
  - Go to Circulation Counter (G/F)
  - Give the Call Number to staff
- E-version via Library Catalog record
Databases & Journals

Off campus?
Ezproxy authentication with your ITSC login and password

320 databases
149,000 e-journals
Databases – How to Access

Always access database via the Library webpages

https://library.ust.hk/collections-resources/databases/all-databases/
https://library.ust.hk/collections-resources/databases/browsebysubject/

Do NOT go directly to the publisher’s website https://ieeexplore.ieee.org/ or https://www.sciencedirect.com. IEEE or Elsevier doesn’t know you HKUST paid access to their content if you access from off-campus
You can search HKUST collection via Google Scholar

1. Login & go to Settings

2. Choose Library links

3. Type the full name of HKUST
Make Good Use of Google Scholar (1)

Using Google Scholar as starting point? Yes, why not?
Important! Set up your preferences to auto-link to HKUST Library subscribed material off campus.
Make Good Use of Google Scholar (3)

Settings >
Library links >
“Hong Kong University of Science and Technology” -> Save
Without the auto-link setting, materials available at HKUST Library will not be shown

With the auto link setting, the “Find@HKUST Library” link appears
How to Sign in to My Library Account

1. In the PowerSearch Banner
   ![PowerSearch Banner](image)

2. Get it in library section of a record
   ![Get it in library](image)

3. My Account on Library home page (desk-top version)
   ![Desk-top version](image)

4. My Account on Library home page (mobile version)
   ![Mobile version](image)

https://libguides.ust.hk/powersearch/sign-in
My Library Account - What you can do

- Renew books online
- Check due dates
- Cancel your holds/requests

- View borrowed or requested items
- Check fines
- View saved searches

https://libguides.ust.hk/powersearch/bookmark-create-alert
Library Seminars & Workshops

Library Events: Details & Registration:
https://library.ust.hk/ce

Researchers series – mainly for RPGs

https://library.ust.hk/services/research-support/researchers-series/
Daily Life ....

Scanning, Copying & Printing
https://library.ust.hk/services/facilities/copying-scanning-printing/

Room Reservation
https://lbbooking.ust.hk/
Reminder! EZ Proxy from off campus
Research Bridge: A Blog for HKUST Researchers

LATEST
Green Open Access: What, Where, When
Archiving academic papers in an institutional or subject repository is a major way to make your works openly accessible. In this increasingly open research environment, it is important for academic authors to know how to do self-
MAY 18, 19:50

Machine-Actionable Data Management Plan (maDMP)
Different people and groups in the research community are working on making data management plan (DMP) machine-actionable.
MAY 16, 20:20

COPE: Help You Learn More About Publication Ethics and Misconduct
What would you do when you discovered you have submitted an article to a predatory journal? Is it possible to request the publisher to retract an article because it was submitted without the consent or knowledge of other co-authors?
MAY 18, 20:20

Semantic Scholar: Exploring Research Literature with

RECEIVE NEW POSTS BY EMAIL
Enter email address...
Subscribe

SEARCH IN RESEARCH BRIDGE
keyword

LINKS
Research Bridge Home
Researcher Series Archive
Author Tips
Data Management Guide
Research Impact Metrics
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Academic Integrity
HKUST Research

https://library.ust.hk/sc/
Contact Us! https://library.ust.hk/about-us/contact-us/
Best Wishes for Your Studies & Research at HKUST