

## *Guidelines for Using Online Library System*

### **ABOUT RENEW THE ITEM(S)**

1. Please click “**Borrowing Record**” in order to view your account information.

The screenshot shows the SPUC Library WebOPAC homepage. At the top right, there is a banner with the Chinese phrase "學海無涯，唯勤是岸。 - 謠語". Below the banner, there is a navigation bar with links: Advanced Search, Borrowing Record (which is highlighted with a red box), Top 10 Books Report, and 中文 (Chinese). Underneath the navigation bar is a "Search By" section with various search options: Title Exact, Author Exact; Title Keyword, Author Keyword; Title Stroke, Author Stroke; Subject/Discipline, Author Keyword & Title Keyword; Subject/Discipline & Reading Level, ISBN/ISSN; and Call Number. On the left side, there is a sidebar with links: 首頁 (Home), 圖書檢索 (Book Search), 圖書管理員 (Library Staff), 主席的話 (Chairman's Words), 館長的話 (Librarian's Words), 圖書館規則 (Library Rules), 遷館記 (05-06) (Relocation Record 05-06), and 借書記錄 (Borrowing Record).

2. Enter your **login name** in PYCnet as the **Patron Barcode** and the **password** sent to you as the **pin**. (e.g. your HKID is A123456(7) and birth is 2000, then your pin is A1232000)

The screenshot shows the Borrowing Record input form. It has two input fields: "Patron Barcode" and "Pin", both with empty text boxes. To the right of each field are "OK", "Reset", and "Cancel" buttons. Below the form is a row of search links: [Title Exact], [Title Keyword], [Title Stroke], [Subject/Discipline], [Subject/Discipline & Reading Level], [Call Number], [Author Exact], [Author Keyword], [Author Stroke], [Author Keyword & Title Keyword], and [ISBN/ISSN]. The rest of the page is identical to the one above, featuring the SPUC Library logo, a banner with the Chinese phrase "學海無涯，唯勤是岸。 - 謠語", and the same sidebar with library links.

3. Details of items you have checked out would then be shown.
4. You are also able to **renew** the items that you want. Yet, the **maximum** time for you to renew is **one** and **overdue** item is **not** allowed to renew.



- [首頁](#)
- [圖書檢索](#)
- [圖書管理員](#)
- [主席的話](#)
- [館長的話](#)
- [圖書館規則](#)
- [還館記 \(05-06\)](#)
- [主席分量](#)
- [花絮](#)
- [借書龍虎榜](#)
- [班別](#)
- [學生](#)
- [新書推介](#)
- [中文書籍](#)
- [英文書籍](#)
- [資訊提供](#)

#### Items Checked Out (Total: 12)

	Title	Call Number	Barcode	Due Date
1.	<input type="checkbox"/> Clifford's : first sleepover / Norman Bridwell.	F BRI	006097	20160802
2.	<input type="checkbox"/> Clifford : is a star / Norman Bridwell.	F BRI	006098	20160802
3.	<input type="checkbox"/> Clifford's : best pals / Norman Bridwell.	F BRI	006100	20160802
4.	<input type="checkbox"/> 不信贏在起跑線 / 吳思源著.	528.2 2633	005310	20160822
5.	<input type="checkbox"/> 怪獸家長3：零感世代 / 屈穎妍著.	528.207 7724	003688	20160822
6.	<input type="checkbox"/> 多啦A夢收藏大集合 / 謝豫琦.	479.8 0411	002011	20160822
7.	<input type="checkbox"/> 美味雞翼自家製 : Yummy chicken wings / Kannis Yeung.	427.1 4458	C18714	20160822
8.	<input type="checkbox"/> 專業麵包 自家製 : Homemade professional bakery-style bread / Charles Ho.	427.16 2122	C18712	20160822
9.	<input type="checkbox"/> 廚房神器 : 燶燒杯料理 = Manage your vacuumfood jar / Mrs. J 著.	427.17 8794	007257	20161010
10.	<input type="checkbox"/> TVB新聞部血淚史 / 陳珍妮.	992.709391 7514	007255	20161115
11.	<input type="checkbox"/> 為什麼靜香一定要嫁給大雄：從哆啦a夢發覺日常生活不思議 / 中川右介著；楊裴文譯.	947.41 5248	007536	20161212
12.	<input type="checkbox"/> Despicable Me / Universal Studio.	791.43 DES	000317	20170215

[Renew](#) [Renew All](#)

#### Items On Hold

No On Hold Item

## ABOUT HOLD THE ITEM(S)

- When searching for the item(s), the more specific your search, the faster it will run, and the more likely it will return the actual item(s) of interest to you.
  - For example, click the “**Title Keyword**”.

The screenshot shows the SPS Library WebOPAC homepage. On the left, there is a sidebar with icons and links: 首頁, 圖書檢索, 圖書管理員, 主席的話, 館長的話, 圖書館規則, 遷館記 (05-06), and 花絮. The main menu at the top includes Advanced Search, Borrowing Record, Top 10 Books Report, and 中文. Below the menu, a "Search By" dropdown is set to "Local Catalog". A sub-menu for "Search By" is open, showing options: Title Exact, Title Keyword (highlighted with a red box), Title Stroke, Subject/Discipline, Subject/Discipline & Reading Level, Author Exact, Author Keyword, Author Stroke, Author Keyword & Title Keyword, ISBN/ISSN, and Call Number. At the bottom right of the search area is a "About SLS WebOPAC" link.

- Enter the detail of interest to you, then click “**Start Search**”.

The screenshot shows the search interface for "Title Keyword". The search parameters are: Title Keyword: fair lady, Material Type: \* all \*, Language: \* all \*, Location: \* all \*, Publisher: (empty), and Publication Year: 1956. The "Start Search" button is highlighted with a red box. Other buttons include Reset and Cancel.

- The related item(s) would then be shown, then click the item you want.

The screenshot shows the search results page. The title is "Title Keyword: **fair lady** (Publication Year=1956)" and it found 4 entries. The "Hit List (Page 1)" table has columns: Title, Author, Year, and Classification. The first entry, "My Fair Lady / Alanjay Lerner ; retold by Derek Strange.", is highlighted with a red box. The other three entries are: "My fair lady / Alanjay Lerner ; retold by Derek Strange.", "My Fair Lady / Alanjay Lerner ; retold by Derek Strange.", and "My Fair Lady / Alanjay Lerner.".

Title	Author	Year	Classification
My Fair Lady / Alanjay Lerner ; retold by Derek Strange.	Alanjay Lerner ; retold by Derek Strange.	1956	F LER.
My Fair Lady / Alanjay Lerner ; retold by Derek Strange.	Alanjay Lerner ; retold by Derek Strange.	1956	F LER.
My fair lady / Alanjay Lerner.	Alanjay Lerner.	1956	F LER.
My Fair Lady / Alanjay Lerner.	Alanjay Lerner.	1956	F LER.

2. Details of item would then be shown, if the item is on loan. Please click the “**Reserve item**” and login.

The screenshot shows the SPUC Library website interface. On the left, there is a sidebar with icons and links: 首頁 (Home), 圖書檢索 (Search), 圖書管理員 (Library Staff), 主席的話 (Chairman's Message), 館長的話 (Director's Message), 圖書館規則 (Library Rules), 遺館記 (05-06) (Lost Book Record), 借書龍虎榜 (Book Ranking), 新書推介 (New Book Recommendation), ISBN (International Standard Book Number), and 資訊提供 (Information Services). The main content area has a title bar with "學海" (Oceans of Knowledge) and navigation buttons: Previous Record, Next Record, MARC Display, Reserve Item (which is highlighted with a red box), Print / Export, New Search, Back, and 中文 (Chinese). Below this is a search bar with "Launch Search Engine" dropdown set to Google and a "Go" button. The page title is "Full Record". A checkbox labeled "Check this checkbox to mark or unmark the current record" is present. The book details are listed in a table:

AUTHOR	Lerner, Alan Jay.
TITLE	My Fair Lady / Alan Jay Lerner ; retold by Derek Strange ; Series edited by Andy Hopkins and Jocelyn Potter.
EDITION	New ed.
IMPRINT	England : Pearson Education Limited, 2000.
DESCRIPTION	43 p. : ill. ; 20 cm.
SERIES	Penguin Readers Level 3.
DISCIPLINE	English Language (英國語文).
OTHER AUTHOR	Hopkins, Andy.
OTHER AUTHOR	Strange, Derek.
ISBN	058241671X.

Below the table is a summary row with columns for Location (English Collection), Call Number (F LER), and Status (Due: 2016-03-07).

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The screenshot shows the SPUC Library website interface. The sidebar is identical to the previous one. The main content area has a title bar with the library logo and the motto "惟勤是岸。—諺語". Below this is a "New Search" button and a "中文" (Chinese) button. A modal dialog box titled "Hold Item" is open, containing fields for "Patron Barcode" and "Pin", each with an input field and a "OK" button. At the bottom of the dialog are "Reset" and "Cancel" buttons. Below the dialog is a footer with search filters: [Title Exact], [Title Keyword], [Title Stroke], [Subject/Discipline], [Subject/Discipline & Reading Level], [Call Number], [Author Exact], [Author Keyword], [Author Stroke], [Author Keyword & Title Keyword], and [ISBN/ISSN].

4. You are hold item success, if the system show “Hold item success”. If not, please try again or contact the librarian.



5. If the user return the item, library will call you to take the item.