

Southern UC Library's Website

<http://library.sc.edu.my/>

SOUTHERN UNIVERSITY COLLEGE LIBRARY

Main Library Opening Hours 08:30 - 21:00 | Friday, 09 Nov 2018

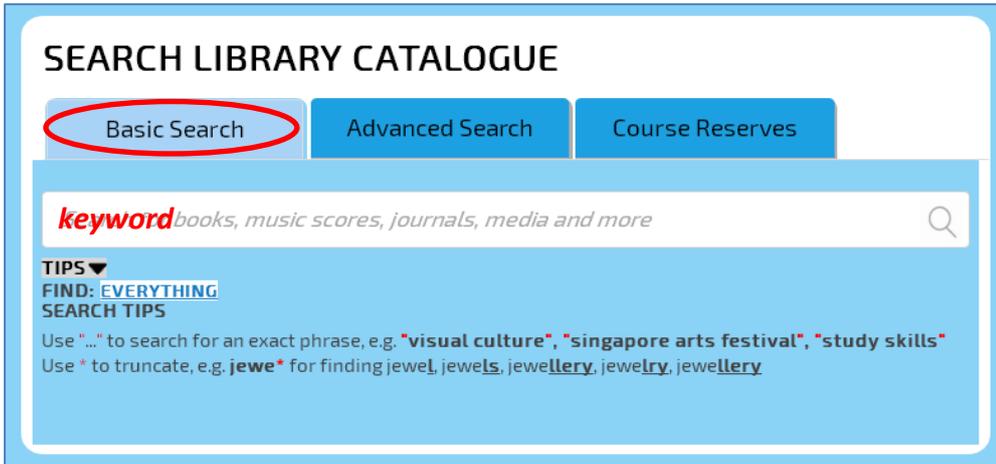
CONTACT US 07-5586605 (Ext. 120) | libref@sc.edu.my

The screenshot shows the library website homepage with a navigation bar at the top containing links for HOME, USING THE LIBRARY, RESEARCH & LEARNING, E-RESOURCES, MCLC 马华文学馆, SOUTHERN UC, and MY LIBRARY ACCOUNT. The main content area is divided into four sections: 1. SEARCH LIBRARY CATALOGUE, which includes search options (Basic Search, Advanced Search, Course Reserves) and a search bar; 2. QUICK LINKS, featuring icons for Recommend a Title, Life20/30 Recommended Reading List, Databases, FAQ, Contact Us, and Feedback; 3. NEW ARRIVALS, displaying a carousel of book covers with titles in Chinese and English; and 4. ANNOUNCEMENTS & EVENTS, showing promotional posters for library events.

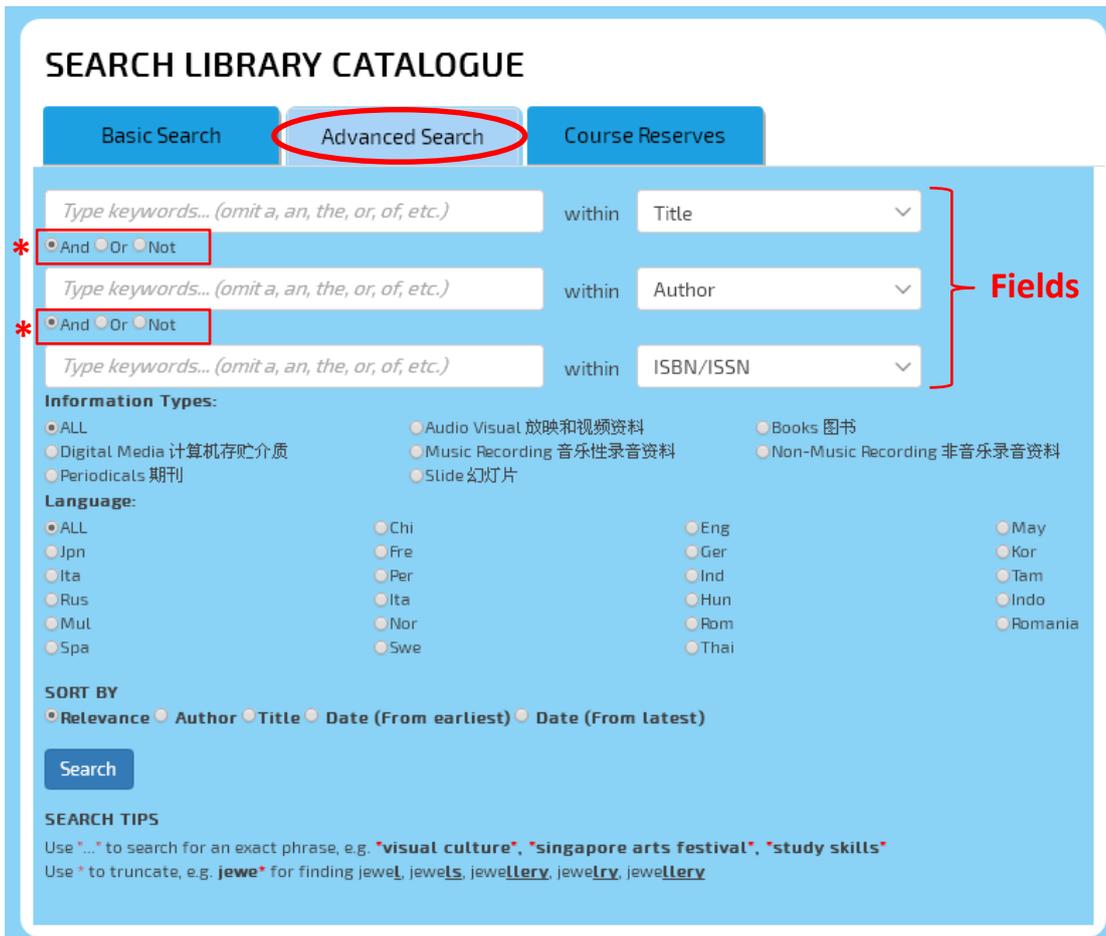
- ① **CATALOGUE SEARCH:** The books and materials held by the library can be searched by title, author, call no. or ISBN.
- ② **QUICK LINKS:** Quick links to some frequently used pages.
- ③ **NEW ARRIVALS:** Displays newly arrived library materials.
- ④ **ANNOUNCEMENTS & EVENTS:** Displays recent library announcements and events.
- ⑤ This part provides information about the library rules, guidelines, E-resources, MCLC and the link to My Library Account.

Catalogue Search

Basic Search: Type keywords and search all fields (e.g. title, author, subject, series title, etc.) at the same time.



Advanced Search: It allows users to search keywords in individual field or connect keywords by Boolean Operators (AND, OR, NOT).



* **Boolean operators (AND, OR, NOT)** are used to connect and define the relationship between your keywords. They can either broaden or narrow down your search results.

AND: Requires all keywords to be present in each search result.

E.g. peer pressure AND performance AND university

OR : Requires either or all keywords to be present in each search result.

E.g. online course OR distant learning

NOT: Use NOT to exclude keywords from your search results.

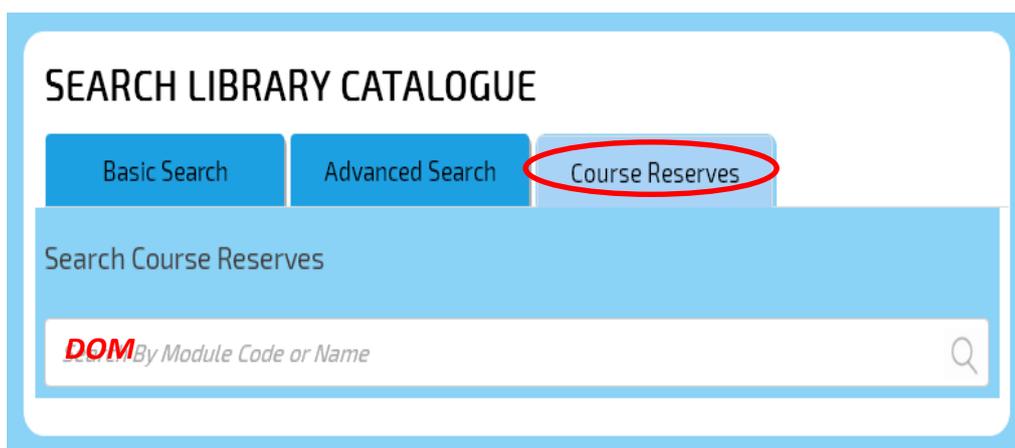
E.g. Java NOT coffee

SEARCH TIPS FOR BASIC SEARCH AND ADVANCED SEARCH

Use "... " to search for an exact phrase, e.g. "visual culture", "singapore arts festival", "study skills"

Use * to truncate, e.g. **jewe*** for finding jewel, jewels, jewellery, jewelry, jewellery

Course Reserve: Type programme name abbreviations (e.g. DOM, CS, DOE, etc.) to search course reserve books.



The image shows a screenshot of a library search interface titled "SEARCH LIBRARY CATALOGUE". At the top, there are three buttons: "Basic Search", "Advanced Search", and "Course Reserves". The "Course Reserves" button is highlighted with a red circle. Below the buttons is a search bar with the placeholder text "Search Course Reserves". Inside the search bar, the text "DOM" is entered in red, followed by the grey text "By Module Code or Name". A magnifying glass icon is visible at the end of the search bar.

Search Result

The screenshot shows a search results page for the keyword 'thesis'. At the top, there is a search bar and navigation links for 'Advanced Search' and 'Search History'. The main heading is 'Search results' with a sub-heading '17 results found'. A red arrow points to the title 'How to examine a thesis / Lynne Pearce' with the text 'Click title to see details'. To the right, there are filters for 'Sort By' (Relevance), 'Search Filters' (Keyword: thesis), 'Publication Year' (1900-2018), 'Information Type' (Books 图书 (17)), and 'Authors' (So Yong Quay, editor-in-chief (4), Charles Lipson (1), David Evans, Paul Gruba, Justin Zobel (1), David Skwire, Sarah Skwire (1), Lynne Pearce (1)).

The screenshot shows a detailed view of the book 'How to examine a thesis / Lynne Pearce'. It includes the title, author 'Lynne Pearce', call number '378.1 PEA', and collation '119p. ; 23cm'. A red circle with the number 1 is around the author's name. Below the book details is a table with columns for 'Call No.', 'Item No.', 'Volume', 'Collection / Location', and 'Status'. A red circle with the number 2 is around the first row of the table. The table shows one entry with call number 378.1 PEA, item number E017038, and status '库本 Available'. Navigation buttons for 'Reservations' and 'Items' are also visible.

Call No.	Item No.	Volume	Collection / Location	Status
378.1 PEA	E017038		普通书区 (General)	库本 Available

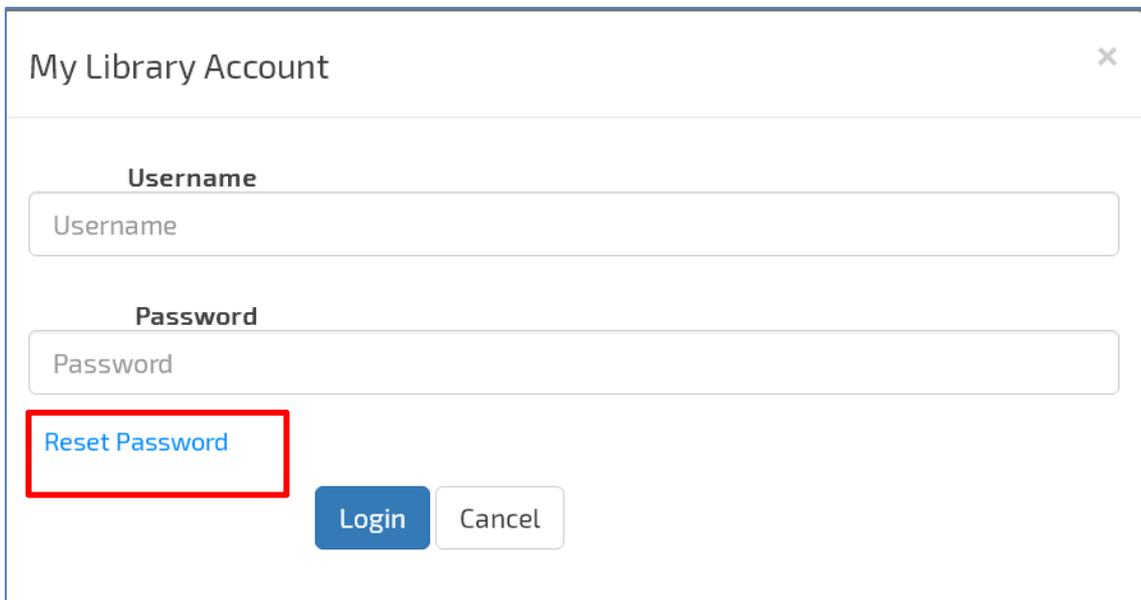
- ① You can click on the **Author** to see all his/her works in the library.
- ② This part provides the **Call Number**, **Item Number**, **Location** and **Status** of the book.

SET UP “MY LIBRARY ACCOUNT”

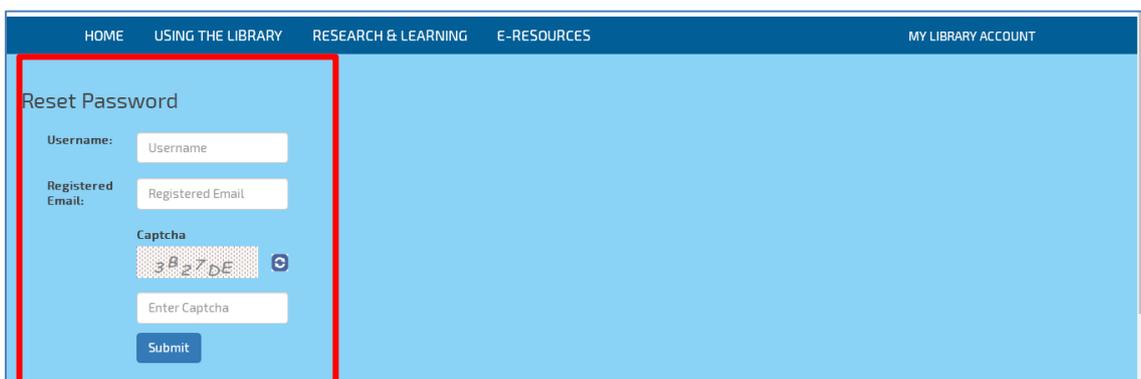
Step 1: Click on **MY LIBRARY ACCOUNT** to reset your password.



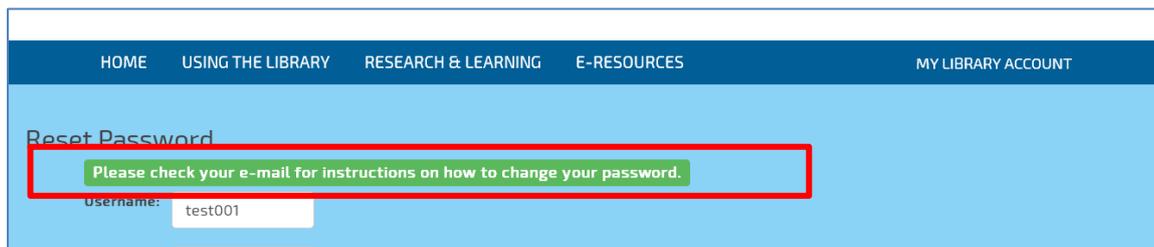
Step 2: Click on **Reset Password**.

A screenshot of a 'My Library Account' login form. The form is white with a blue border. It has a title 'My Library Account' and a close button (X) in the top right corner. There are two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a blue link labeled 'Reset Password' which is highlighted with a red rectangular box. At the bottom of the form, there are two buttons: 'Login' (blue) and 'Cancel' (white).

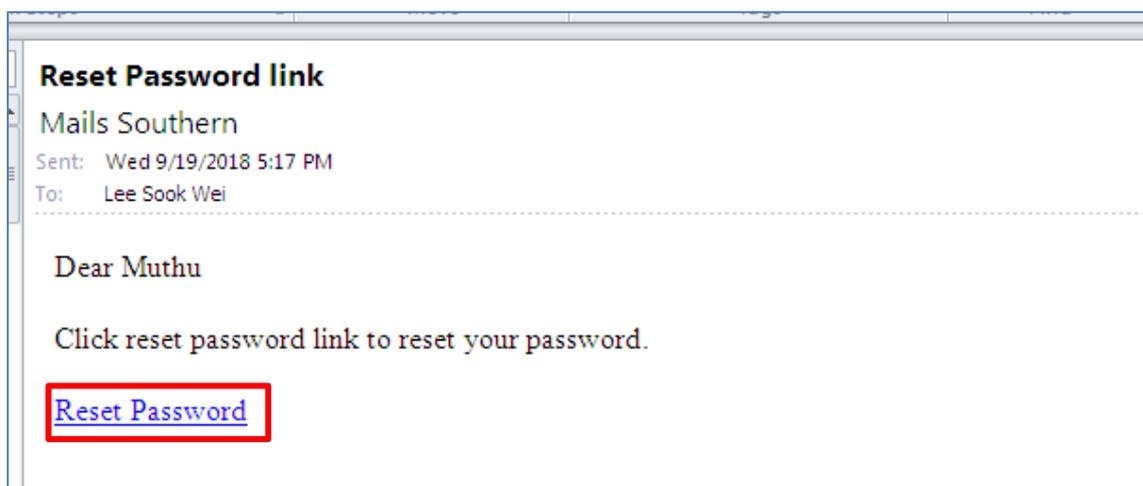
Step 3: Key in **Username** (ID number) , **Registered Email** (B18xxxx@sc.edu.my) and **Captcha** on the website.

A screenshot of a 'Reset Password' form. The form is white with a blue border. It has a title 'Reset Password'. There are three input fields: 'Username', 'Registered Email', and 'Captcha'. The 'Captcha' field contains a grid of characters '3 8 2 7 D E' and a refresh icon. Below the 'Captcha' field, there is an 'Enter Captcha' input field and a 'Submit' button. The entire form area is highlighted with a red rectangular box.

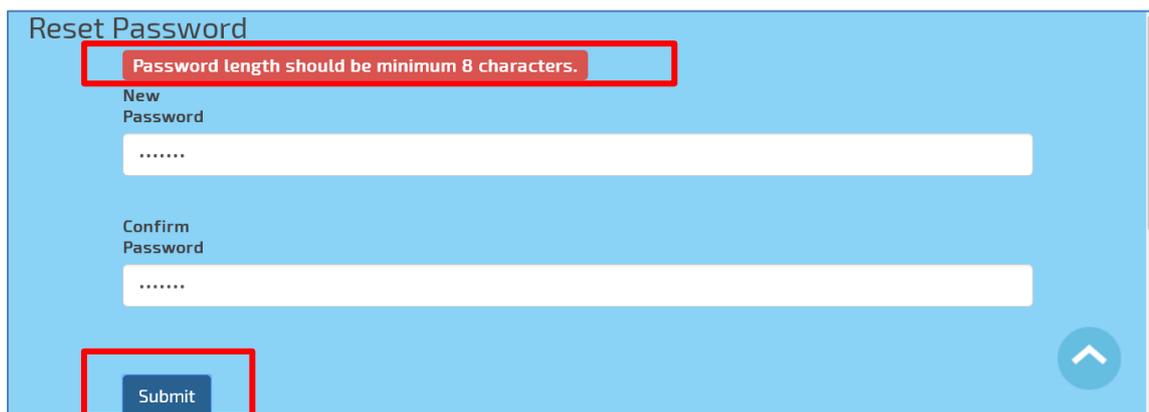
Step 4: The system will inform you to check your email in order to reset your password.



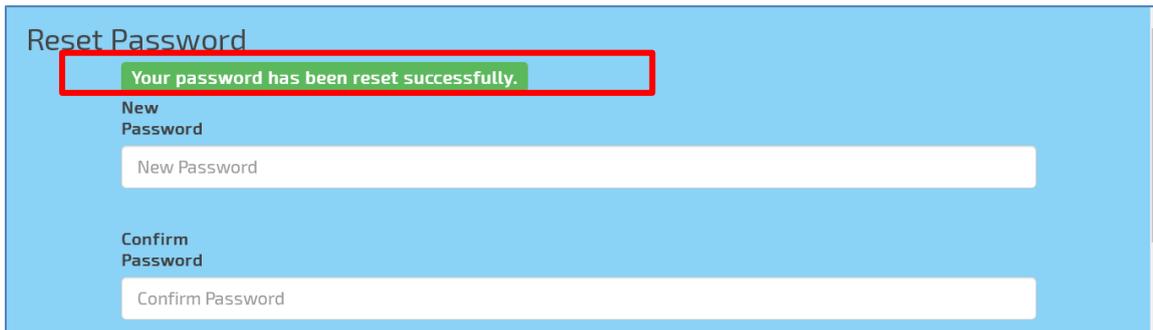
Step 5: Click on **Reset Password**.



Step 6: Key in your **New Password** (Minimum 8 Characters) then **Submit**.

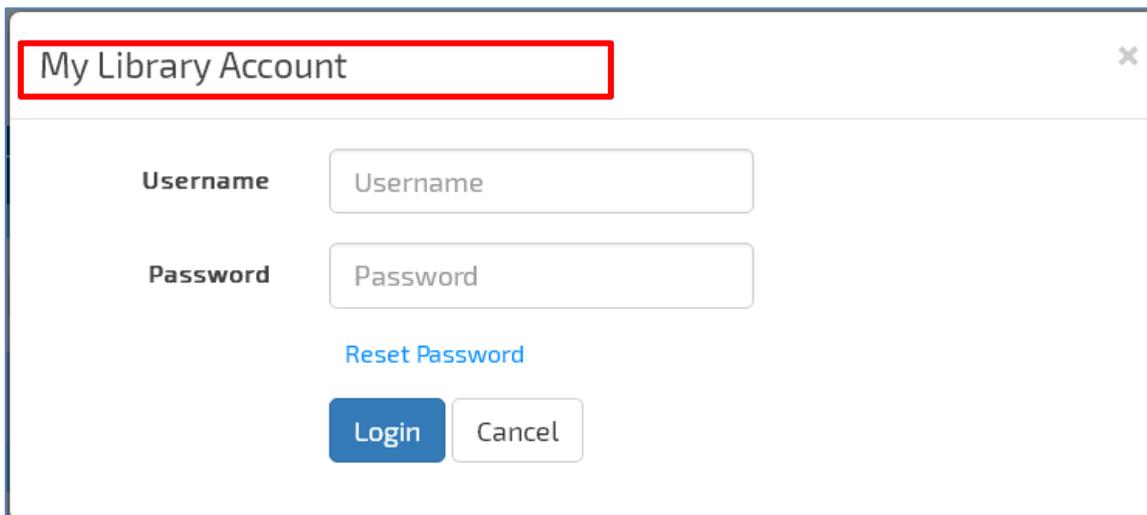


Step 7: Once **Submit**, the system will show **Password has been reset successfully.**



The screenshot shows a 'Reset Password' page with a light blue background. At the top, the text 'Reset Password' is visible. Below it, a green message box with a white border contains the text 'Your password has been reset successfully.' This message box is highlighted with a red rectangle. Underneath the message, there are two input fields: 'New Password' and 'Confirm Password', both with white backgrounds and light blue borders.

Step 8: Login to **MY LIBRARY** Account.



The screenshot shows a 'My Library Account' login form. The title 'My Library Account' is at the top left, enclosed in a red rectangle. Below the title, there are two input fields: 'Username' and 'Password', both with white backgrounds and light blue borders. Below the 'Password' field, there is a blue link that says 'Reset Password'. At the bottom, there are two buttons: a blue 'Login' button and a white 'Cancel' button with a light blue border.

Step 9: Through your own account, you may check your **Loans, Reservations, Fines, Renewal, etc.**



The screenshot shows the library account dashboard. At the top, there is a navigation bar with links: HOME, USING THE LIBRARY, RESEARCH & LEARNING, E-RESOURCES, and Muthu. Below the navigation bar, there is a menu with several options: Loans, Reservations, Favourites, Fines, Search History, Loan History, and Recommend Title. The 'Loans' option is highlighted with a red rectangle. Below the menu, there is a search bar and a table of loan entries. The table has columns: No., ItemNo., Title, Type, Loan Date, Due Date, and a link to 'Renew Loan'. The first entry is for item E019287, titled 'Happiness is...', with a loan date of 2018-09-19 and a due date of 2018-11-17. Below the table, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

No.	ItemNo.	Title	Type	Loan Date	Due Date	
1	E019287	Happiness is...	Books 图书	2018-09-19	2018-11-17	Renew Loan

Online Reservation of Library Materials

Step 1: Log in **My Library Account**.

The screenshot shows the library website's home page. The top navigation bar includes links for HOME, USING THE LIBRARY, RESEARCH & LEARNING, E-RESOURCES, MCLC 马华文学馆, SOUTHERN UC, and MY LIBRARY ACCOUNT. The MY LIBRARY ACCOUNT link is highlighted with a red box. Below the navigation bar, there is a SEARCH LIBRARY CATALOGUE section with buttons for Basic Search, Advanced Search, and Course Reserves. A search input field contains the text "Search for books, music scores, journals, media and more". To the right, there is a QUICK LINKS section with icons for Recommend a Title, Life 20/30 Recommended Reading List, Databases, FAQ, Contact Us, and Feedback.

Step 2: Search the item you would like to reserve.

The screenshot shows the library website's search page. The top navigation bar is the same as in Step 1. The SEARCH LIBRARY CATALOGUE section is active, with the search input field containing the text "happiness is" and highlighted with a red box. The QUICK LINKS section is also visible on the right.

Step 3: Click on **Reservation** (make sure the item's status is "on loan").

The screenshot shows the library website's item details page for the book "Happiness is ...". The top navigation bar includes HOME, USING THE LIBRARY, RESEARCH & LEARNING, E-RESOURCES, and the user name Lim Yu Thong. The item details section shows the title "Happiness is ...", call number 152.4 MES, author Lisa Messenger, and collation 196p. ; 24cm. A "Reservations" button is highlighted with a red box. Below the details, there is a table with one entry:

Call No.	Item No.	Volume	Collection / Location	Status
152.4 MES	E019287		普通书区 (General)	借出 On Loan

The "借出 On Loan" status in the table is also highlighted with a red box. The page shows "Showing 1 to 1 of 1 entries" and navigation buttons for Previous, 1, and Next.

Step 4: Click on **Submit**.

The screenshot shows a library website with a 'Reservations' modal window. The form contains the following fields:

- Title: Happiness is ...
- Author: Lisa Messenger
- CallNo.: 152.4 MES
- Volume: Select Volume (dropdown menu)

At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

Below the modal, a table shows the reservation details:

Call No.	Item No.	Volume	Collection / Location	Status
152.4 MES	E019287		普通书区 (General)	借出 On Loan

Step 5: The system will show you **Item reserved successfully**.

The screenshot shows the library website with a confirmation message: 'Item reserved successfully.' (highlighted with a red box). Below the message, there is a 'Back to Result List' link.

The book details are displayed:

- Information Type: Books 图书 (104917)
- Title: Happiness is ...
- Call No.: 152.4 MES
- Author: Lisa Messenger
- Collation: 196p.; 24cm

Below the details, there is a 'Reservations' button and an 'Items' table:

Call No.	Item No.	Volume	Collection / Location	Status
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Step 6: Through your own account, you can check your reservation list.

The screenshot shows the library website with a navigation menu. The 'Reservations' tab is highlighted with a red box.

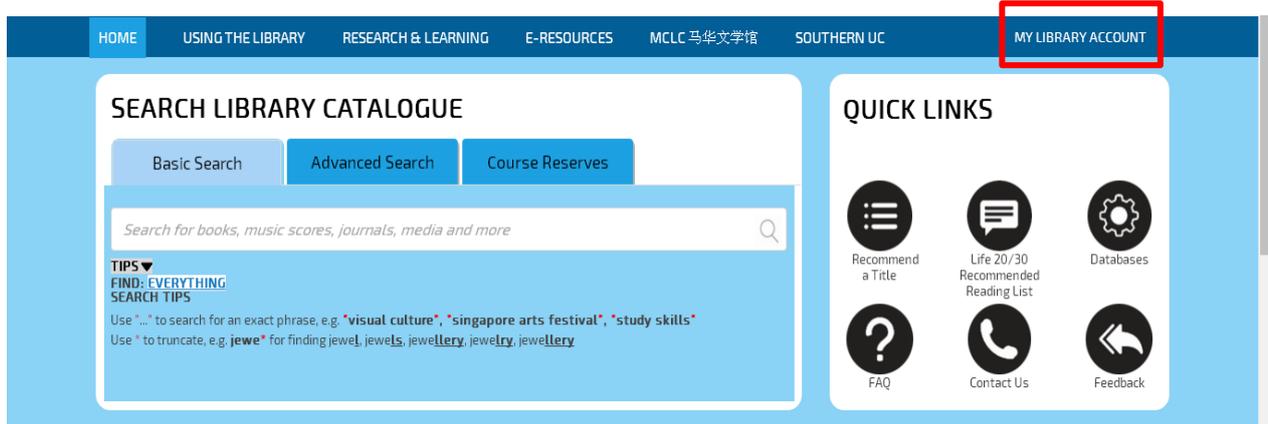
Below the navigation menu, there is a search bar and a table showing the user's reservation list:

No.	ItemNo.	Title	Type	Reserved Date	Collection Date	
1		王阳明: 躬行实践的儒者	Books 图书	2018-09-18		Cancel Reservation
2		Happiness is ...	Books 图书	2018-09-19		Cancel Reservation
3		Cheers 快乐工作人杂志 第214期	Periodicals 期刊	2018-09-19		Cancel Reservation
4		Complete IELTS Bands 4-5 student's book with answers	Non-Music Recording 非音乐录音资料	2018-09-19		Cancel Reservation

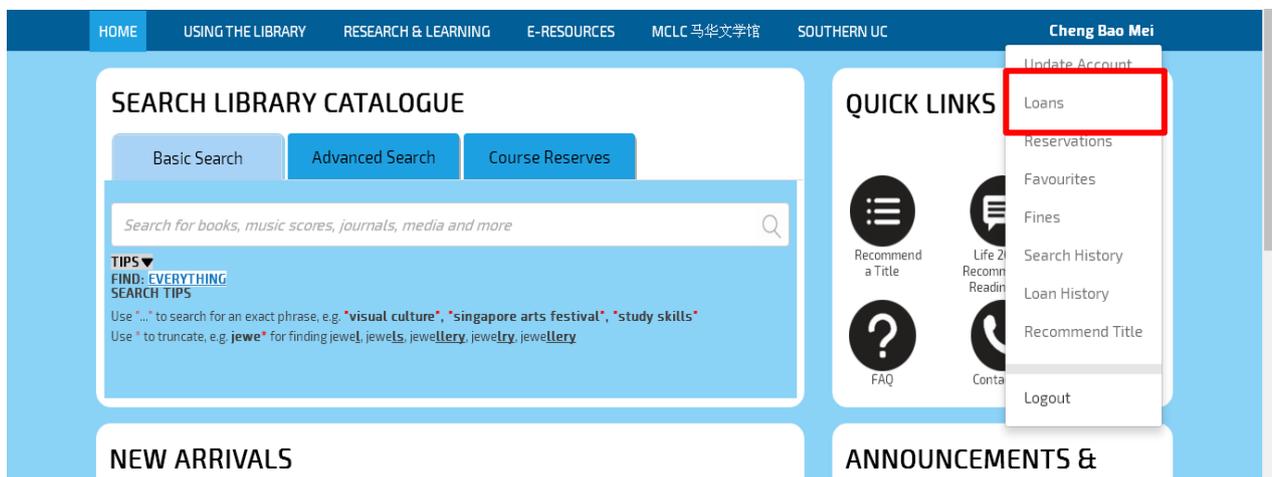
At the bottom, it says 'Showing 1 to 4 of 4 entries' and 'Previous 1 Next'.

Online Renewal

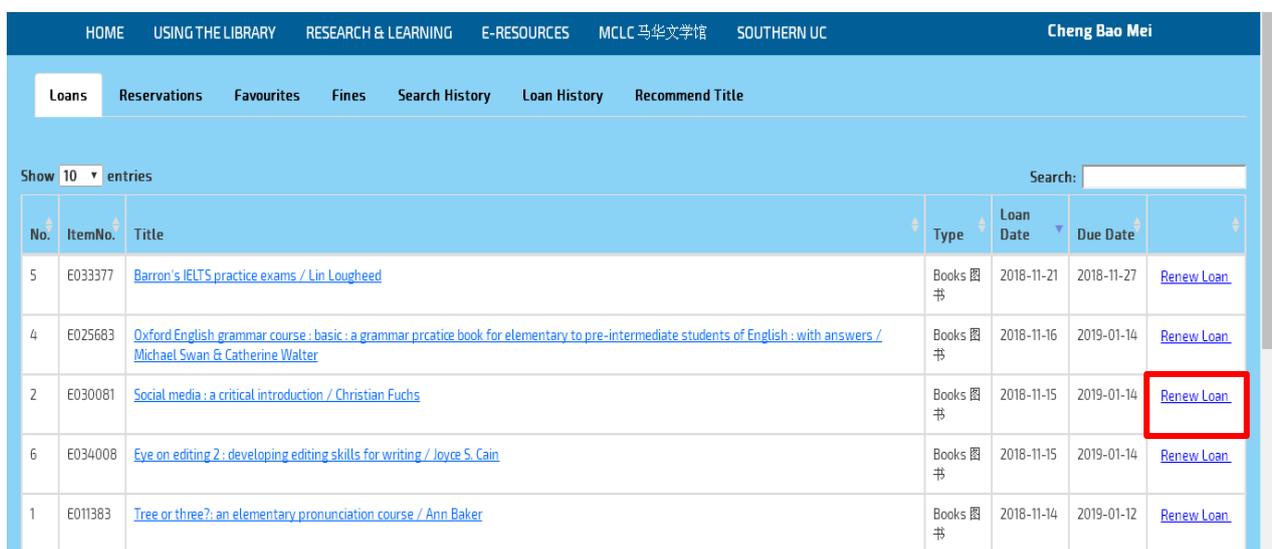
Step 1: Log in My Library Account.



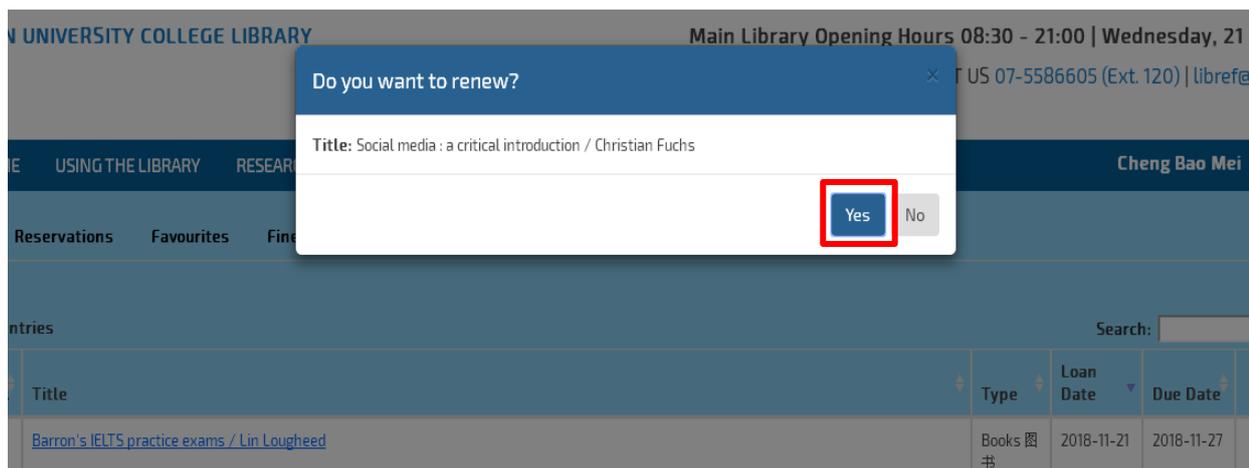
Step 2: Click on Loans.



Step 3: Click on Renew on or before the due date to renew an item.



Step 4: Click **Yes**.



UNIVERSITY COLLEGE LIBRARY Main Library Opening Hours 08:30 - 21:00 | Wednesday, 21

USING THE LIBRARY RESEARCH

Reservations Favourites Fine

Search:

Cheng Bao Mei

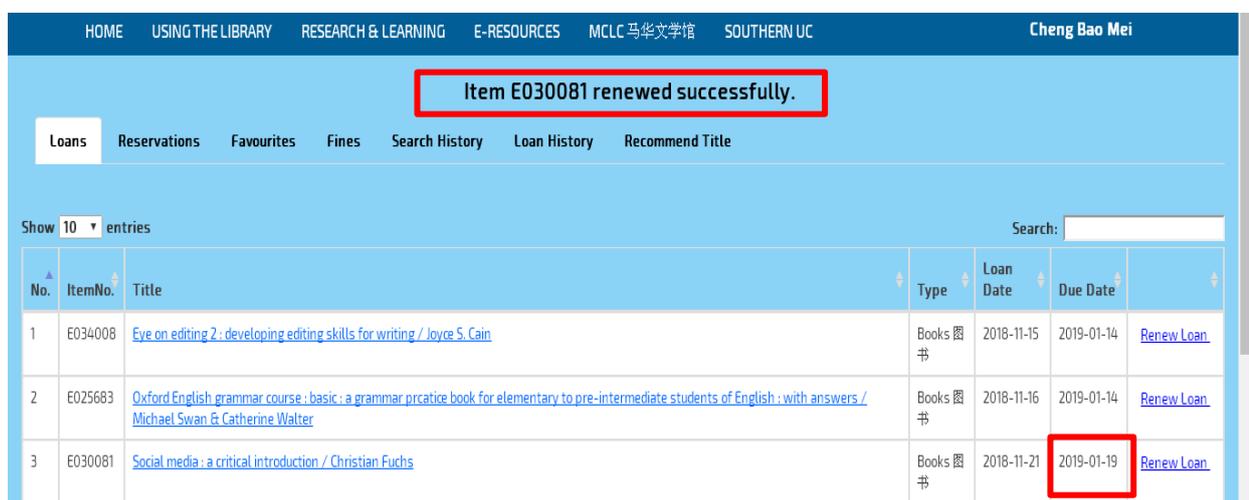
Do you want to renew?

Title: Social media : a critical introduction / Christian Fuchs

Yes No

Title	Type	Loan Date	Due Date
Barron's IELTS practice exams / Lin Loughheed	Books 图 书	2018-11-21	2018-11-27

Step 5: If the renewal is successful, you will see a message indicating that the item has been renewed successfully and the new due date.



HOME USING THE LIBRARY RESEARCH & LEARNING E-RESOURCES MCLC 马华文学馆 SOUTHERN UC Cheng Bao Mei

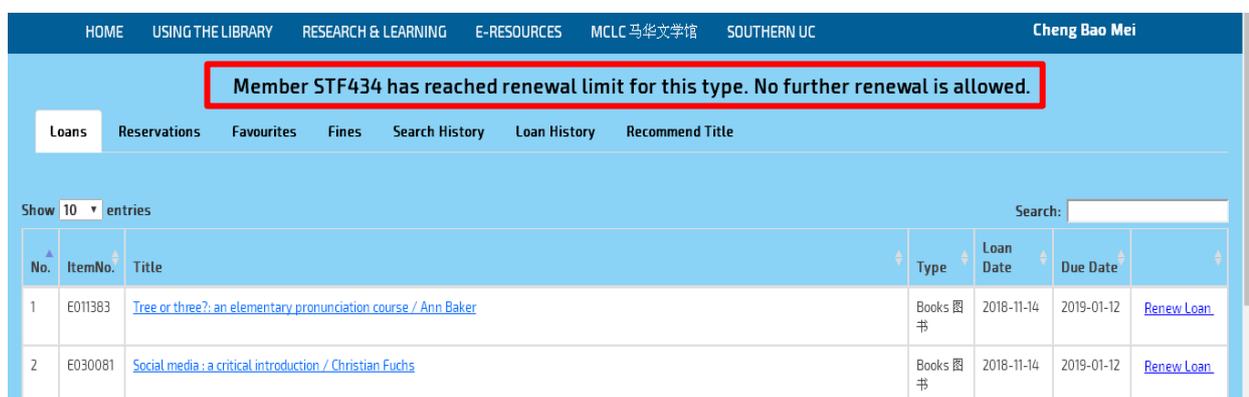
Item E030081 renewed successfully.

Loans Reservations Favourites Fines Search History Loan History Recommend Title

Show 10 entries Search:

No.	ItemNo.	Title	Type	Loan Date	Due Date	
1	E034008	Eye on editing 2 : developing editing skills for writing / Joyce S. Cain	Books 图 书	2018-11-15	2019-01-14	Renew Loan
2	E025683	Oxford English grammar course : basic : a grammar practice book for elementary to pre-intermediate students of English : with answers / Michael Swan & Catherine Walter	Books 图 书	2018-11-16	2019-01-14	Renew Loan
3	E030081	Social media : a critical introduction / Christian Fuchs	Books 图 书	2018-11-21	2019-01-19	Renew Loan

Reminder: Each renewable item can only be renewed online for once. If you try to renew it for the second time, you will see the message below.



HOME USING THE LIBRARY RESEARCH & LEARNING E-RESOURCES MCLC 马华文学馆 SOUTHERN UC Cheng Bao Mei

Member STF434 has reached renewal limit for this type. No further renewal is allowed.

Loans Reservations Favourites Fines Search History Loan History Recommend Title

Show 10 entries Search:

No.	ItemNo.	Title	Type	Loan Date	Due Date	
1	E011383	Tree or three?: an elementary pronunciation course / Ann Baker	Books 图 书	2018-11-14	2019-01-12	Renew Loan
2	E030081	Social media : a critical introduction / Christian Fuchs	Books 图 书	2018-11-14	2019-01-12	Renew Loan