

# 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

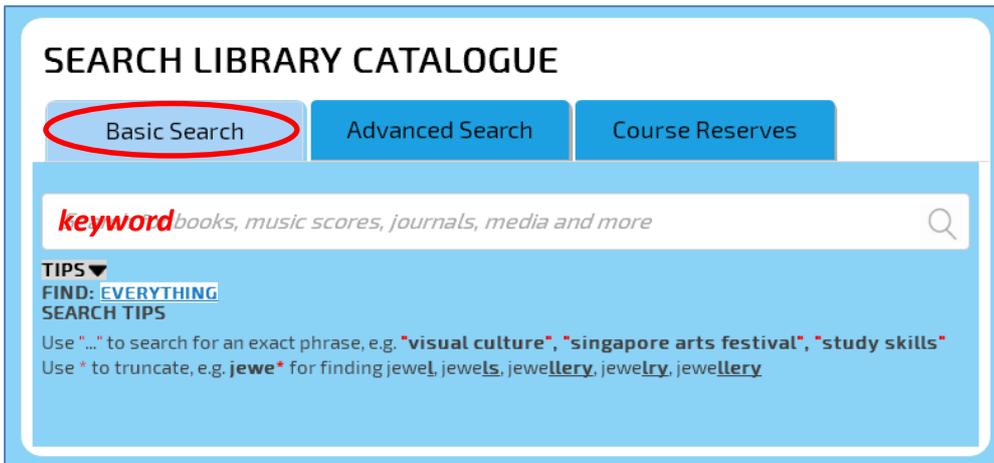
CONTACT US 07-5586605 (Ext. 120) | [libref@sc.edu.my](mailto:libref@sc.edu.my)

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. A red box highlights the navigation bar, labeled with a circled 5. Below the navigation bar, the page is divided into four main sections: 1. SEARCH LIBRARY CATALOGUE: Features buttons for Basic Search, Advanced Search, and Course Reserves, a search input field, and search tips. 2. QUICK LINKS: A grid of icons for Recommend a Title, Life20/30 Recommended Reading List, Databases, FAQ, Contact Us, and Feedback. 3. NEW ARRIVALS: A carousel of book covers with categories for New Titles, Books, and Periodicals. 4. ANNOUNCEMENTS & EVENTS: A section for library news and events, including a poster for World Mental Health Day.

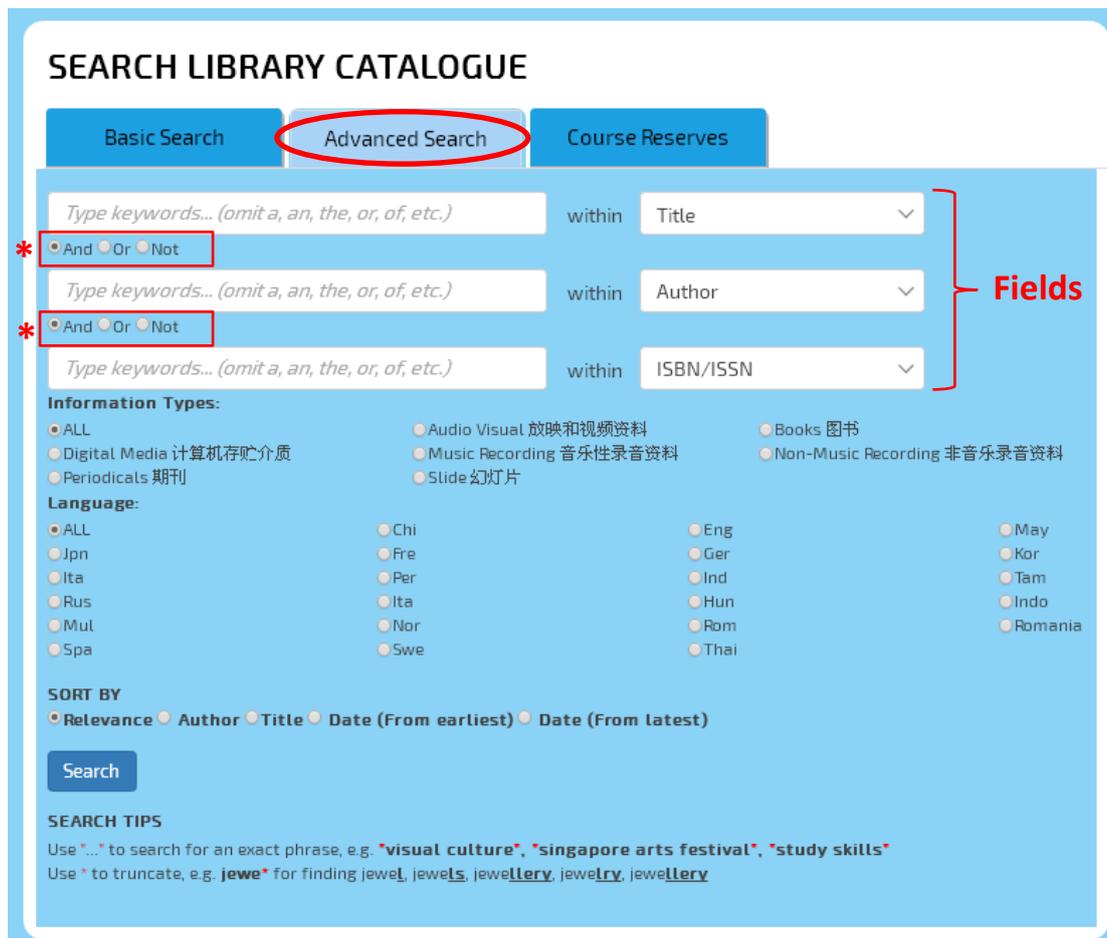
- ① **CATALOGUE SEARCH:** The books and materials held by the library can be searched by title, author, call no. or ISBN.
- ② **QUICK LINKS:** Quick links to some frequently used pages.
- ③ **NEW ARRIVALS:** Displays newly arrived library materials.
- ④ **ANNOUNCEMENTS & EVENTS:** Displays recent library 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.

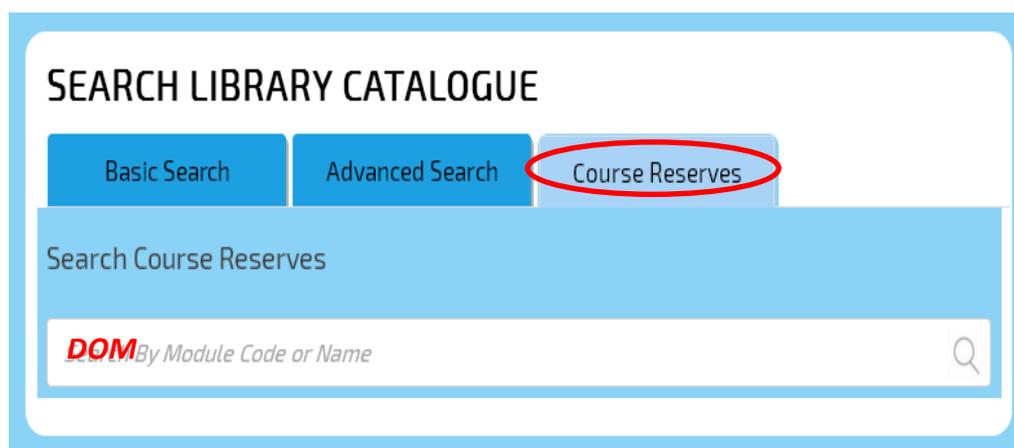
E.g. Java NOT coffee

### 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 text "By Module Code or Name" in grey. A magnifying glass icon is located at the end of the search bar.

# Search Result

Search Anywhere  Advanced Search | Search History

thesis

17 results found

### Search results

1

Select All

**How to examine a thesis / Lynne Pearce**  
by Lynne Pearce  
Society for Research in Higher Education ( 2005 )  
Call No. : 378.1 PEA

**How to write a thesis / Rowena Murray**  
by Rowena Murray  
Open University Press ( c2002 )  
Call No. : 808.066 MUR:Z

**Writing with a thesis / David Skwire, Sarah Skwire**  
by David Skwire, Sarah Skwire  
Heinle ( c2001 )  
Call No. : 808.0427 SKW

**Technical thesis 2013 / So Yong Quay, editor-in-chief**  
by So Yong Quay, editor-in-chief  
Department of Computer Science, Southern University College ( 2013 )  
Call No. : 378.2410 CS V5

### Further sort your search results

Sort By  
Relevance

Search Filters ▼  
Keyword:thesis

Publication Year ▼  
1900 2018

Information Type ▼  
Books 图书 (17)

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)

Back to Result List

Information Type : Books 图书 (98460)

**How to examine a thesis / Lynne Pearce**

Call No. 378.1 PEA

Author [Lynne Pearce](#) ①

Collation 119p. ; 23cm  
Click for more info

Reservations

Items

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

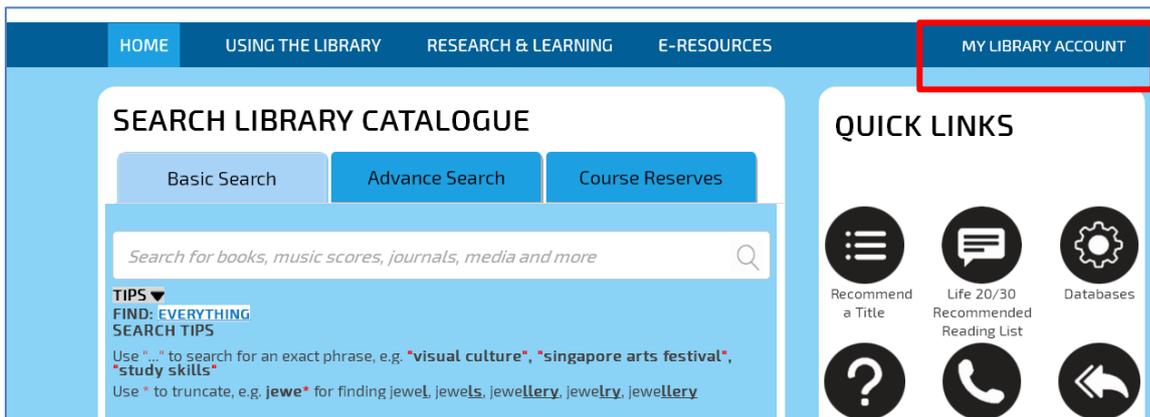
Showing 1 to 1 of 1 entries

Previous 1 Next

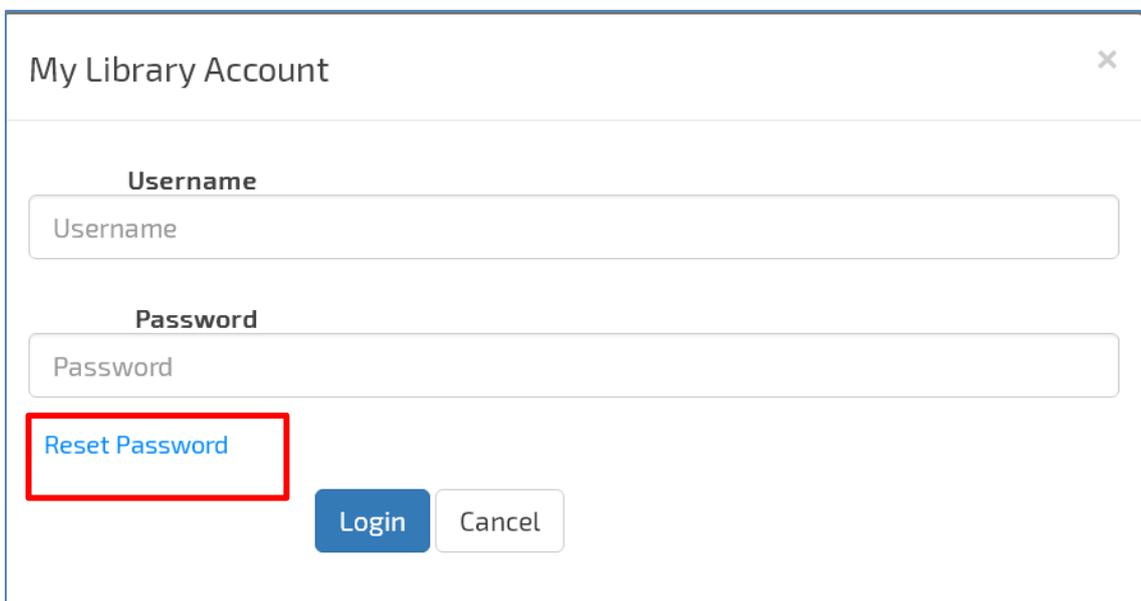
- ① You can click on the **Author** to see all his/her works in the library.
- ② This part provides the **Call Number, Item Number, Location** and **Status** of the book.

# SET UP “MY LIBRARY ACCOUNT”

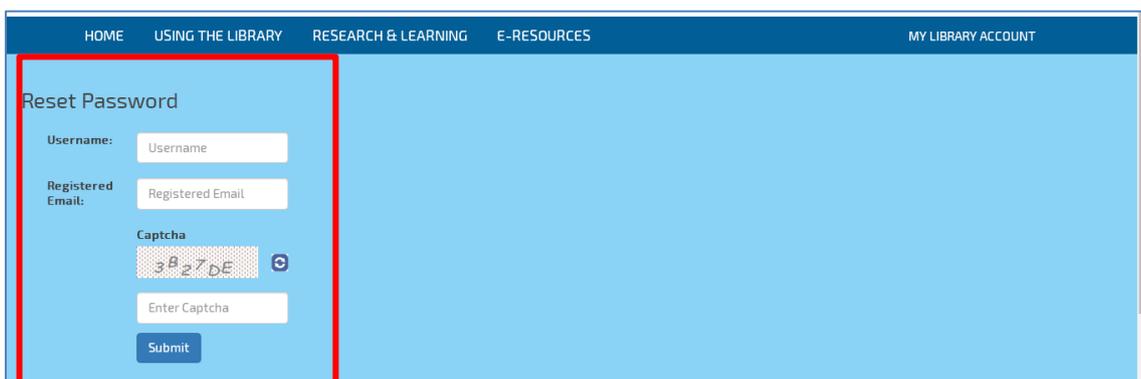
Step 1: Click on **MY LIBRARY ACCOUNT** to reset your password.



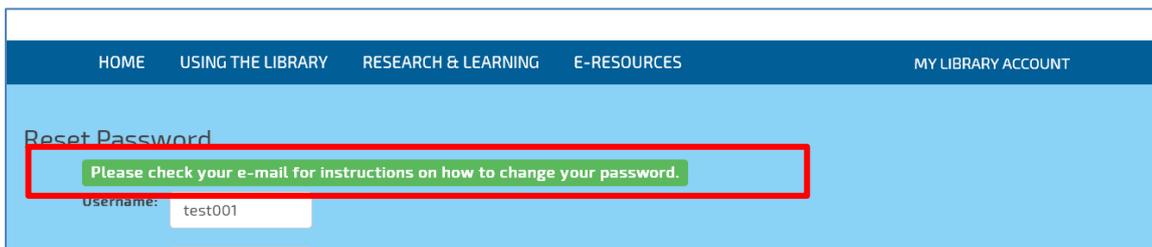
Step 2: Click on **Reset Password**.



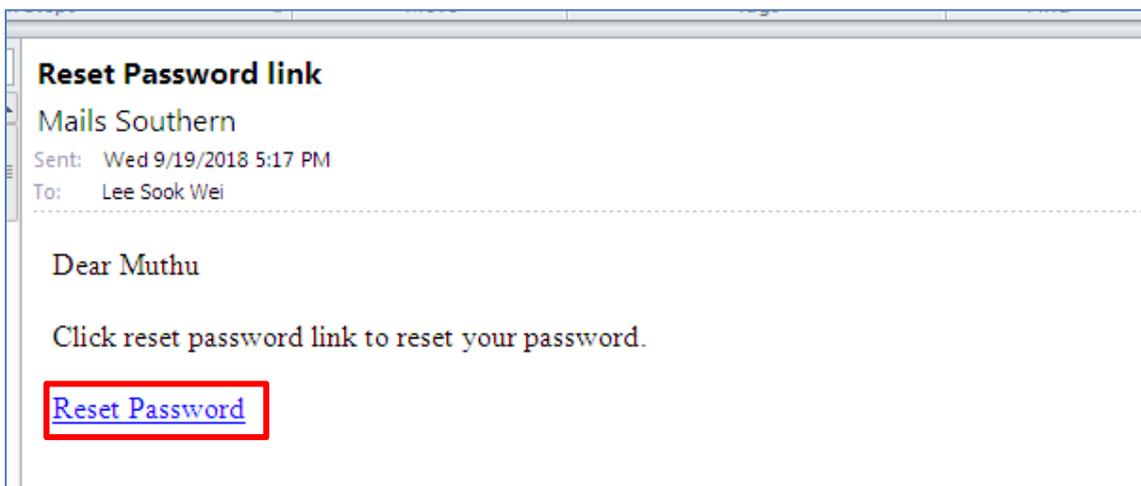
Step 3: Key in **Username** (ID number) , **Registered Email** ([B18xxxx@sc.edu.my](mailto:B18xxxx@sc.edu.my)) and **Captcha** on the website.



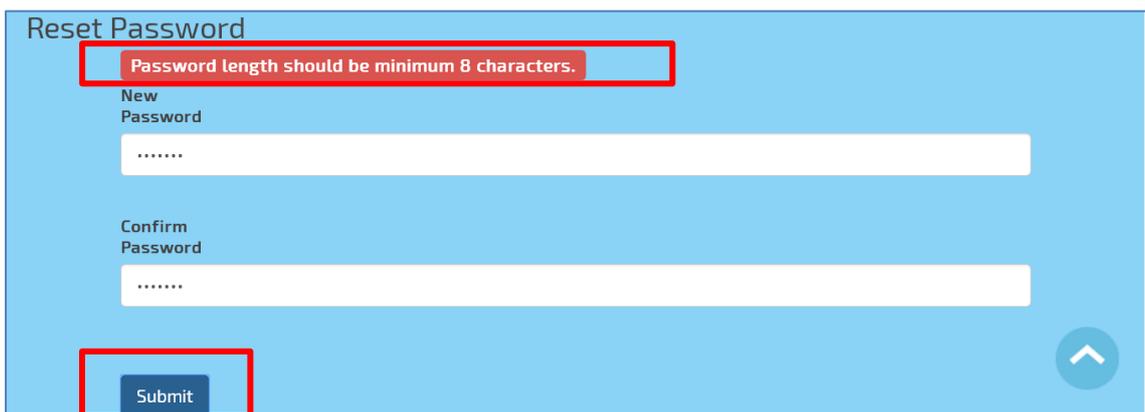
Step 4: The system will inform you to check your email in order to reset your password.



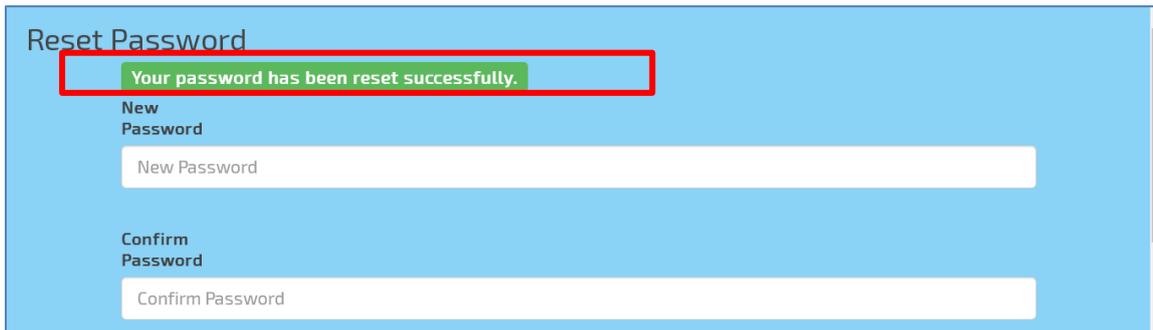
Step 5: Click on **Reset Password**.



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

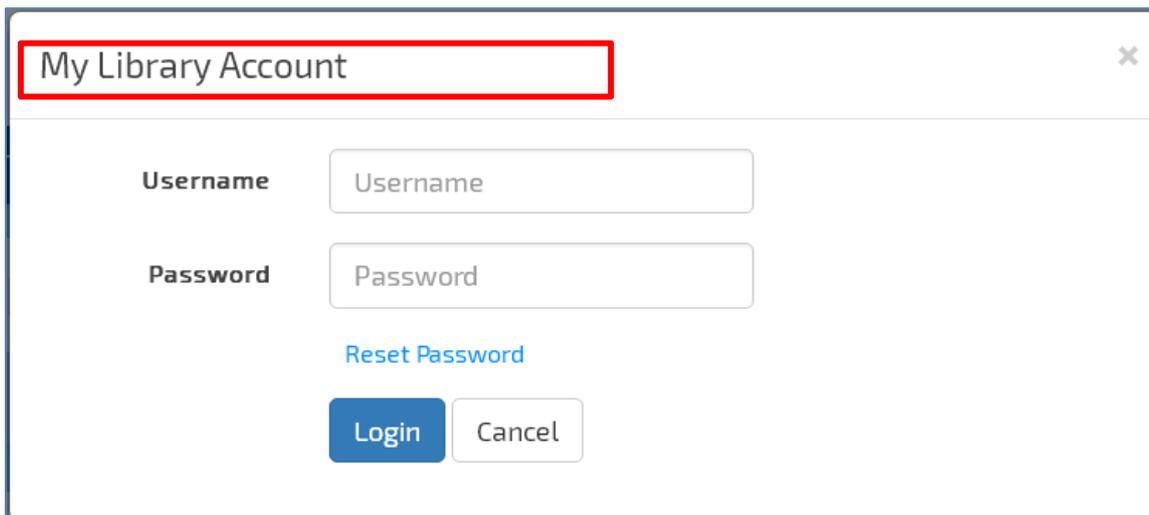


Step 7: Once **Submit**, the system will show **Password has been reset successfully.**



The screenshot shows a 'Reset Password' form 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 rectangular border. Below the message, there are two input fields: 'New Password' and 'Confirm Password', each with a white background and a light blue border.

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



The screenshot shows a 'My Library Account' login form with a white background and a light blue border. At the top, the text 'My Library Account' is visible, followed by a close button (X). Below this, there are two input fields: 'Username' and 'Password', each with a white background and a light blue border. Below the 'Password' field, there is a blue link labeled 'Reset Password'. At the bottom, there are two buttons: 'Login' (blue background, white text) and 'Cancel' (white background, 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 with a dark blue header and a light blue main area. The header contains navigation links: 'HOME', 'USING THE LIBRARY', 'RESEARCH & LEARNING', 'E-RESOURCES', and 'Muthu'. Below the header, there is a horizontal menu with several options: 'Loans', 'Reservations', 'Favourites', 'Fines', 'Search History', 'Loan History', and 'Recommend Title'. The 'Loans' option is highlighted with a white background and a red border. Below the menu, there is a search bar and a table of loan entries. The table has columns for '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	<a href="#">Happiness is...</a>	Books 图书	2018-09-19	2018-11-17	<a href="#">Renew Loan</a>

# Online Reservation of Library Materials

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

The screenshot shows the library website's main navigation bar with the following links: 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 rectangular 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.

This screenshot shows the search results page. The search bar in the 'SEARCH LIBRARY CATALOGUE' section now contains the text 'happiness is' and is highlighted with a red rectangular box. The rest of the page layout, including the navigation bar and quick links, remains the same as in the previous screenshot.

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

The screenshot shows the item details page for 'Happiness is ...'. The 'Reservations' button is highlighted with a red rectangular box. Below the item details, there is a table with one entry. The 'Status' column for this entry is '借出 On Loan', which is also highlighted with a red rectangular box.

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

## Step 4: Click on **Submit**.

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

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

At the bottom of the modal, 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

At the bottom, a table shows the reservation details:

Call No.	Item No.	Volume	Collection / Location	Status

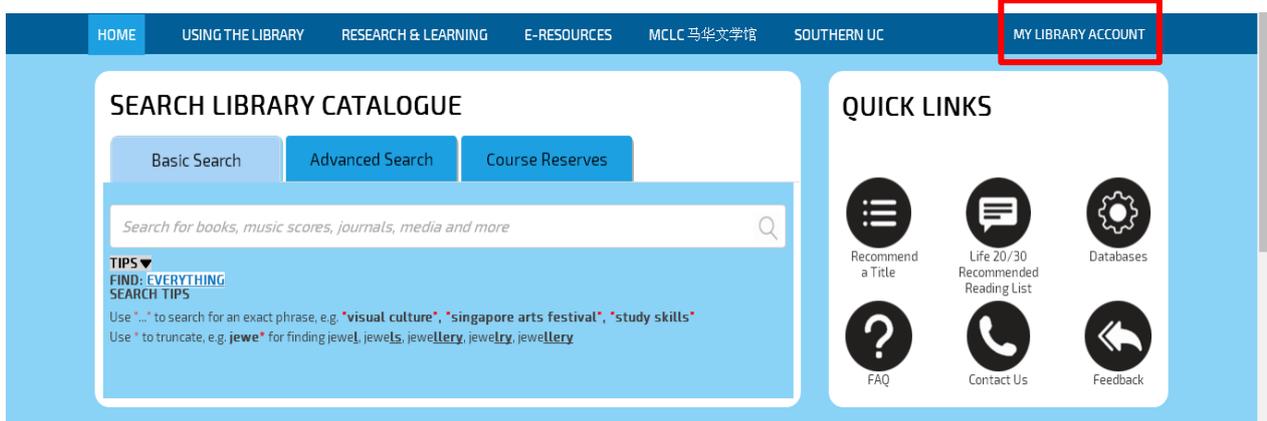
## Step 6: Through your own account, you can check your reservation list.

The screenshot shows the library website with the 'Reservations' tab highlighted (red box). Below the navigation bar, there is a search bar and a table of reservation details:

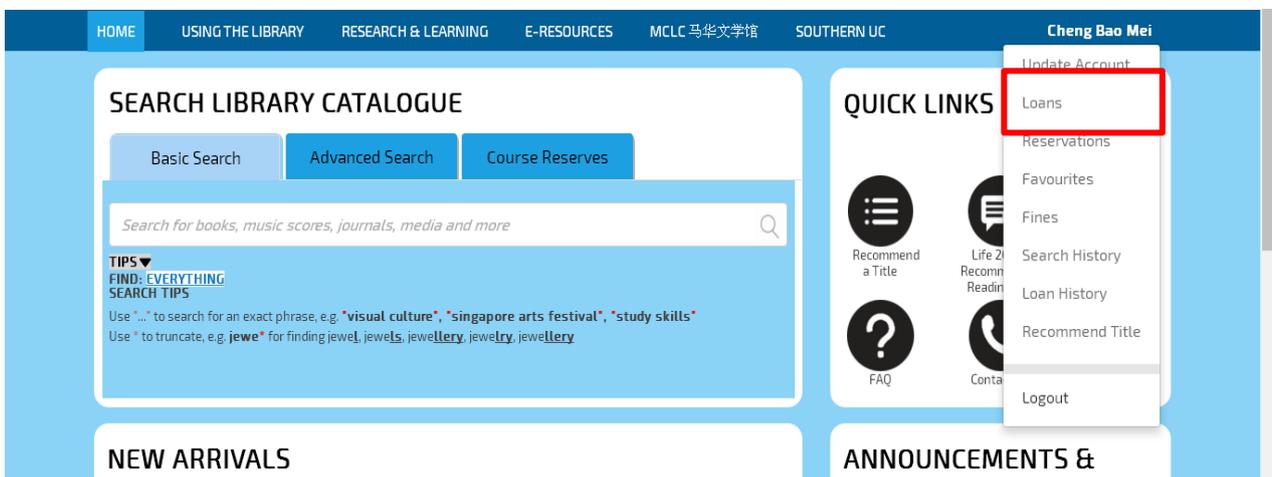
No.	ItemNo.	Title	Type	Reserved Date	Collection Date	
1		王阳明: 躬行实践的儒者	Books 图书	2018-09-18		<a href="#">Cancel Reservation</a>
2		Happiness is ...	Books 图书	2018-09-19		<a href="#">Cancel Reservation</a>
3		Cheers 快乐工作人杂志 第214期	Periodicals 期刊	2018-09-19		<a href="#">Cancel Reservation</a>
4		Complete IELTS,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

# Online Renewal

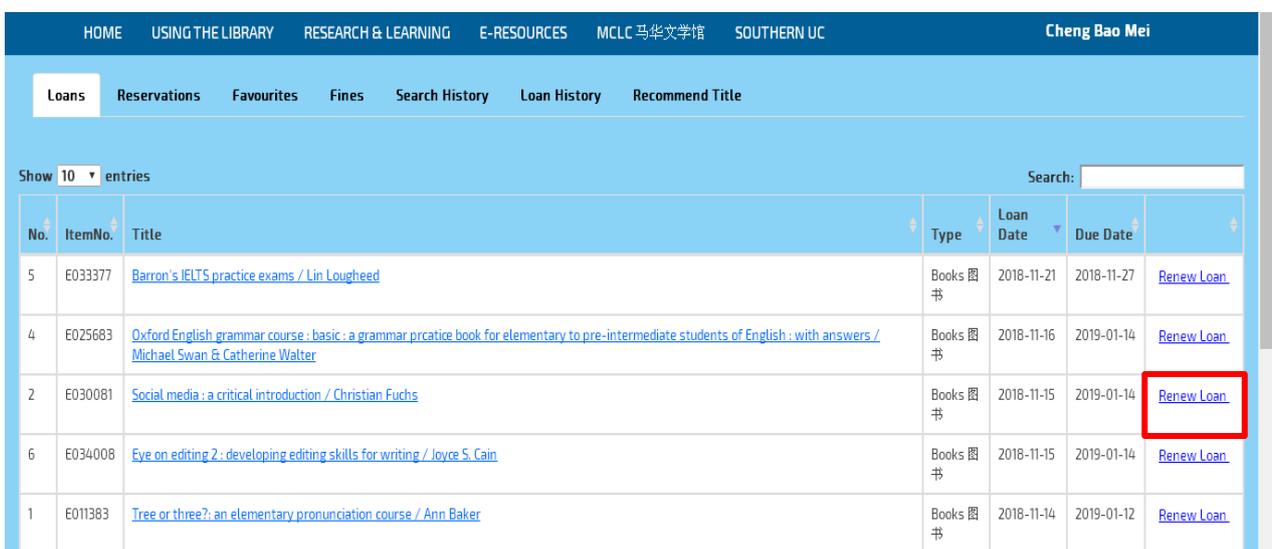
## Step 1: Log in My Library Account.



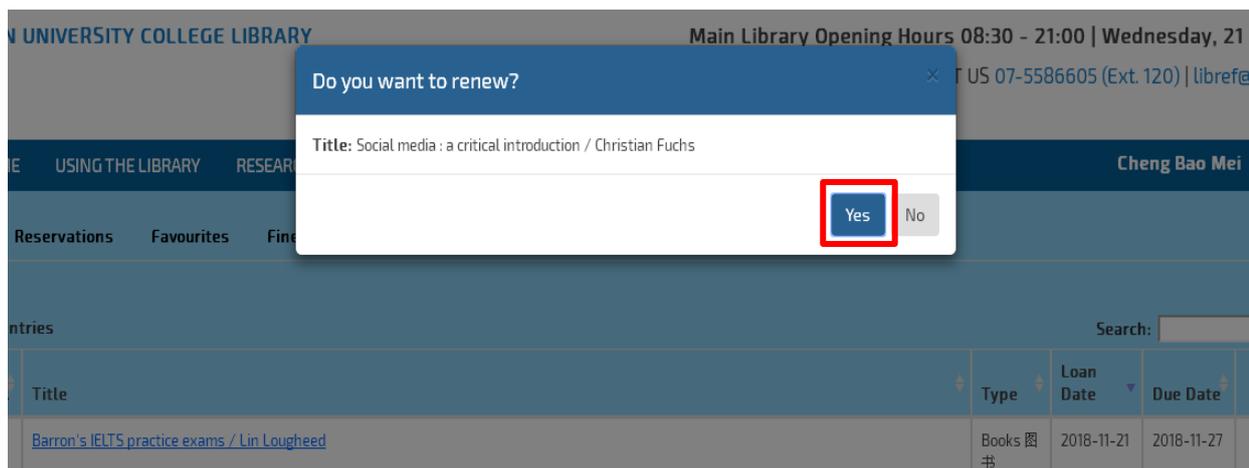
## Step 2: Click on Loans.



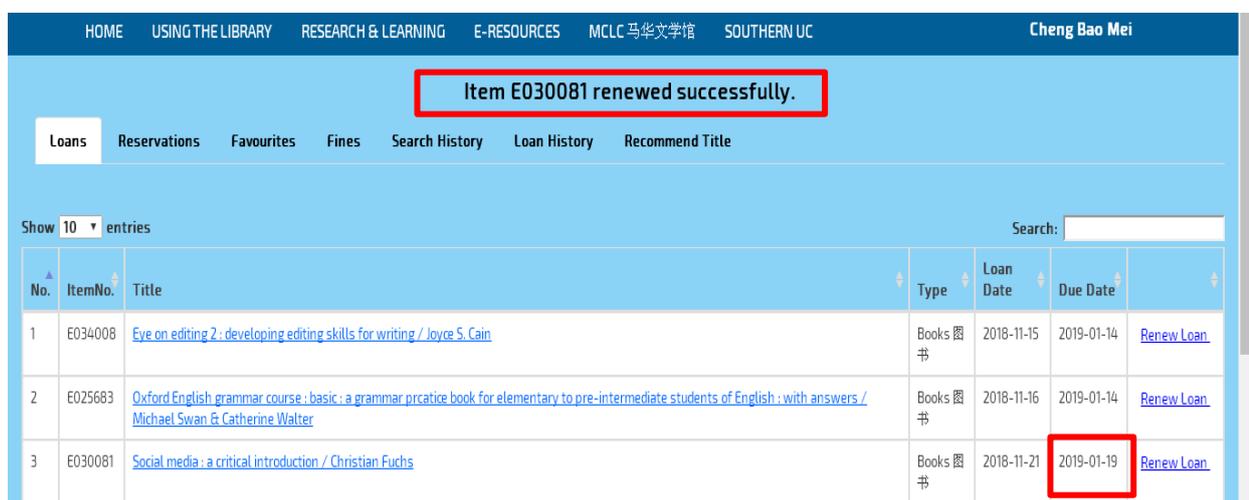
## Step 3: Click on **Renew** on or before the due date to renew an item.



## Step 4: Click **Yes**.



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.



**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.

