**Get Started at the Library Website** *(library.hsmc.edu.hk)*

**A. Some Tips to Perform a Search**
Type one or more keywords at the search box on your topic.

**Search Rules:**

- **Truncation:** Find all forms of a word
  - e.g. cultur*
    - finds culture, cultural and culturally

- **Wildcard:** Search variant spellings of a word
  - e.g. wom*n
    - finds woman and women

- **Phrase search:** Search two words together in exact order
  - “word 1 word 2”
    - e.g. “global warming”
      - find global and warming next to each other

- **Boolean Operator - AND:** Find less results
  - AND
    - e.g. touris* AND Hong Kong
      - find results only have both touris* and Hong Kong

- **Boolean Operator - OR:** Broaden a search with similar words
  - OR
    - e.g. mobile phone OR cell phone

- **Boolean Operator - NOT:** Exclude keywords
  - NOT
    - e.g. earthquake NOT tsunami
B. My Account
* Sign in to “My Account” to check current loans, renew or place holds on items.
* Save search results to “e-Shelf”.
* Click “Search Tips” for hints on search strategies and other functions.

C. View Results
C1: Click “View Online” to access full-text of e-journal articles or e-books.
C2: Click “Actions” to add results to e-Shelf, to email or print results, or to export results to RefWorks.
C3: Results can be sorted and viewed by Relevance (as default), Date-newest, Popularity, Author and Title.
C4: Click “Citations” to view list of citations, and “Cited by” to view list of cited results.

D. Refine Results
After an initial search, you can refine results by “Peer-reviewed journals”, “Full Text Online” or “Available in the Library” under Show Only.
Results can also be narrowed by Categories: Topic, Creator, Collection, Resource Type, etc. Click “More options” under each category to see a complete list.

E. Check Holdings
For print books and media resources
E1: Click “Holdings” to view items’ status, call number and additional locations.
E2: Click “+” to check item status with more than one location.
E3: Status shows you the availability of an item in the Library. If an item is not available on shelf, you can “Sign in to request” it.