

# Guide on Using Koha: Online Library Catalogue

Lee Yan Fong Library  
v1.2

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# How to access Koha

English | 繁 | 網站地圖



1. Website: <http://ny.edu.hk/web/home.html>

關於我們 課程 入學申請 學院部門 行政部門 本院學生 校園生活



現在報名，可獲學費優惠，  
快 D Click 入知多 D!

「正念洗手」視頻特輯

職位空缺

捐款



2. Scroll down and click “Lee Yan Fong Library”

facebook

Instagram

YouTube



李印芳  
圖書館



Rentokil  
Initial

Back to  
content page

# How to access Koha (1)



香港能仁專上學院  
Hong Kong Nang Yan College  
of Higher Education

Home About Us Learning Support Finding Resources Study Guides



WhatsApp the Library  
**6094-5976**

3. Click "Quick Access to Library Catalog"

Quick Search in Library Catalogue:

Quick Access to  
Library Catalog

李印芳圖書館  
Lee Yan Fong Library

Keyword

Search

You can search the library catalogue - Koha by "Keyword", "Title", "Author", "Subject", "ISBN", "Series" and "Call Number" respectively.

4. You can also make a quick search here

# How to access Koha (2)

The screenshot shows the Lee Yan Fong Library Catalog website. The header includes the college and library names in Chinese and English. A search bar is present with a dropdown menu set to 'Library catalog' and a 'Go' button. There are also 'Cart' and 'Lists' buttons. The main content area features a 'Welcome to Lee Yan Fong Library Catalog' message with helpful tips for searching. A login section is titled 'Log in to your account:' and includes fields for 'Login:' and 'Password:', along with a 'Log In' button. On the left side, there are several navigation links: Chinamaxx, EBSCO, MyiLibrary, Business Writing, Clear Pronunciation 1, Clear Pronunciation 2, It's Your Job, Road To IELTS, and Tense Buster. The footer contains the college and library names and the address: 225, 229, Li Chi Kai Road, Shamshing, Kowloon, HONG KONG.

This is the online library catalogue – Koha.  
Or you may go to the following website directly:  
<http://library.ny.edu.hk/>

# Simple Search

Lee Yan Fong Library ×  
library.ny.edu.hk

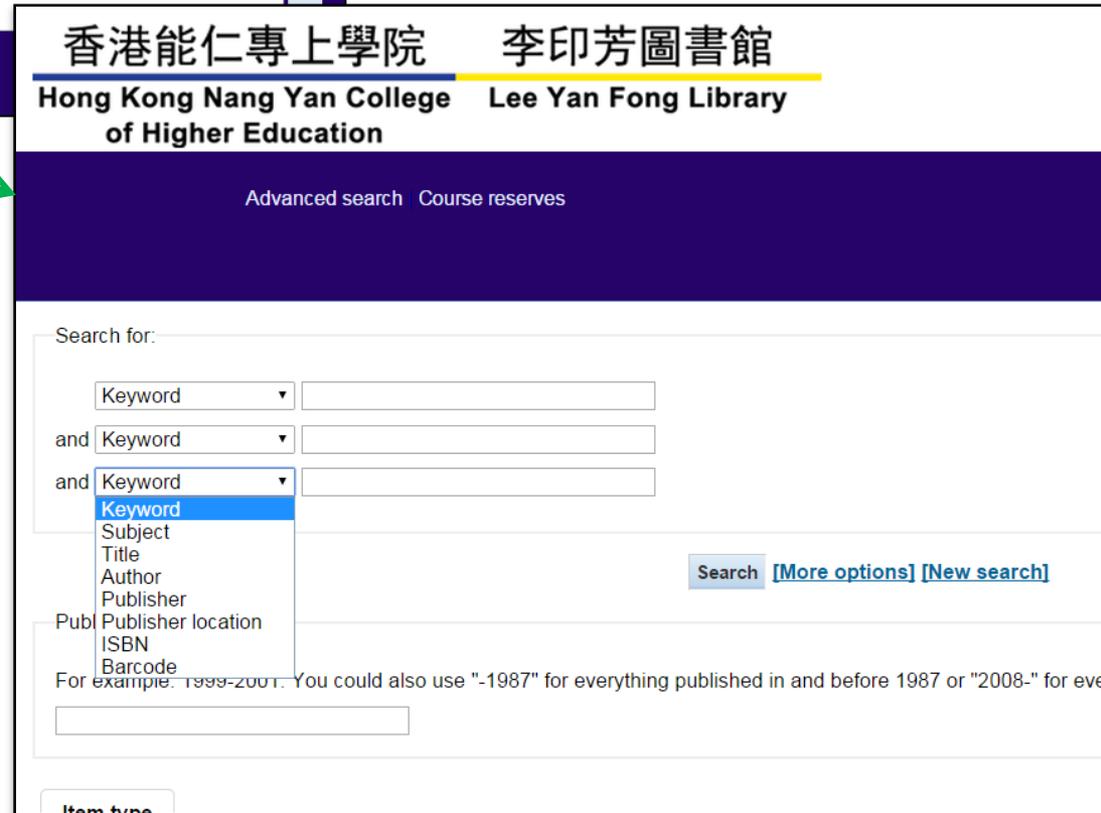
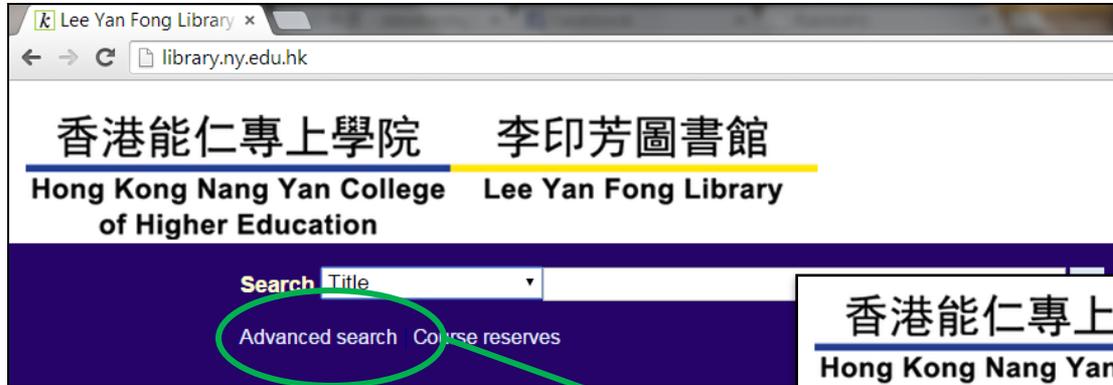
香港能仁專上學院 李印芳圖書館  
Hong Kong Nang Yan College of Higher Education Lee Yan Fong Library

Search Title [input field] Go  
Advance Library catalog  
Title es  
Author  
Subject  
ISBN  
Series  
Call number

Chinamaxx  
EBSCO  
Lee Yan Fong Library Catalog

- Simple search
  - 1 criterion
  - Library catalog = keyword search

# Advanced Search



1. Click “Advanced Search”
2. Advanced search
  - Combined search
  - > 1 criteria
  - More precise result

# Holdings Information

Item Location

Call Number

Item Status

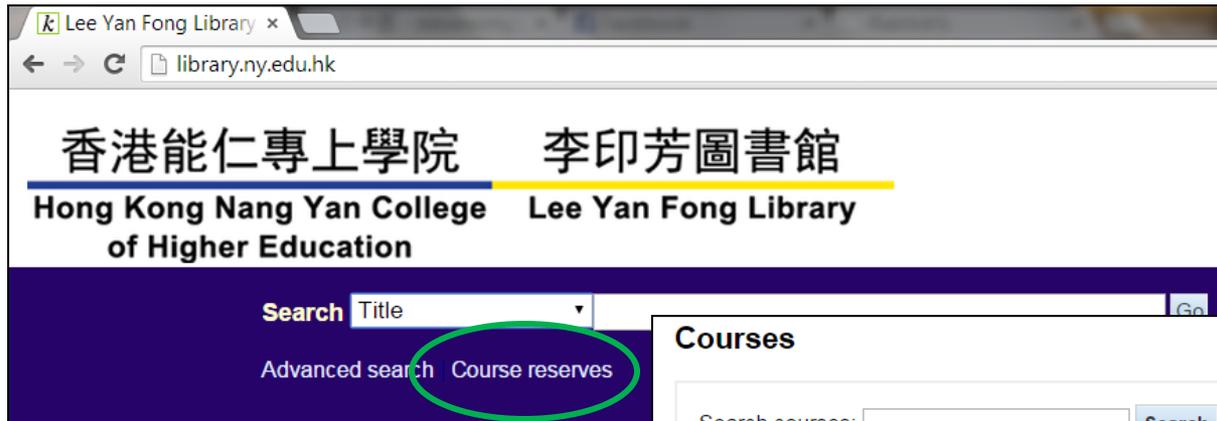
Holdings ( 1 )    Comments ( 0 )

Item type	Location	Call number	Status	Date due	Barcode
 BOOK Books	Lee Yan Fong Library Library Collection	HF5383 I548 2012 <a href="#">Browse shelf</a>	Available		00006836

Holdings ( 1 )    Title notes    Comments ( 0 )

Item type	Location	Call number	Status	Date due	Barcode
 BOOK Books	Lee Yan Fong Library Reference	HF5621 D53 2010 <a href="#">Browse shelf</a>	Not For Loan		00000182

# Course Reserves



### Courses

Search courses:

Name	Dept.	Course #	Section	Term	Instructors	Notes
<a href="#">中國文學史</a>	Department of Chinese	CHI202				
<a href="#">中文寫作</a>	Department of Chinese	GEG101				

1. Click “Course reserves”
2. Displayed courses with reserve materials
3. Can be borrowed for **1 day** only

# Electronic Resources

Lee Yan Fong Library x  
library.ny.edu.hk

香港能仁專上學院 李印芳圖書館  
Hong Kong Nang Yan College Lee Yan Fong Library  
of Higher Education

Search Library catalog

Advanced search Course reserves

[Chinamaxx](#)  
[EBSCO](#)  
[MyiLibrary](#)  
Online English Programmes  
[Business Writing](#)  
[Clear Pronunciation 1](#)  
[Clear Pronunciation 2](#)  
[It's Your Job](#)  
[Road To IELTS](#)  
[Tense Buster](#)

Welcome to Lee Yan Fong Library Catalog

Here are some helpful tips when searching Catalog:

- Use a keyword search as you would on Google: type in as much as possible in titles, author and/or subjects.
- Use the search drop-down box to limit your search to title, author, subject, etc.
- Use the Advanced Search to limit results by item types or particular subjects.

Login Tips:

- Library login is your student no. (14XXXXXX) and password is pre-arranged. We are strongly advice to change your password.

1. Click on different electronic resources
2. You will be asked to login your college email account

香港能仁專上學院 李印芳圖書館  
Hong Kong Nang Yan College Lee Yan Fong Library  
of Higher Education

Home | Contact US

**Electronic Resources**

The Library provides access to a number of databases covering subjects relevant to the College's curriculum, these include Chinamaxx, EBSCO, MyiLibrary and Online English Learning programmes. Users can access these electronic resources anytime via the Library Homepage.

You login and password of NYC electronic resources is your network login (without @ny.edu.hk) and password.

Please enter your username: @ny.edu.hk

Please enter your password :

Hong Kong Nang Yan College of Higher Education  
Lee Yan Fong Library  
325-329 Lai Chi Kok Road, Shamshuipo, Kowloon, HONG KONG library@ny.edu.hk



library@mobile

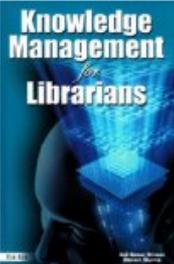
# Place Hold

香港能仁專上學院 李印芳圖書館  
Hong Kong Nang Yan College Lee Yan Fong Library  
of Higher Education

Search

[Advanced search](#) [Course reserves](#)

Normal view  MARC view  ISBD view

 **Knowledge management for librarians /**  
by [Dhiman, Anil Kumar.](#)  
Additional authors: [Sharma, Hemant.](#)  
Published by : [Ess Ess Publications.](#) (New Delhi :)  
Physical details: viii, 633 p. : ill. ; 22 cm.  
ISBN:9788170005759; 8170005752.  
Subject(s): [Knowledge management.](#) | [Library science.](#)

Year: 2009

[« Previous](#) [Back to results](#) [Next »](#)

[More searches ▾](#)

Save record:

Share

**Holdings ( 1 )**

1. You can place hold if the item is checked out

Item type	Location	Call number	Status	Date due	Barcode
Books	Lee Yan Fong Library Library Collection	HD30.2 D525 2009 ( <a href="#">Browse shelf</a> )	Checked out	29/05/2015	00001407

2. Click "Place hold"

# Place Hold (1)

Log In to Your Account

3. Login to your library account

Login

Password

Log In

Confirm holds for: Student Student (9999999901)

Place a hold on [Never stop learning.](#)

Pick up location: Lee Yan Fong Library ▼

[Show more options](#)

Place hold

4. Click "Place hold"

Checked out

Holds

Holds (1 total)

Title	Placed on	Expires on	Pick up location	Status	
<a href="#">Never stop learning.</a>	20/04/2015	Never expires	Lee Yan Fong Library	Pending	Cancel <a href="#">Suspend hold</a> until <input type="text"/> <a href="#">Clear</a> date

5. The hold is on the queue

# Place Hold (2)

Hello, Student Student ([Click here](#) if you're not Student Student )

6. Status will be updated if your hold is available

Checked out Holds

## Holds (1 total)

Title	Placed on	Expires on	Pick up location	Status
<a href="#">Never stop learning.</a>	20/04/2015	Never expires	Lee Yan Fong Library	Item waiting at Lee Yan Fong Library since 20/04/2015

Suspend all holds until   Clear date

Resume all suspended holds

Dear Student Student,

You have a hold available for pickup as of 20/04/2015:

Title: Never stop learning

Author:

Copy:

Location: Lee Yan Fong Library

325-329 Lai Chi Kwok Road,  
Shamshuipo,

Kowloon,

7. An email will be sent to you too

# Renew

The screenshot shows the library's website interface. At the top, there is a navigation bar with the college and library names in Chinese and English. Below this is a search bar with a dropdown menu set to 'Library catalog' and a 'Go' button. To the right of the search bar are buttons for 'Cart' and 'Lists'. A 'Log in to your account' link is visible in the top right corner. The main content area features a 'Welcome to Lee Yan Fong Library Catalog' section with helpful search tips and login instructions. A login form is highlighted with a green box, containing fields for 'Login:' and 'Password:', and a 'Log In' button. A callout box at the bottom right of the screenshot contains the text '1. Enter your ID and Password'. The footer of the website includes the college's name and address.

香港能仁專上學院 李印芳圖書館  
Hong Kong Nang Yan College of Higher Education Lee Yan Fong Library

Search Library catalog Go Cart Lists

Advanced search Course reserves

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Login Tips:

- Library login is your student no. (14XXXXXX) and password is pre-set to be your date of birth (ddmmyyyy). You are strongly advice to change your password.

Log in to your account:

Login:

Password:

Log In

1. Enter your ID and Password

Hong Kong Nang Yan College of Higher Education  
Lee Yan Fong Library  
225-229 Lei Chi Kok Road, Shamshuipo, Kowloon, HONG KONG

# Renew (1)

Checked out

1 Item(s) checked out ✓ Renew selected ✗ Renew all

	Title	Due	Barcode	Call No.	Renew	Fines
	<a href="#">The cover letter book</a> : Innes, James,	16/04/2015	00006836	HF5383 I548 2012	<input type="checkbox"/> <a href="#">Renew</a> (2 of 2 renewals remaining)	No

[Renew Selected](#) [Renew all](#)

2. Click "Renew"

✓ Renew selected

Due	Barcode	Call No.	Renew
04/05/2015	00006836	HF5383 I548 2012	<input type="checkbox"/> <a href="#">Renew</a> (1 of 2 renewals remaining)

3. The renewed book is of new due date
4. 1 renewal is used, total 2 renewals are available