CityU LibraryFind is the Library’s search platform for locating Library materials, including books, articles, media resources, course reserves, theses and more, in electronic and print format. Access it from the Library homepage: [http://www.cityu.edu.hk/lib/](http://www.cityu.edu.hk/lib/)

1. **How to search**

Enter your keyword/s into the search box under the CityU LibraryFind tab to search for Books, Media & Articles:

![Search interface](image)

**Tip.** You can focus your search by selecting:
- Books & Media+ to find books, journals, media resources, course reserves, theses etc. (but not articles), or
- Articles+ to find articles from journals, newspapers, magazines, etc.

Or, search by author, title, and more. Click on the down arrow next to **Keyword** to make your selection.

2. **Sign in**

CityU Users, for complete results and request options, please [Sign in](#).

Click the *Sign in* link and enter your **Electronic ID (EID)** and **AD/LAN password**, the same as those for university PCs. Remember to **sign out** after using a public PC.

When you sign in, you can:
- View full search results (Some databases show results only when you’ve signed in)
- Save your search query and search results for future viewing
- View request options and place requests for items not available in the Library
- Access **My Library Account** (top right of search results page) to view your loans, renew items, and more

<table>
<thead>
<tr>
<th>Non-CityU/JULAC users:</th>
<th>Register for an EID in person at the Library Circulation Counter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni without an EID:</td>
<td>Register for a CityU email via Alumni Relations Office website</td>
</tr>
</tbody>
</table>

3. **View details of your search results**

To view more details about a record in your search result, click on the **title** and select from the following links when available:
- **View/Get it**: View the online resource/s or how to get the item/s
- **Details**: Full record details
- **Links**: Links to other relevant resources
- **Send to**: Options to cite, export, email & print (see below)

**Tip.** Sign in to view the **Save query** option above the list of search results. You can save your query to **My Favorites** (top right of search results page) for future viewing.
4. Refine your results

Select from the options under **Refine My Results** (on search results page) to narrow your results by Availability, Resource Type (articles, books, reviews, etc.), Publication Year, and more. By default, results are sorted by relevance. Click on the down arrow (near **Sort by**) to display search results by date, author or title.

Tip. To make your search results more comprehensive, select **Include results not available in full-text**.

5. Cite, save & more

- To email, print or cite a record (in APA, Chicago/ Turabian and other styles) or to export a record to a reference manager, click on the **title** of the record. Select **Send to** and choose from the options.
- To save a record/s from your list of search results, select the pin (next to the record/s). Saved records are stored in **My favorites** (top right of search results page).

Tip. If you want to save the record/s for future viewing, remember to **sign in** first (see above).

6. Request checked-out items or get books from HKALL

If a book you need is **not available** because it is checked out, you can place an online request for the checked-out book, or use **HKALL** to request an available copy from another UGC library.

**You need to sign in** (see above) to view request options and to place a request.

- Click on the **title** of the record in your search results. Select the option **Get it** to see if the item is checked out. If it is, click on **Request book/journal** to request the item.
- Or, click on **Search this title in HKALL** to look for an available copy in the **HKALL** search scope. Click on **HKALL Request** to place your request for the copy.

---

**Search tips**

- Select **Browse Search** to browse library materials (excluding articles) in order to find relevant information quickly.
- Select **Advanced Search** for more complex searches.
- Keywords in a search are automatically combined with **AND**.
- Use **double quotation marks** " " to search for a phrase, e.g. “academic writing skills”.

---

**Help**

**Email us**: lbinf@cityu.edu.hk
**Phone us**: 3442-8395 / **WhatsApp**: 6798-7732
**Visit the Library in person**