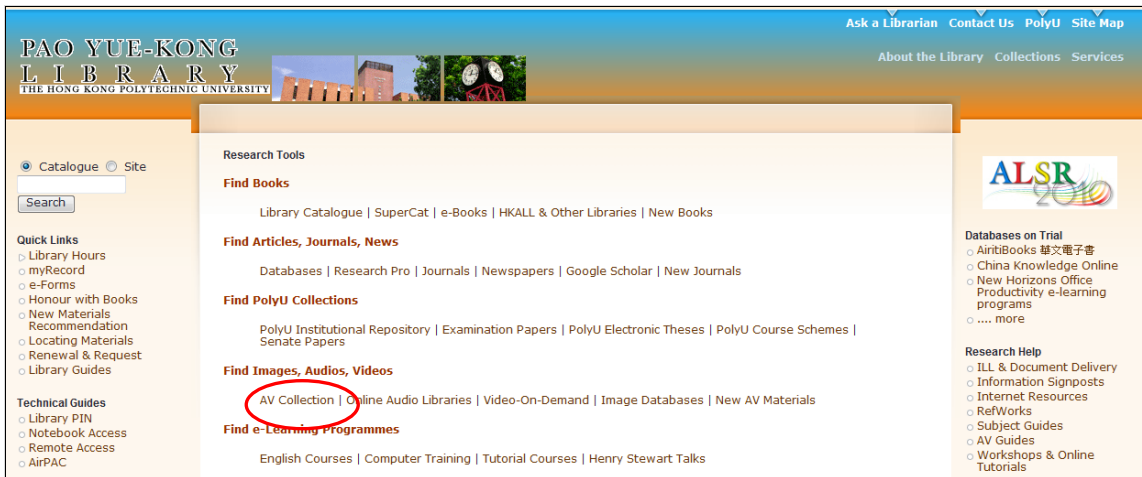


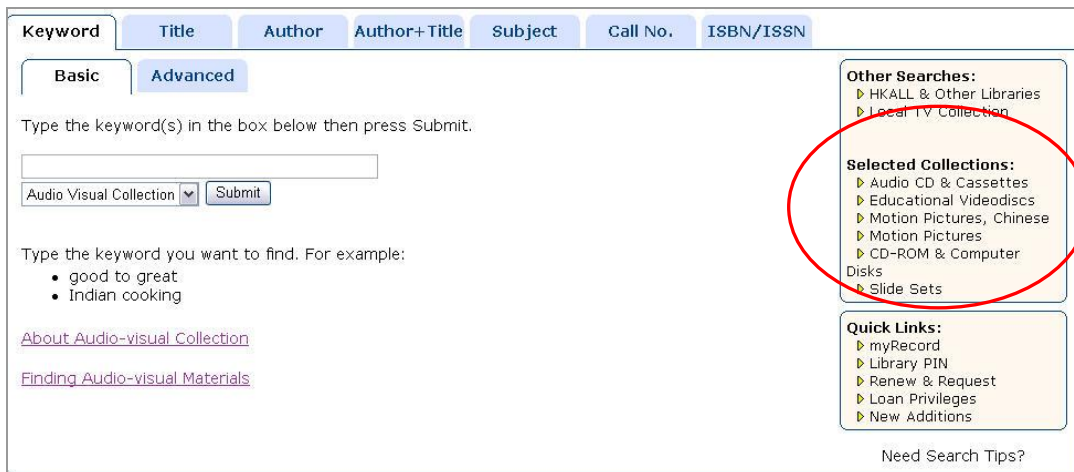
How to Find AV Materials on Online Library Catalogues

To View and Search Audio Visual Collection only

To search the Library Catalog for AV materials, click <AV Collection> under <Find Images, Audios, Videos>

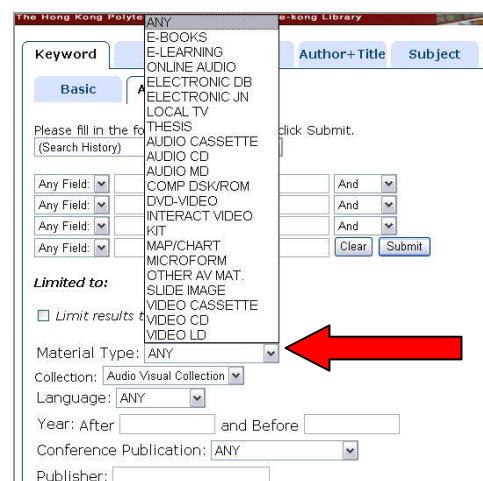


- You can select to search with any index field (e.g. keyword, title, author, subject, call number, etc.) by clicking on the relevant button in the top menu of the Search Page.
- You may also click to browse "Selected Collections" listed on the right hand side.



To Limit a Keyword Search to specific Material Type

- Go to "Advanced Keyword Search".
- Enter the distinct words or phrase containing information on author, title, subject or topic of the required item(s).
- Select an appropriate material type from the Material Type drop-down list.
- Specify the requirements in other fields, where necessary.



More Tips on Searching AV Materials

- **To locate AV materials of specific format**, you can use the following search terms to combine with other keywords in a keyword search.

| <u>Search Terms</u> | <u>To search for</u> |
|------------------------------|--|
| • videorecording | → videocassettes, video LD, VCD & DVD |
| • sound recording | → sound cassette, sound discs & mini-discs (MD) |
| • interactive multimedia | → Interactive CD-ROM programs |
| • electronic resource | → e-books, e-databases, e-learning programs & computer disk programs |
| • slide | → single slides and slide sets |
| • map | → maps |
| • microform | → microfilm and microfiche |
| • feature films | → movies |
| • Japanese and feature films | → Japanese movies |
| • comedy and feature films | → comedy movies |

- **Movie search by Call Numbers**

| <u>Call number</u> | <u>Types of Movies</u> |
|--------------------|-----------------------------|
| • PN1997 | → Movies in general |
| • PN1997.A12 | → French movies |
| • PN1997.A13 | → German movies |
| • PN1997.A14 | → Chinese movies |
| • PN1997.A15 | → Italian movies |
| • PN1997.A16 | → Japanese movies |
| • PN1997.A17 | → Swedish movies |
| • PN1997.A18 | → Movies in other languages |
| • PN 1997.5 | → Animated movies |
| • PN1992.77 | → Drama series |

- **Item Status**

| <u>Status</u> | <u>Meaning</u> |
|-----------------------------------|---|
| • Lib Use Only | → Item only for use inside the Library for up to 3 hours. |
| • On Holdshelf | → Item returned and awaiting next requestor's pickup. |
| • Re-order | → Item damaged or lost and being on order. |
| • In process / Being processed | → Item in preparation and not yet ready for use. |
| • In repair | → Item in repair and temporarily not available for use. |