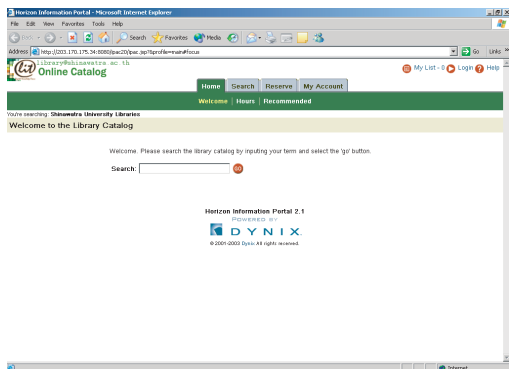


HIP(Horizon Information Portal) is a web-based application that lets library users access library information over the internet. With HIP you can view the library hours of operation, get answers to questions, search for library items, view or renew items which have been checked out, request or cancel hold for library items, and view and submit changes to your HIP user profile from anywhere on the World Wide Web.

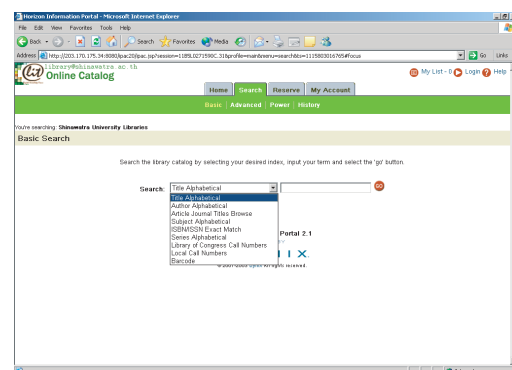
# SEARCHING HELP

Fast Search



Enter the words you want to search and then press go button. The HIP will search your words by keywords in any field.

OR



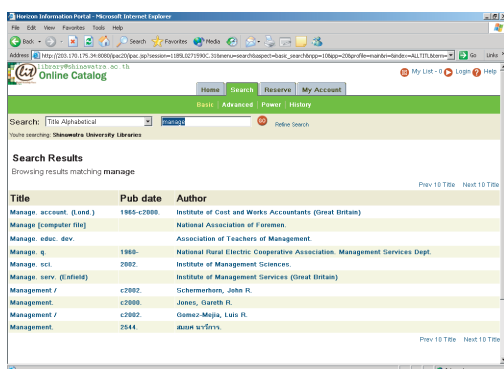
Basic Search

Basic search let you search your library's catalog by a single author, title, or subject keyword.

## Searching

1. From the Welcome to the Library Catalog page, Click the **Search** tab
2. Choose the search index you want to use from the Search drop-down menu.
3. Enter the keyword that you want to search by in the **Search** field.
4. Click the go button to start your search.

Search Result



The search result will display titles, publication dates and authors of the matching records.

You can find more matching searches by using the **Previous 10 items** or **Next 10 items** links on top-right of search result page. You can refine your search by typing your new word and choosing the field in drop-down menu and then click go button. Otherwise, you can refine your search by clicking **Refine Search**. You will return to basic search page.

To see more detail about items you are interested, click on item you want.

On the detail page, you would see the bibliographic information of matching search including item records. You can request checked out items from this page. Furthermore, you can advance and limit your searches from this page as well.

For more information about HIP please contact an information scientist at Information Counter or call 1551-2

Detail

