

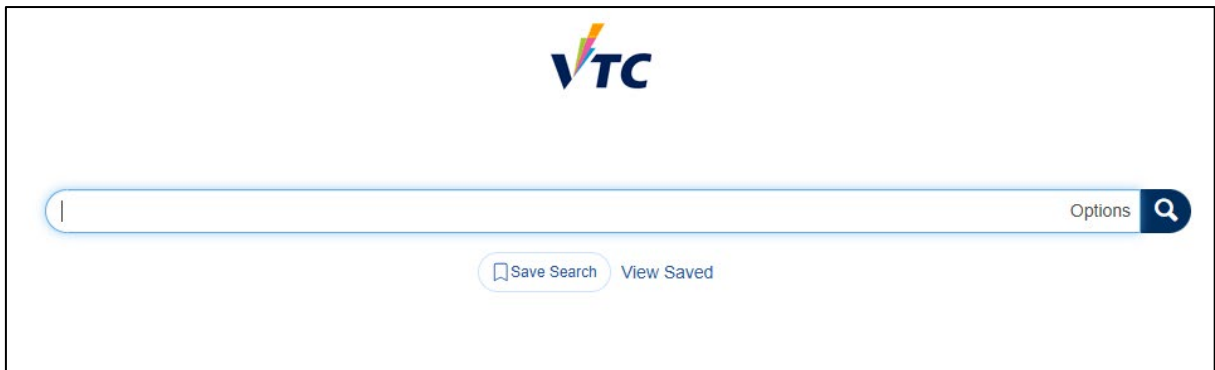
# User Guide : Summon

<https://vtc.summon.serialssolutions.com>

This is **VTC Summon** homepage.

Users with a valid VTC Student / Staff Card or Borrower's Ticket can use Summon for discovery search, online reservation, online renewal, and viewing your library account.

## 1) Search:

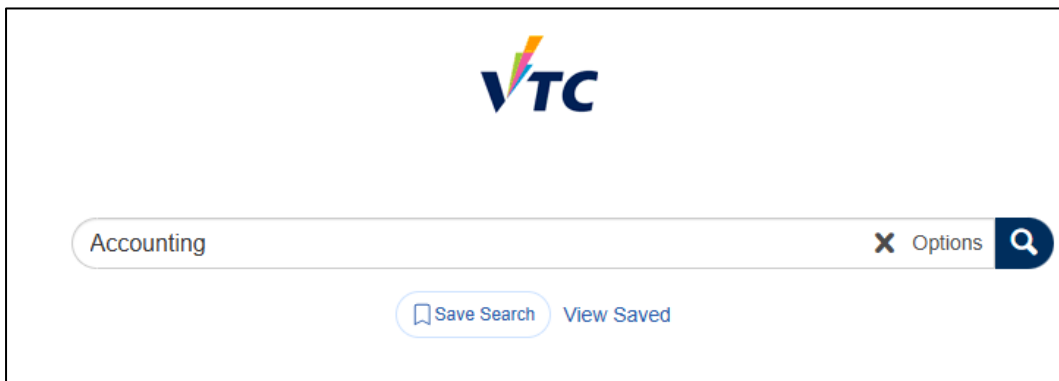


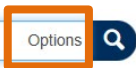
### 1.1 Basic Search :

Enter search terms/keywords in the search box to search for items in the VTC Library catalog.

You can search for both print and electronic resources simultaneously.

**Example:** Input "accounting" in the search box and press Enter.





## 1.2 Advance Search :

Enter one or more **search terms** or **keywords** to search.  
You can apply **boolean search** by using **AND, OR, NOT** .

The screenshot shows a search interface with the following components:

- Search Options:** A dark blue header with "Search Options" and a "Clear all" button.
- Search Query:** A text input field with "All Fields" selected in a dropdown. Below it, a second input field contains "AND" and "All Fields" with a plus icon to add more terms.
- Publication date:** Radio buttons for "1 Year", "3 Years", "5 Years", and "10 Years". A date range selector shows "m/d/yyyy" to "2/26/2025" with a "Clear" button.
- Refine your search:** A list of checkboxes: Library Catalog, Full Text Online, Physical Books, Electronic Books, Items at my Institution, Open Access, Scholarly & Peer-Reviewed, and Peer-Reviewed.
- Content Type:** A "Content Type Filter" input field and a list of checkboxes: Any Type (checked), Archival Material, Article, Audio Recording, Audio Tape, Book / eBook, Book Chapter, and Book Review.
- Language:** A "Language Filter" input field and a list of checkboxes: Any Type (checked), Afrikaans, Albanian, Armenian, Azerbaijani, Basque, Belarusian, and Bengali.
- Search Button:** A dark blue button with a magnifying glass icon and the text "Search".

**Example:** Enter two or more **search terms** or **keywords** in the search box at the right side (additional search boxes can be added by pressing "+")

Select criteria such as Book Title, Author, Publisher, etc. from the option list to filter the list. You can choose **AND, OR, NOT** to link up the terms. You can also select to search by limiting Publication Year, Content Type, Title, Language etc.

This screenshot shows the search interface with filters applied:

- Search Query:** The first input field contains "All Fields" and "Management". The second input field contains "AND" and "All Fields" and "Cook".
- Publication date:** The same date range selector as in the previous screenshot.
- Refine your search:** The same list of checkboxes as in the previous screenshot.
- Content Type:** The same list of checkboxes as in the previous screenshot.
- Language:** The "Language Filter" input field is highlighted. The list of checkboxes includes "English" (checked), "Deutsch", "Dzongkha", "Español", "Esperanto", "Estonian", "Français", and "Gaelic".
- Search Button:** A dark blue button with a magnifying glass icon and the text "Search".
- Footer:** A dark blue bar with "Selected English" and a close button.

The is the **Search Result Page**.

This page has three columns:

**Left:** Add criteria to narrow down the search scope

**Center:** Search Results

**Right:** Database Search Engine (It provides a list of databases relating to your search terms)

The screenshot shows a library search interface with a search bar at the top containing 'food technology'. The page is divided into three main columns. The left column, titled 'Refine your search', contains several filter sections: 'Full Text Online' (with checkboxes for Full Text Online, Scholarly & Peer-Reviewed, Electronic Books, Library Catalog, Open Access, and Physical Books), 'Content Type' (with a filter and a list of content types including Journal Article, Newsletter, Trade Publication Article, Magazine Article, and Book / eBook with their respective counts), and 'Library Location' (with a filter and a list of locations including IVE (CW), THEI, IVE (HW), HTVCC/ICI, and IVE (ST) with their respective counts). The center column displays search results, starting with '2,073,708 results' and 'Sorted by relevance'. The first result is 'The Annals of the University Dunarea de Jos of Galati: Fascicle VI, Food technology', followed by 'Handbook of research on food science and technology', 'Handbook of food science and technology: 3, Food biochemistry and technology', and 'Nanotechnology horizons in food process engineering: Volume 1, Food preservation, food packaging and sustainable agriculture'. The right column, titled 'Database finder', shows a search bar with 'food technology' and a list of database results, including 'BBC Horizon Collection', 'ProQuest: Engineering Database', 'ProQuest: Agriculture Science Database', 'ProQuest: Consumer Health Database', and 'Ovid Journals'.

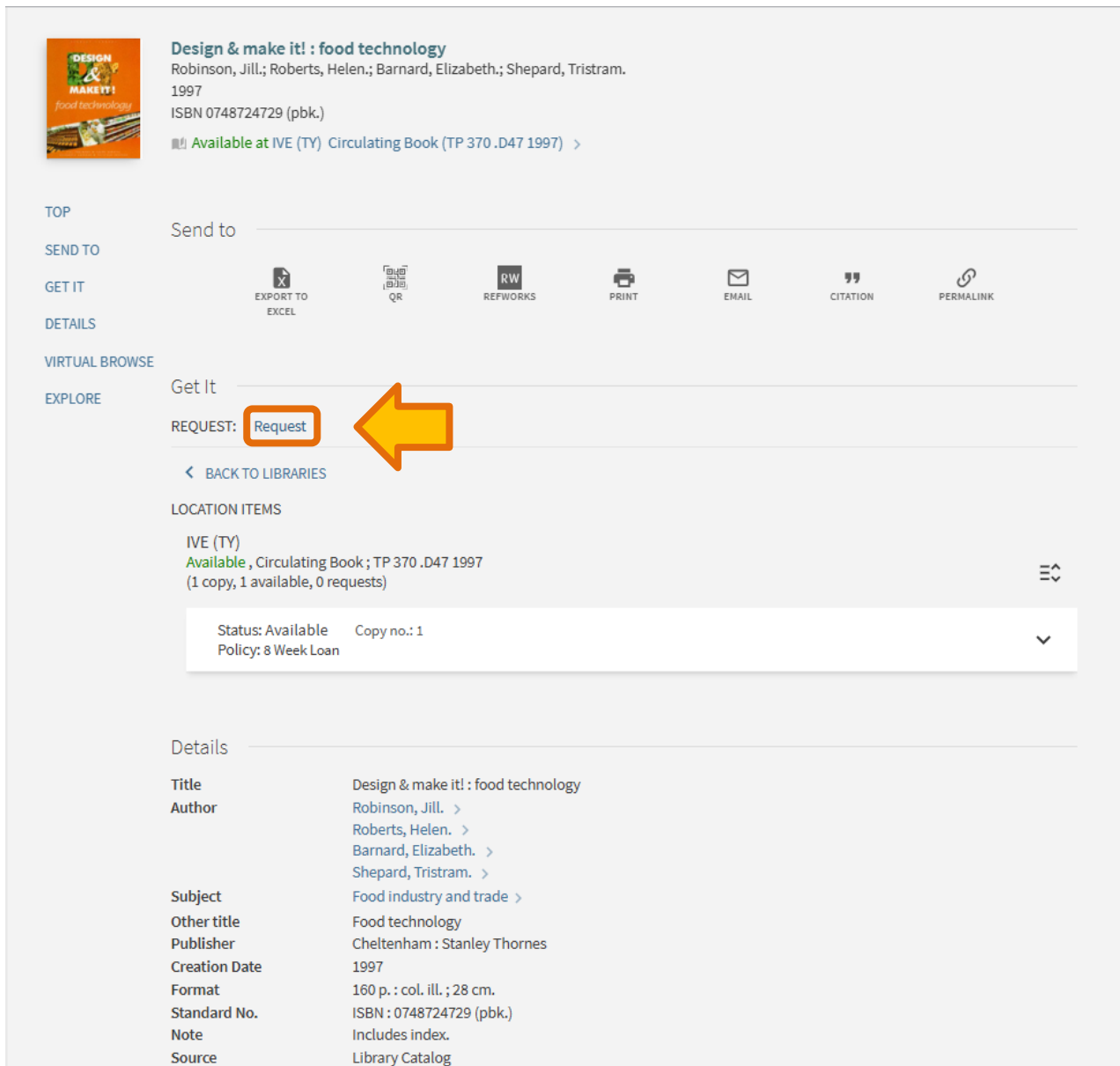
\* Narrow down/ reducing search result

When there are too many search results, you can choose to limit the search scope at the left column to reduce these results. For example, by limiting publication year, content type, library location, subject terms, language, etc.

By **clicking** the **Book Title** on the Search Result Page, it will show you **detailed information** of the item:

- Book Title
- Author
- Publication information
- Publication Year
- Standard Number (e.g.: ISBN)
- Subject
- Content Type
- Available information

You can also make an online reservation on this page.  
Click **Request** in the **Get It** section.



The screenshot shows a library catalog entry for the book "Design & make it! : food technology" by Robinson, Jill.; Roberts, Helen.; Barnard, Elizabeth.; Shepard, Tristram. The book is published in 1997 with ISBN 0748724729 (pbk.). It is available at IVE (TY) as a Circulating Book (TP 370 .D47 1997).

The page features a sidebar on the left with navigation options: TOP, SEND TO, GET IT, DETAILS, VIRTUAL BROWSE, and EXPLORE. The main content area includes a "Send to" section with icons for EXPORT TO EXCEL, QR, REFWORKS, PRINT, EMAIL, CITATION, and PERMALINK. Below this is a "Get It" section with a "REQUEST:" label and a "Request" button highlighted by a red box and a yellow arrow. A "BACK TO LIBRARIES" link is also present.

The "LOCATION ITEMS" section shows the book is available at IVE (TY) with 1 copy and 0 requests. A dropdown menu displays "Status: Available" and "Copy no.: 1" with a "Policy: 8 Week Loan".

The "Details" section provides the following information:

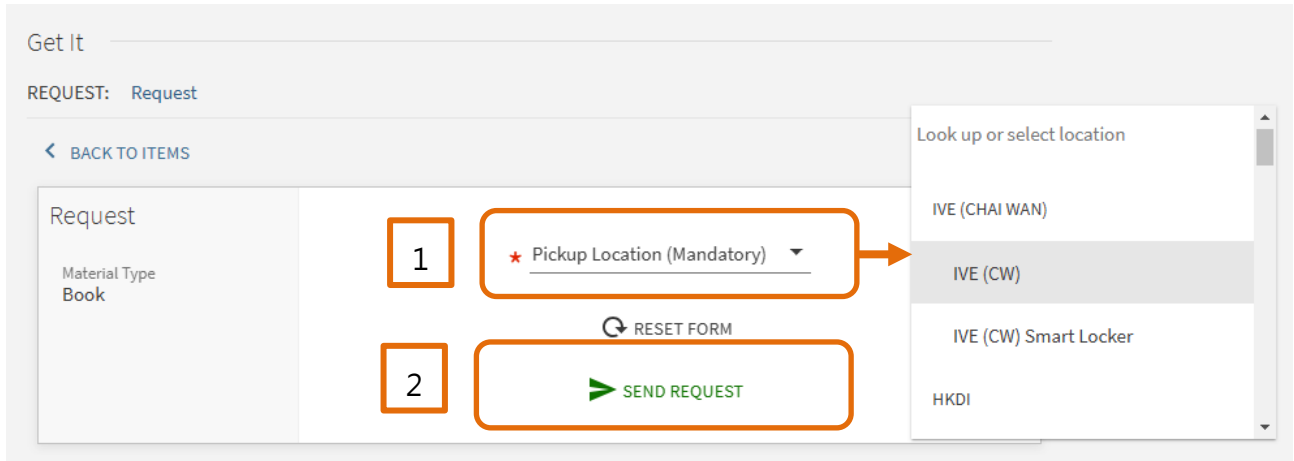
Title	Design & make it! : food technology
Author	Robinson, Jill. > Roberts, Helen. > Barnard, Elizabeth. > Shepard, Tristram. >
Subject	Food industry and trade >
Other title	Food technology
Publisher	Cheltenham : Stanley Thornes
Creation Date	1997
Format	160 p. : col. ill. ; 28 cm.
Standard No.	ISBN : 0748724729 (pbk.)
Note	Includes index.
Source	Library Catalog

## 2. Online Reservation:

After logging into your library account, you can make online reservations for library materials.

**Step 1:** Select the pickup location

**Step 2:** Press the **Send Request** button

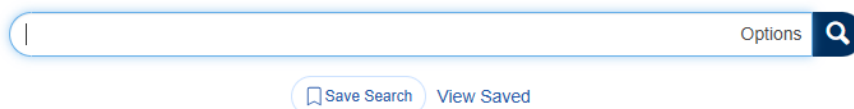


The screenshot shows a web interface for making a reservation. At the top, it says "Get It" and "REQUEST: Request". Below that is a link to "BACK TO ITEMS". The main form area is titled "Request" and shows "Material Type: Book". There are two numbered steps highlighted with orange boxes: Step 1 points to a dropdown menu labeled "\* Pickup Location (Mandatory)" which is currently open, showing a list of locations: "IVE (CHAI WAN)", "IVE (CW)", "IVE (CW) Smart Locker", and "HKDI". Step 2 points to a green button labeled "SEND REQUEST". A "RESET FORM" button is also visible between the two steps.

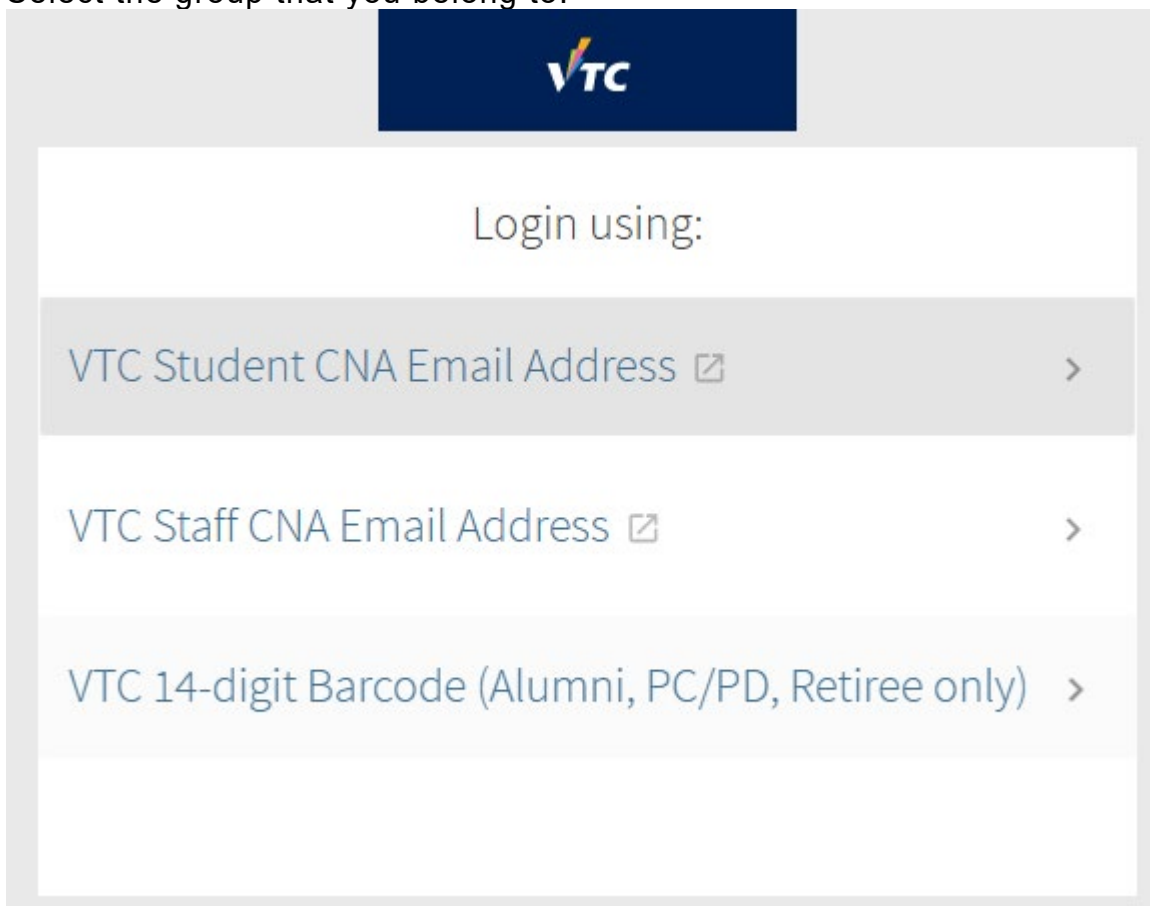
You will **receive an email notification** when the reserved material **arrives** at the location you selected.

### 3) My Library Account

At the top bar on the VTC Summon main page, you can login to **My Library Account** to access **online renewal**, view **loans**, **request** and  **fines & fees**.



Select the group that you belong to:



\*If you are **part-time staff** or **part-time student**, please choose **VTC 14-digit Barcode**.

Use your **VTC** email address and password to login to **My Library Account**.



Please logon by your CNA email address and Password  
請輸入你的 CNA 電郵地址及密碼登入

[登入](#)

[Forgot your password?](#)  
忘記密碼?

[Change password](#)  
更改密碼

Please contact ITSD Helpdesk (Email: [itsd-helpdesk@vtc.edu.hk](mailto:itsd-helpdesk@vtc.edu.hk)) if you have any further questions.  
如有任何查詢，請聯絡ITSD Helpdesk ( 電郵： [itsd-helpdesk@vtc.edu.hk](mailto:itsd-helpdesk@vtc.edu.hk) ) 。

After logging into your **library account**, you will see:

- **Loans:** Library materials you borrowed
- **Requests:** Library materials you reserved
- **Fines & Fees**
- **Blocks & Messages**
- **Personal Details**

The screenshot shows the 'My Library Card' dashboard with the following content:

- Overview Tabs:** OVERVIEW (selected), LOANS, REQUESTS, FINE & FEES, BLOCKS & MESSAGES, PERSONAL DETAILS.
- Loans Section:** Includes a 'RENEW ALL' button and two items:
  - 1 銀河鐵道之夜 / 沢賢治 著 ; 劉麗芳... 沢賢治. 2005. Due: 02/01/2025
  - 2 台北王 : 信義區, 西門町, 淡水, 九... 馮家偉. 2023 Due: 07/02/2025
- Fine & fees Section:** Displays a smiley face icon with sunglasses and the text 'There are no fines'.
- Blocks & messages Section:** Displays an umbrella icon and the text 'There are no blocks or messages'.
- Requests Section:** Includes one item:
  - 1 異動之刻 / 謹玄 著. (v.1) 謹玄. REQUEST. In Process Pickup Location IVE (CW)

### Online Renewal:

Can be done on the “**My Library Card – Loans**” Page.

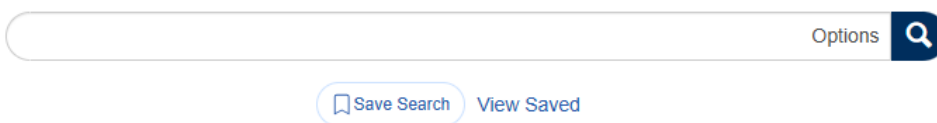
- **Renew all:** Renew all borrowed books (exclude library equipment)
- **Renew:** Only renew selected books

The screenshot shows the 'My Library Card' dashboard with the 'Loans' tab selected. The content includes:

- Overview Tabs:** OVERVIEW, LOANS (selected), REQUESTS, FINE & FEES, BLOCKS & MESSAGES, PERSONAL DETAILS.
- Loans Section:** Includes a 'Sort by' dropdown, a 'RENEW ALL' button, and a list of active loans:
  - 1 銀河鐵道之夜 / 沢賢治 著 ; 劉麗芳 譯. 沢賢治. 2005. Due: 02/01/2025. Includes a 'RENEW' button and a dropdown arrow.
  - 2 台北王 : 信義區, 西門町, 淡水, 九份, ... 馮家偉. 2023 Due: 07/02/2025. Includes a 'RENEW' button and a dropdown arrow.

#### 4) Journal Search:

Click **Journal Search** from the top bar.

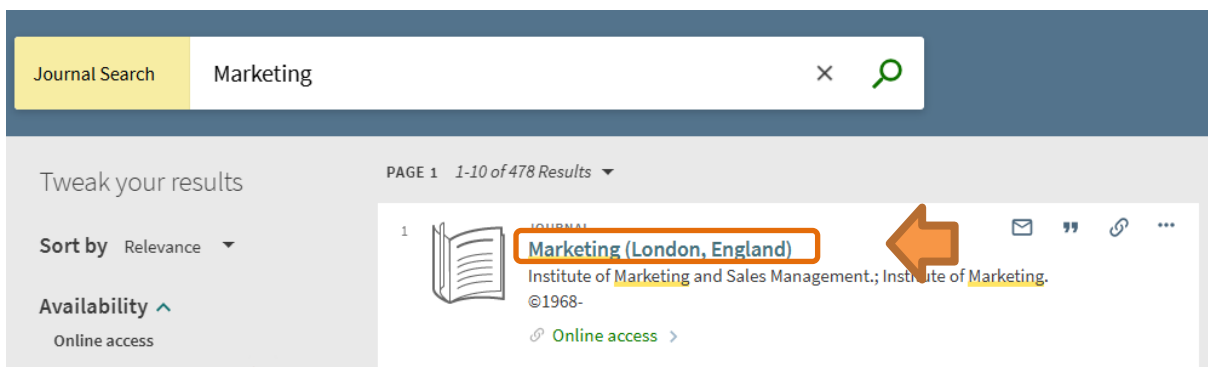


Input the **Serial Title / ISSN** and press **Enter**.



Results will be displayed based on your search term.

Clicking the **journal title** in search results will display detailed information.



You can also sort the search results by relevance or title, or filter by **print** or **electronic journals**.



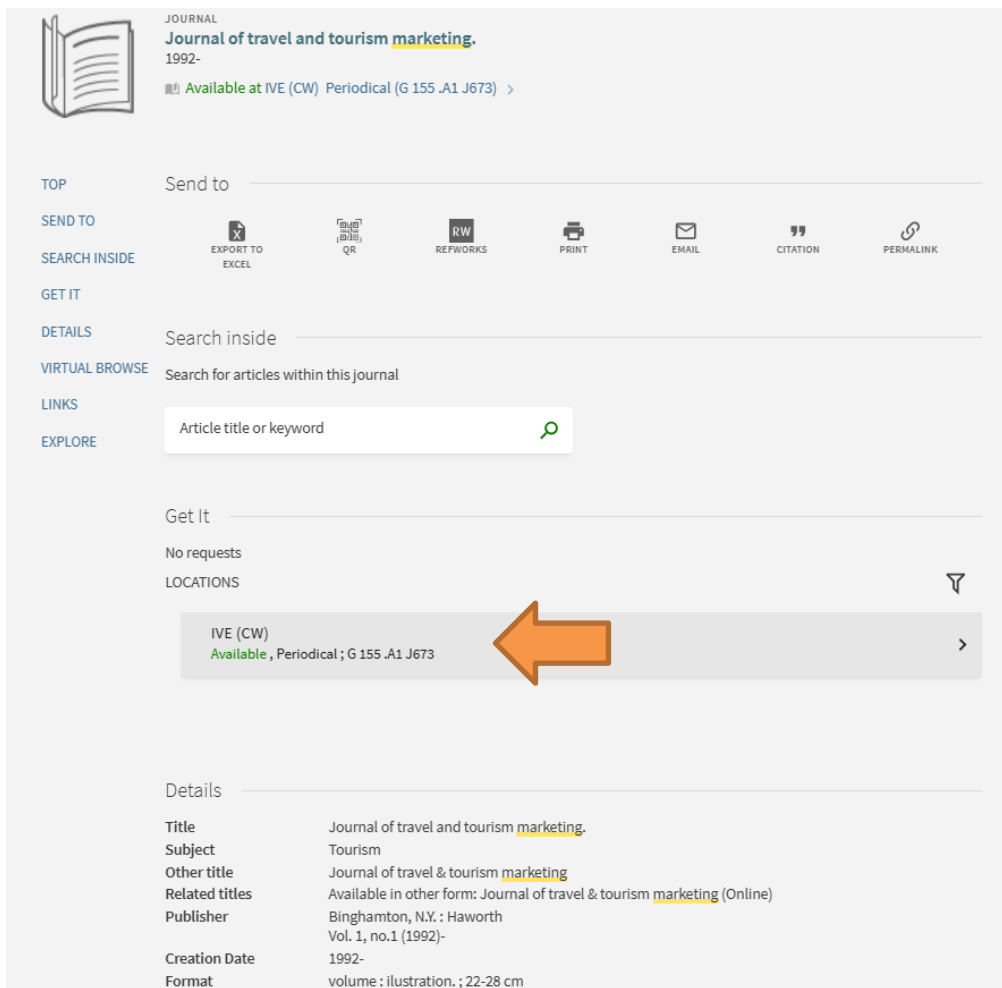
If you selected an **electronic journal**, you can click the **database name** to view it.

The screenshot shows a library record for the journal "Financial marketing (Chicago, Ill.)" published by the "Financial Institutions Marketing Association (U.S.)" from 1983-. The record includes a sidebar with navigation options like "Tweak your view" and "Sort by". The main content area has sections for "TOP", "SEND TO" (with options like EXPORT TO EXCEL, QR, REWORKS, PRINT, EMAIL, CITATION, PERMALINK), "SEARCH INSIDE", "VIEW ONLINE", "DETAILS", "VIRTUAL BROWSE", "LINKS", and "EXPLORE". Under "VIEW ONLINE", there is a "View Online" section with an "Online access" link for "ProQuest Central", which is highlighted by an orange arrow. Below this, a "Details" section provides metadata: Title, Author, Subject, Related titles, Publisher, Creation Date, and Format.

You need to **login** to **view the electronic resources**.

The screenshot shows a web browser window with the URL "eproxy.vtclib9.vtc.edu.hk/login?url=https://search.proquest.com/abiglobal?accountid=29075". The page features the VTC logo and a heading: "Access VTC Library's online resources. Please select your user type:". Below the heading are three buttons: "Staff Access", "Student Access", and "Alumni Access". A "Copyright Guidelines" section follows, containing three bullet points: "Library users should use the content of electronic resources only for teaching, private study or research purpose.", "Electronic resources are intellectual property in compliance with prevailing copyright laws. Excessive downloading or systematic extraction of content through robotic tools is also strictly prohibited.", and "The copyright owner will take legal action against users who engage in such activities, and their access will be suspended by the LRC/LC." At the bottom left, there are links for "VTC Library Homepage" and "Contact Us".

If you selected a printed journal, you can check its availability status.



**JOURNAL**  
**Journal of travel and tourism marketing.**  
1992-  
Available at IVE (CW) Periodical (G 155 .A1 J673) >

TOP  
SEND TO  
SEARCH INSIDE  
GET IT  
DETAILS  
VIRTUAL BROWSE  
LINKS  
EXPLORE

Send to \_\_\_\_\_

EXPORT TO EXCEL QR REWORKS PRINT EMAIL CITATION PERMALINK


Search inside \_\_\_\_\_


Search for articles within this journal

Article title or keyword

Get It \_\_\_\_\_

No requests

LOCATIONS 

IVE (CW)  
Available, Periodical ; G 155 .A1 J673 

Details \_\_\_\_\_

Title	Journal of travel and tourism marketing.
Subject	Tourism
Other title	Journal of travel & tourism marketing
Related titles	Available in other form: Journal of travel & tourism marketing (Online)
Publisher	Binghamton, N.Y. : Haworth Vol. 1, no.1 (1992)-
Creation Date	1992-
Format	volume : illustration. ; 22-28 cm

Please visit the following website for more information:

<https://exlibris.libguides.com/summon/forusers>