



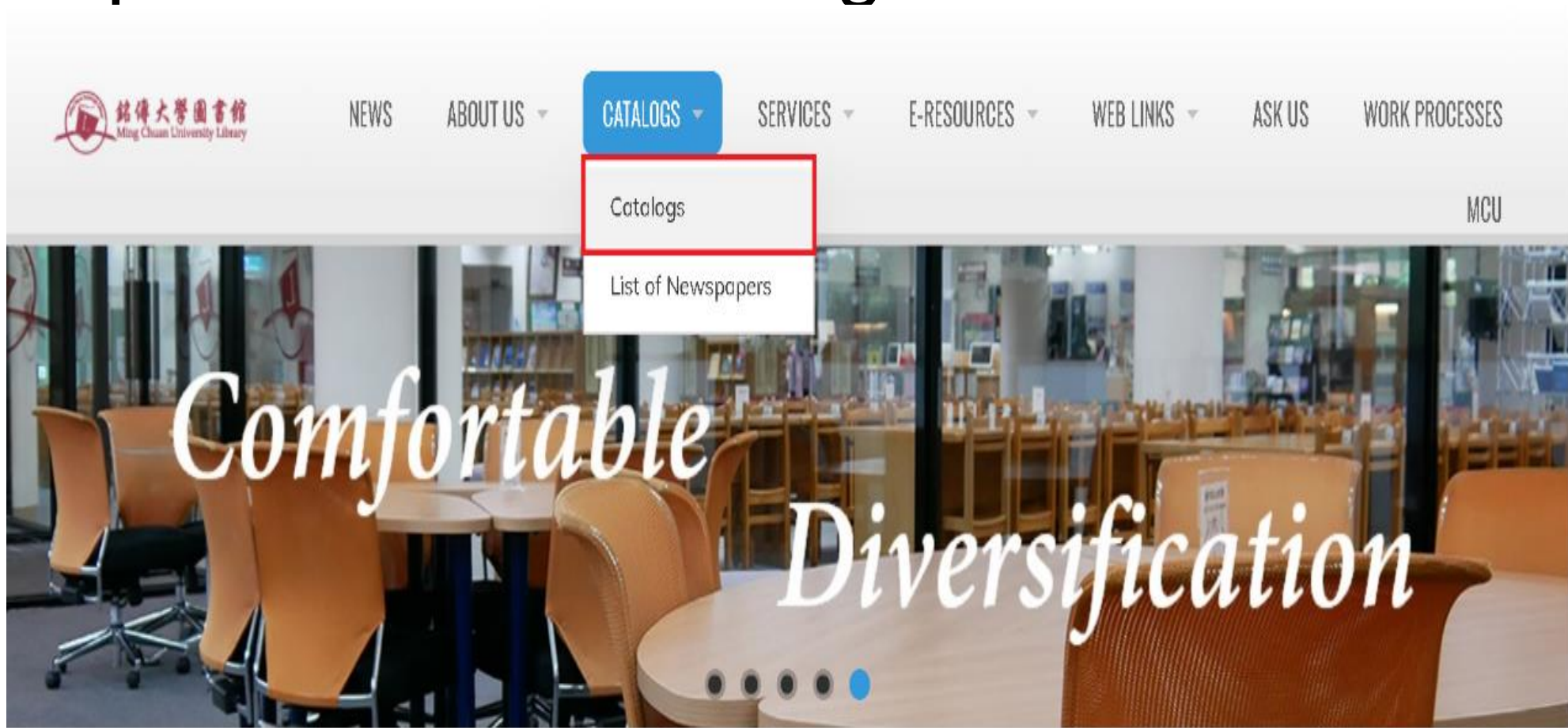
Instruction for finding journals

Ming Chuan University Library

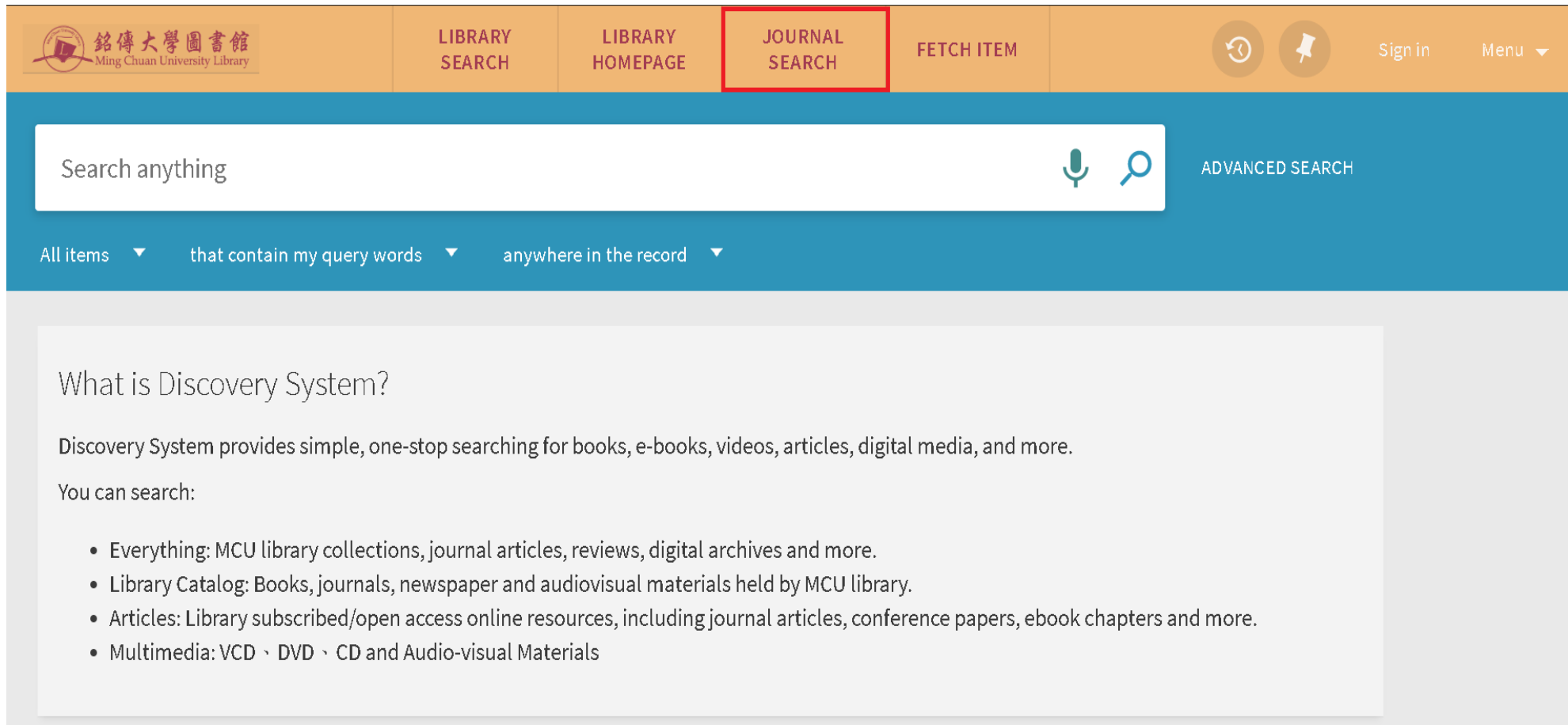
Section of Readers Services

2020.12.09

Step.1 Choose "Catalogs"



Step.2 Click "JOURNAL SEARCH "



The screenshot shows the top navigation bar of the Ming Chuan University Library website. The navigation bar is orange and contains the following items from left to right: the library logo and name, 'LIBRARY SEARCH', 'LIBRARY HOMEPAGE', 'JOURNAL SEARCH' (highlighted with a red border), and 'FETCH ITEM'. On the right side of the navigation bar, there are icons for a refresh button, a pin icon, 'Sign in', and a 'Menu' dropdown arrow.

Below the navigation bar is a blue search bar with the placeholder text 'Search anything'. To the right of the search bar are a microphone icon, a magnifying glass icon, and the text 'ADVANCED SEARCH'. Below the search bar are three dropdown menus: 'All items', 'that contain my query words', and 'anywhere in the record'.

The main content area is light gray and contains the following text:

What is Discovery System?

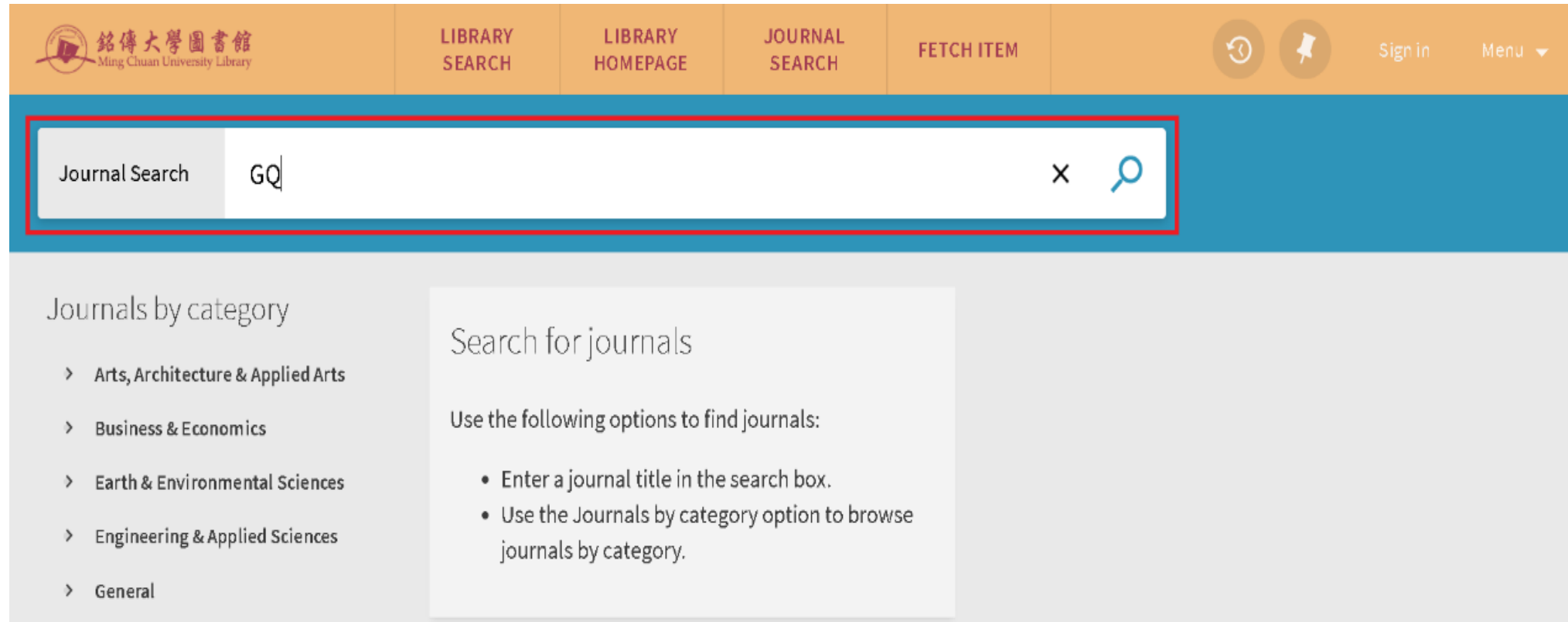
Discovery System provides simple, one-stop searching for books, e-books, videos, articles, digital media, and more.

You can search:

- Everything: MCU library collections, journal articles, reviews, digital archives and more.
- Library Catalog: Books, journals, newspaper and audiovisual materials held by MCU library.
- Articles: Library subscribed/open access online resources, including journal articles, conference papers, ebook chapters and more.
- Multimedia: VCD · DVD · CD and Audio-visual Materials

Step.3

Choose item to fill in, e.g. choose "Title or ISSN", then press "enter key"



The screenshot displays the library's website interface. At the top, there is a navigation bar with the following elements from left to right: the library logo and name "銘傳大學圖書館 Ming Chuan University Library", and buttons for "LIBRARY SEARCH", "LIBRARY HOMEPAGE", "JOURNAL SEARCH", and "FETCH ITEM". On the right side of the navigation bar are icons for a refresh button, a pin icon, and links for "Sign in" and "Menu".

Below the navigation bar is a search bar. The search bar has a tab labeled "Journal Search" and contains the text "GQ". To the right of the search bar are a clear button (an 'x' icon) and a search button (a magnifying glass icon). The search bar is highlighted with a red border.

Below the search bar, the page is divided into two main sections. On the left, under the heading "Journals by category", there is a list of categories with expandable arrows:

- > Arts, Architecture & Applied Arts
- > Business & Economics
- > Earth & Environmental Sciences
- > Engineering & Applied Sciences
- > General

On the right, there is a section titled "Search for journals" with the following instructions:

Use the following options to find journals:

- Enter a journal title in the search box.
- Use the Journals by category option to browse journals by category.

Step.4

Confirm the item is "Available Online or Held by library "

The screenshot displays the library's search interface. At the top, the navigation bar includes the library logo, 'LIBRARY SEARCH', 'LIBRARY HOMEPAGE', 'JOURNAL SEARCH', and 'FETCH ITEM'. A search bar contains the text 'GQ' and is highlighted with a red box. Below the search bar, a notification bar prompts the user to 'Sign in to get complete results and to request items'. The search results section shows '2 Results'. The first result is for the journal 'GQ.' (1983-), with a red box around the link 'Available Online >'. The second result is for 'GQ.' (民國1996- 民國85-), with a red box around the link 'Available at Taipei Library 4F Current Periodicals and other locations >'. On the left side, there are filters for 'Sort by Relevance', 'Availability' (with options for 'Available online' and 'Held by library'), and 'Journals by category'.

Step.5


Check locations, then click "➤" to Display Item Details



The screenshot shows a library catalog page for a journal. The journal title is "GQ." and it is available from 1996 to 1995 (民國1996- 民國85-). It is available at Taipei Library 4F Current Periodicals and other locations. The page includes a sidebar with navigation options like "Journal Search", "Tweak your search", "Sort by", "Availability", and "Held by library". The main content area has tabs for "TOP", "SEND TO", "GET IT", "DETAILS", "SEARCH INSIDE", and "LINKS". The "LOCATIONS" section is highlighted with a red box and contains two entries: "Taipei Library" (Available, 4F Current Periodicals) and "Taoyuan Library" (Available, Self-Learning Center). Each entry has a "LOCATE" button and a right-pointing arrow (➤) which is highlighted with a yellow box.

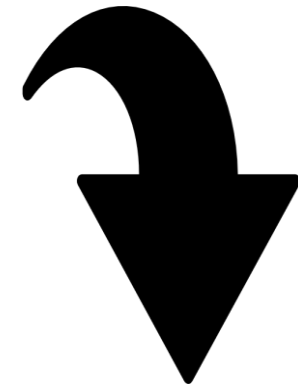
Location	Status	Action
Taipei Library	Available , 4F Current Periodicals	LOCATE ➤
Taoyuan Library	Available , Self-Learning Center	LOCATE ➤

Step.6

Or click "  LOCATE " to show where's the journal

LOCATIONS 

Taipei Library Available , 4F Current Periodicals	 LOCATE >
Taoyuan Library Available , Self-Learning Center	 LOCATE >

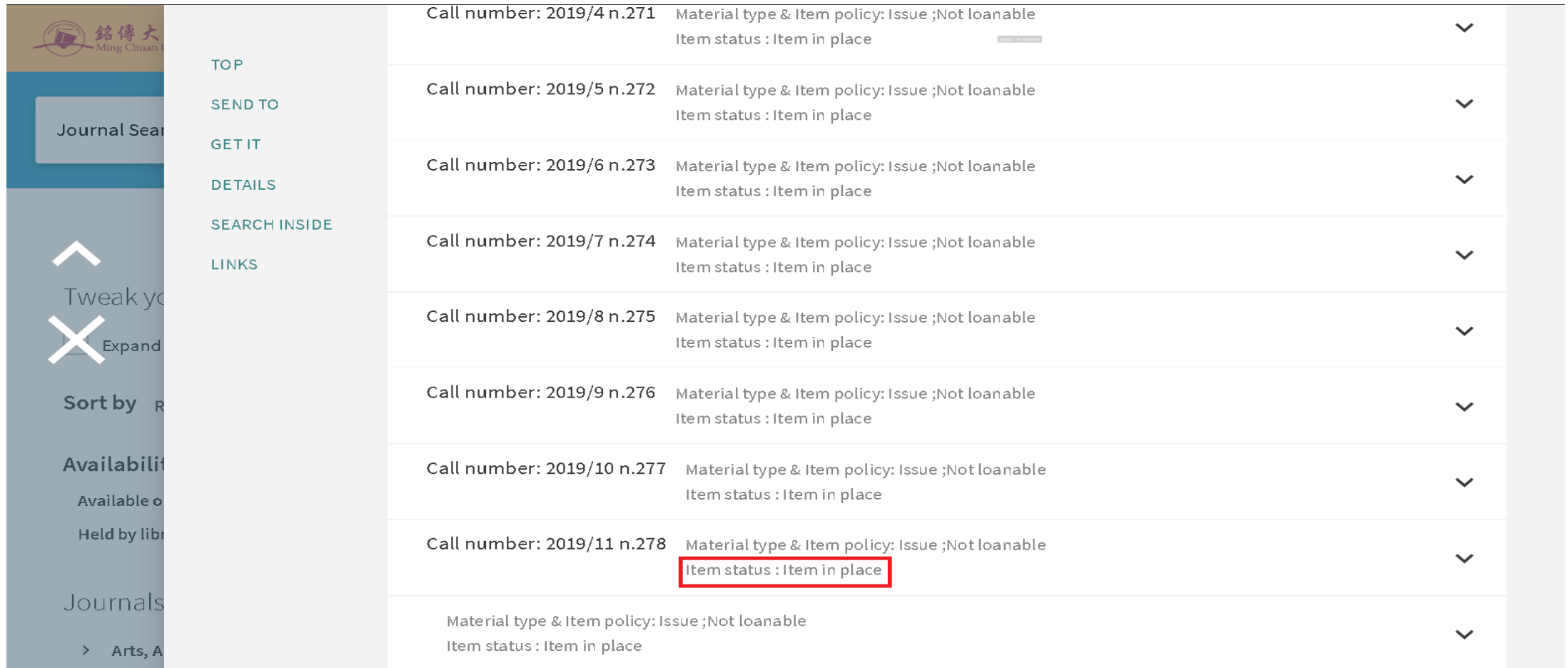


台北校區圖書館四樓空間配置圖
4th Floor Plan of Taipei Campus Library



Step.7

End the inquiry, Status shows : "Item in place"
It means the journal is available in library.

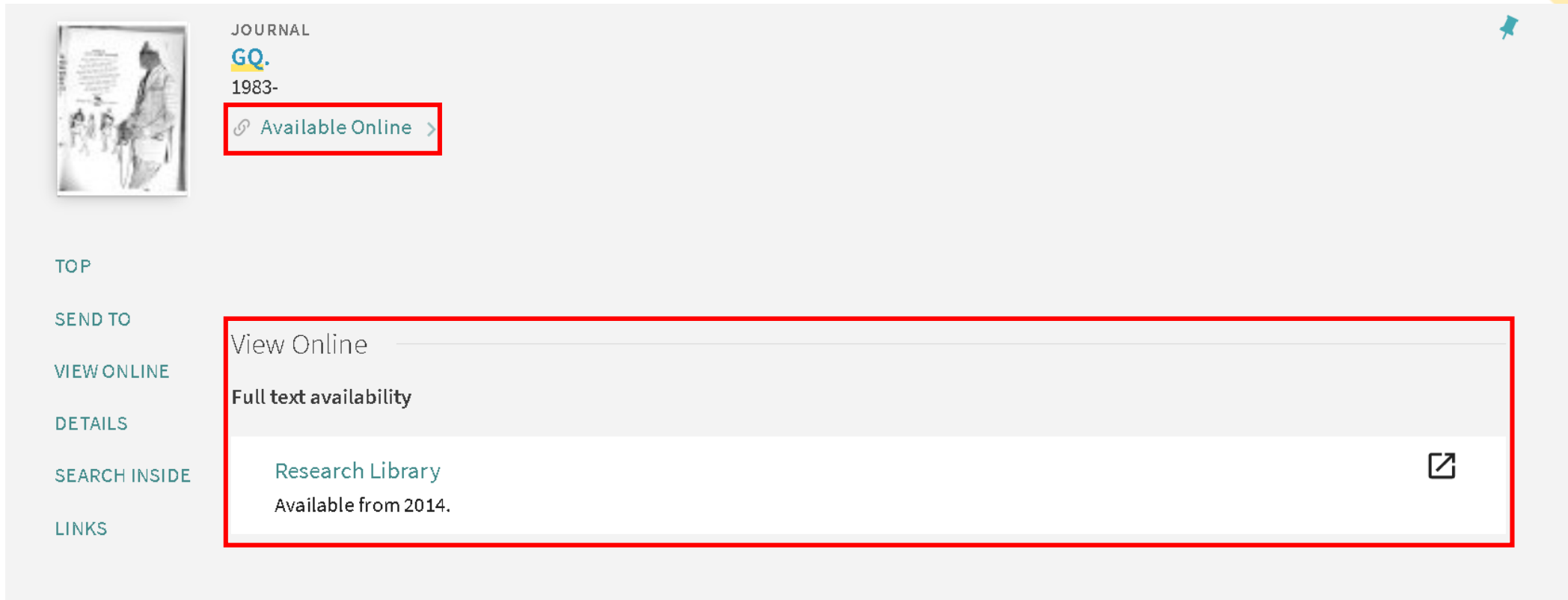


Call number	Material type & Item policy	Item status
2019/4 n.271	Issue ;Not loanable	Item in place
2019/5 n.272	Issue ;Not loanable	Item in place
2019/6 n.273	Issue ;Not loanable	Item in place
2019/7 n.274	Issue ;Not loanable	Item in place
2019/8 n.275	Issue ;Not loanable	Item in place
2019/9 n.276	Issue ;Not loanable	Item in place
2019/10 n.277	Issue ;Not loanable	Item in place
2019/11 n.278	Issue ;Not loanable	Item in place
	Issue ;Not loanable	Item in place

Step.8

Status shows : “Available Online”

It means the journal can be read online or downloaded as a PDF.



The screenshot displays a journal record interface. On the left, there is a vertical navigation menu with the following items: TOP, SEND TO, VIEW ONLINE, DETAILS, SEARCH INSIDE, and LINKS. The main content area shows a journal cover image on the left, followed by the text 'JOURNAL', 'GQ.', and '1983-'. A red box highlights a link that says 'Available Online >'. Below this, another red box highlights a section titled 'View Online' which includes the text 'Full text availability' and a link for 'Research Library' with the note 'Available from 2014.' and an external link icon.

JOURNAL
GQ.
1983-
[Available Online >](#)

TOP
SEND TO
VIEW ONLINE
DETAILS
SEARCH INSIDE
LINKS

View Online
Full text availability
Research Library
Available from 2014.

**If you have any questions,
please feel free to contact us.
Thank you!**

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