DATABASE SEARCH QUICK START GUIDE
HELP subscribed electric resources including databases, journals and eBooks, are restricted to HELP students, staff and authorized users of Library. All users of the library are requested to abide by the terms and conditions of the various agreements and copyright laws.

STEPS to access HELP subscribed databases and eBooks
1. To access the resources

For students, please sign in with HELP assigned Student Id and Password

For staff, please sign in with staff PC/laptop User Id and Password

   For example:

   Students: Student ID (eg. B0901333)
   Password: Password as assigned by Helpdesk

   Staff: Staff PC Login User ID (eg. Kwang.tt)
   Password: Staff PC Login Password (eg. Welcome123!)

2. The list of subscribed databases and eBooks will be displayed

   EBSCO Discovery Service (EDS) Searches
   EDS searches HELP library collections (OPAC, subscribed databases, eBooks, etc) and also beyond. Some full text may not be available. For example, many top publishers provide indexing for search purposes but HELP may not have subscribed to the related Full Text for that indexed title. To see only results with full text, please click 'Available in Library Collection'.

5. To proceed with the search
   • Click at the required databases OR
   • Key in the search terms: Keyword, Title or Author into the EBSCO Discovery Service (EDS) search box

6. The search results are listed

7. Limit To: Tick the relevant
   • Full text: Tick the box to display full-text documents only
   • Peer Reviewed: Tick the box for scholarly articles only
   • Publication Date: State the date range required

8. Source Types: May limit the search results to certain resource type such as Books, eBooks, Academic Journals, Dissertations/Thesis, etc

9. Click Show More to refine the search result of more source types

10. Search results may be further refined by: Subjects, Publications, Publishers, Language, Geography or Content Providers.

11. Click on the title or item required

12. For items with PDF Full Text icon, click on the icon for the full text.

13. For items with Full Text Finder icon, click on the icon to obtain the record with links to the fulltext.

ADVANCED SEARCH
Advanced search allows more than one search box to allow multiple fields searches, such as author and title search, subject and title search, etc.
14. Key in the search terms in the boxes provided eg. Key in ‘Fraud’ the select Title, and key in ‘Investigation’ then select Subject

15. Click on Search

16. If required, refine the search result as described in Basic Search section.

SEARCH HU or HCAT LIBRARY CATALOGUES (OPAC)

1. Key in the search terms: Keyword, Title or Author into the EBSCO Discovery Service (EDS) search box. Click Search.

2. Click on HU Library or HCAT Library on the right panel

3. The books available in OPAC will be displayed. To retrieve the book on the shelves in HU or HCAT library, take note of the Call Number, Title, Author, Barcode Number and Location of the Library.

NOTE: INTER-LIBRARY LOAN (ILL)
If the items or articles you need are not found in the library collection, please submit your request for the items at the Library website Ask A Librarian or email to: library@help.edu.my. Cost incurred (such as photocopying, courier charges, etc) in obtaining the items will be borne by the requestors.

HELP UNIVERSITY LIBRARY (HU)
1st floor, Wisma HELP, Jalan Dungun 50490 Kuala Lumpur, Malaysia
Tel: 603-26711 2000

LAW LIBRARY (LAW)
2nd floor, Wisma HELP, Jalan Dungun 50490 Kuala Lumpur, Malaysia
Tel: 603-26711 2000

ELM BUSINESS SCHOOL LIBRARY (ELM)
Lower Level (LL), 15 Jalan Sri Semantan 1 Off Jalan Semantan, Bukit Damansara 50490 Kuala Lumpur, Malaysia
Tel: 603-2716 2017

HELP ACADEMY LIBRARY (HA)
3rd floor, Block E, Kompleks Pejabat Damansara (KPD), Jalan Dungun 50490 Kuala Lumpur, Malaysia
Tel: 603-2095 8791

FOUNDERS LIBRARY (S2)
1st & 2nd Floors, Block C Persiaran Cakerawala, Subang Bestari Seksyen U4. 40150 Shah Alam, Selangor, Malaysia
Tel: 603-7849 3077

HELP COLLEGE OF ARTS AND TECHNOLOGY LIBRARY (HELPCAT)
3.01 Level 7, Kompleks Metro Pudu 1, Jalan Metro Pudu 2, Fraser Business Park 55200 Kuala Lumpur, Malaysia
Tel: 603-2788 2027

Library Website: http://library.help.edu.my/
Off Campus login enquiries, email to: helpdesk@helplive.edu.my
Database access enquiries, email to Ask a Library: library@help.edu.my

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