

No. 10/TB-ĐHNH-TTTV

Ho Chi Minh City, September 19, 2024

## NOTICE

### Guidelines for Accessing and Utilizing Learning Resources via the Library Information Portal

Following the Announcement No. 1216/TB-ĐHNH-VNC dated 17/9/2024 regarding the conclusion of the University Board of Directors on the demand for issuing learning materials, the Information - Library Center provides the following guidelines for accessing and utilizing learning resources via the library information portal:

#### 1. Access Content:

Includes: Textbooks, reference books, monographs, and instructional books that have been approved and archived at the Information - Library Center.

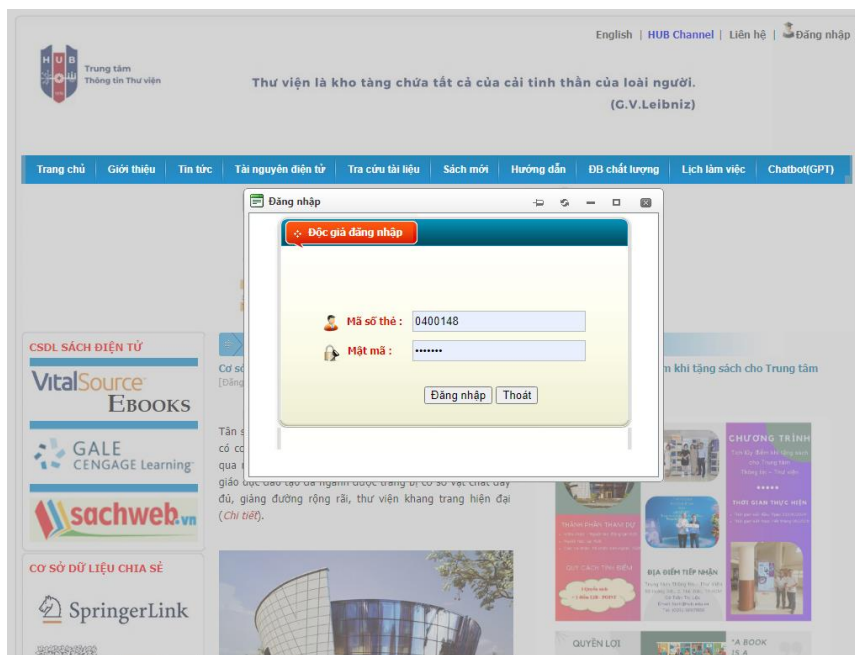
#### 2. Access Scope:

Online access, unlimited concurrent access via the library portal.

#### 3. How to Access:

**Step 1:** Visit the library website at: <https://library.hub.edu.vn>

**Step 2:** Click the “Login” button in the top right corner



**Step 3:** Enter login information (library account)

➤ Card ID:

+ Student ID/Postgraduate ID: For students, master's and doctoral learners

+ VC-NLĐ ID: For HUB staff and employees

➤ **Password: "Default for first login is Card ID"**

#### Step 4: Search for documents

- Click the “Search documents” button -> The search interface will appear

The screenshot shows the OPAC search interface. At the top, there is a navigation bar with links for English, HUB Channel, Liên hệ, Xin chào: Lê Văn Toàn, and Thoát. Below this is the logo of the Trung tâm Thông tin Thư viện and the text "Thư viện là kho tàng chứa tất cả của cái tinh thần của loài người. (G.V.Leibniz)". The main navigation bar includes links for Trang chủ, Giới thiệu, Tin tức, Tài nguyên điện tử, Tra cứu tài liệu, Sách mới, Hướng dẫn, DB chất lượng, Lịch làm việc, and Chatbot(GPT). The search form is titled "OPAC - Tra cứu tài liệu" and includes fields for Bộ sưu tập, Kho tài liệu, Từ khóa tìm kiếm, and Sắp xếp. There are also checkboxes for "Tìm tài liệu có file" and a search button. Below the form, there are instructions for using the search interface, including tips for basic, advanced, and detailed searches, and a "Lưu ý" section.

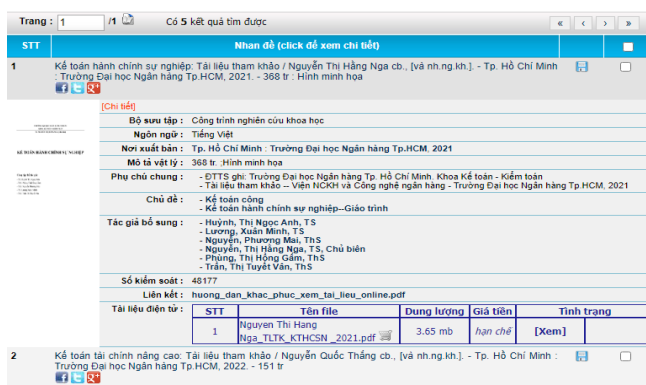
- Select Collection: “Scientific Research Works”

This screenshot shows the same OPAC search interface as the previous one, but with the "Bộ sưu tập" dropdown menu open. The menu lists several collections, with "Công trình nghiên cứu khoa học" selected. Other options include "Đa phương tiện", "Đề thi tham khảo", "Khóa luận - Luận văn - Luận án", "Kỹ yếu hội thảo khoa học", "Sách", and "Sách điện tử". The search form and instructions remain visible in the background.

- Enter keywords in the search box -> Press Enter

This screenshot shows the OPAC search interface with the search box filled with the text "Kế toán tài chính". The "Bộ sưu tập" dropdown is still set to "Công trình nghiên cứu khoa học". The search button is visible to the right of the search box.

- Results will be displayed -> Click on the document title -> A full record of the document will appear



### Step 5: Read documents

- Click on “View” -> The document opens on a new page for reading.
- If an error occurs while reading the document, please refer to the guide:

<https://library.hub.edu.vn/Resources/Docs/HUONG DAN KHAC PHUC XEM TAI LIEU ONLINE 2021 E.pdf>

### 4. In addition, the Information - Library Center also provides access and online reading rights to the following collections:

- (1) Theses – Dissertations – Doctoral theses
- (2) Conference proceedings
- (3) Journal article extracts
- (4) Sample exam papers

*If you encounter difficulties during access, please contact:*

**Specialist Ho Le Anh Tuan** – Phone: 0907422522 – Email: [tuanhla@hub.edu.vn](mailto:tuanhla@hub.edu.vn)

### Information - Library Center:

- Address: 56 Hoang Dieu II, Linh Chieu Ward, Thu Duc City, Ho Chi Minh City
  - Phone: (028) 38971651
  - Email: [library.info@hub.edu.vn](mailto:library.info@hub.edu.vn) (Support for circulation)
  - Fanpage: <https://www.facebook.com/thuvien.hub>
- Sincerely,

Recipients:

- Board of Directors (for reporting);
- Library users (for reference);
- Departments (for reference);
- Library staff and employees (for implementation);
- Post on website, library fanpage;
- Archive: Library Center.

**SIGING ON BEHALF OF A DIRECTOR  
VICE - DIRECTOR**

**Le Van Toan**