The VTC Online Catalogue (Encore) is located at [http://encore.vtc.edu.hk/](http://encore.vtc.edu.hk/). It is a simple tool to locate library materials in VTC LRCs. Just type in any search words in the Google-like box and hit the triangle search button at the right hand side of it. It’s as simple as that. Let’s begin our search by typing in for e.g. “aircraft maintenance”.

65 records related to “aircraft maintenance” are displayed as below:
To find the most relevant information, you have to know how Librarians classify “aircraft maintenance” in the library system. How could you do that? You could inspect the details of one record and locate that particular information named “Subject” in the system. For example by clicking on the third record in the above screen, you have the following information:

Under Subject, you could find the term “Airplanes -- Maintenance and repair”. By clicking on it, you arrived at 63 more relevant records as listed below:
If you want to see what items are located in YC(Kowloon Bay), you could click on the Location YC(Kowloon Bay) button above. The result records are displayed as below:

Now you are in the TY campus and would like to borrow the book located in YC(Kowloon Bay). How could you do that? Simple, you could just click the “Request it” button on the right hand side of the item to request it to be transported from YC(Kowloon Bay) to TYLRC for you to pick it up.
In the screen below, either type in your VTC Computer & Network Account (CNA) username and password; or the 14 digit barcode printed on your student/staff card and the PIN that you’ve chosen (default is the first 4 digit of your HKID#).

Choose the pickup location and click the “Submit” button in the below screen:
Click “OK” in the below screen to confirm the pickup location:

The below screen confirms that your request has been placed:
To check the status of your requests/holds, click your name on the top right hand corner after login to Encore. You will see the following screen:

1 of 1 holds means there is only one request and you are the first one. The book will be transited from YC(Kowloon Bay) to IVE(TY) in a couple of days.

Books could be read online as well. For example in the following screen, you could notice that there are 11 E-Books:
Clicking on it will retrieve the 11 E-Books. To view the books online, firstly, click on the below link.

Secondly, in the below page, type in your VTC CNA username & password for authentication.
Now, you could read the book online:

Make sure to click the LOG OUT button after reading the book online.

Sometimes you may have more than one piece of information about the library materials that you are going to search. You could try the Advanced Search feature of Encore to find those items quickly.
For example, you want to look for those Harry Potter videos by author Rowling that are located in IVE(Tsing Yi). You could type in “Harry Potter” in the Keyword field and “Rowling” in the Author field and select VIDEO in the Format field and IVE(Tsing Yi) under Location and then click the Search button.

You will retrieve the 3 videos listed as follow:
What you can do after logging into your account

To login to your account, click Login on the top right hand corner of Encore and type in your VTC email username and password or the 14-digit barcode and PIN for authentication.

Next, click your name on the top right hand corner.
The following screen will be displayed:

1. You could cancel the hold that you do not want anymore. Check the book that you do not want and click the UPDATE LIST button.
Click YES to confirm your action:

2. You could update/change your PIN (password)
Click the Edit pin button below.
Enter your existing pin and then type in a new PIN and re-type the new PIN again and then click the Submit button:

When you see the screen below, your PIN has been successfully modified.

Click the Close Window button to close the Edit PIN screen.
3. You could browse what books you have read before by clicking the Reading History button:

![Reading History Image]

4. You could search again the search topics that you have saved before by clicking the Preferred Searches button below:

![Preferred Searches Image]
5. You could view your current Checkouts and their due dates:

6. You could also notice whether you have any fines with the LRC.