# Discovering Your Library

# Faculty Guide to NCHU LIBRARY





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# A Fabulous Place for Research



The NCHU library provides user-friendly environments. It is well equipped for every study and research need, from group study rooms, vast collections of books, to Learning Commons for our faculties and students who wish to use audio software and computers. We create an ideal atmosphere for you to develop your creativity and intellectual curiosity, and to enhance your professional skill here!

## 

# **Reading Room**

## **B1 of the Library**

**>>>>>>** 



If you are looking for a quiet place to read, there are 160 available seats for you to choose. You can use the seat selection system to easily access the reading space. Each seat is equipped with a smart control lamp to support you through every challenge!



Each seat is also equipped with a USB charger port and a power sockets.

**B1 of the Lib**rary

# **Learning Commons**

Learning Commons is a fun area for you to discuss with each other in muted voices. It's also a place where you can find 43 computers along with 2 Apple iMacs for your design works.



App rary onl ma

Apple iPads and laptops are available for temporary use for free, whilst they are for library use only. Please visit the information desk in B1 to make a request.

### **1F of the Library**

# **NCHU Collection**

NCHU Collection, located on the first floor of the library, is an exclusive space that highlights academic publications by NCHU faculties.

This space is well designed to create a relaxing, vibing atmosphere like a modern coffee shop. We are hoping to provide a place for you to throw troubles and distractions out the door and enjoy a slow pace of life.





# **Individual Research Rooms**

2F, 4F of the library



Individual Research Rooms are located on the 2nd floor and 4th Floor of the library. We offer 16 individual research rooms available to our faculties, and graduate students.

Individual Research Rooms can be reserved 60 days in advance. The maximum reservation time for Individual Research Room is a maximum of 7 days. Some Individual Research Rooms may be reserved "on the day" for short term use depending on availability. These rooms can be used up to only 1 day. Online reservation can be made through the Space Booking System.



# **Reading WOW**

Reading WOW! We designed this enjoyable and comfortable space corner for faculties and students to meet your learning and research needs. Theme book exhibition and new released journals are here for you to explore. So before heading home, why not have a wander around our library's fascinating collections ?

## 2F of the Library



### 2F, 3F, 4F, 5F of the Library



There are 7 discussion rooms which students can reserve to work on group projects. It's also an ideal place for faculties to hold seminars or workshops for students.

**Group Discussion Rooms** 

Online booking can be made through the Library website. Booking must be made by a minimum of 3 users with valid staff/student ID cards. You can book a group discussion room for a maximum of 4 hours in one day. Besides, bookings can be made up to 14 days in advance.

The light and air conditioner of the room will be turn on automatically once you insert your staff/student ID card into the power slot. Then the space will be ready for you. Enjoy your group discussions!



To book a group discussion room, you can either use online booking system or Kiosk machine on the B1 and 1F for an on-site reservation.

4

### **3F of the Library**

Get tired of work? Enjoy the vast collection of resources about the film world here! The Multimedia Center offers single or group seats for you to enjoy DVD or videos with the 32-inch curved TV, or the 43-inch TV. You can also book different sizes of group rooms to watching videos with friends. DVDs are also available for you to borrow back home!

# **Multimedia Center**



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**3F of the Library** 

# **Multimedia** maker space



Parts of Multimedia Center were renovated into a Multimedia Maker Space. The space has 3 sections: media editing station, creative-thinking area and learning-discussion area. Varieties of computer software such as professional editing software, free audio resources are available here for you to use. You can also borrow board games from the information desk, so do not hesitate to invite your friends to visit our Multimedia Center together!

5

# **Digital Maker Studio**

5F of the library

Located on the 5th floor in NCHU Library, the Digital Maker Studio is an innovative environment that encourages our students and faculties to explore new ideas and engage in hands-on experience.



For more information, please visit.

This studio provides 3D scanning workstations, monochrome/multi-color 3D printer, LCD 3D printer, and heat transfer printing system.

We endeavor to provide the latest technology and tools to enhance research and experiential learning.



Heat press machine



Multicolor 3D printer









Monochrome 3D printer





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# Best Collection Service



The Library collection resources mainly support the needs of our faculties and students in teaching, research and learning, including a wide range of books, periodicals, audio-visual materials, and electronic resources. Here is some detailed information about our services!

# Library Card





Family reading card: Current NCHU full-time faculties may apply "Family reading card" for their spouse, children, and parents.



Adjunct professor/ Instructor:

Please bring your job offer certificate from the university and visit our circulation desk on 1F to apply for a library card.

If you are unsure about your eligibility for library cards, please contact us on 04-22840290 # ext.161 or check our website.

# **Borrowing and Returning**

	Item Limits	Loan Periods (Days)	Online Reserves (items)	DVDs (items)	DVDs Loan Periods (Days)	Access e-resources
Professor	100	60	10	5	7	Y
Adjunct professor/ Instructor	50	30	10	2	5	Y
Staff	50	30	10	2	5	Y

If the books are requested by other readers, the loan period will be shortened to 14 days.

- You can renew items every 30 days prior to their due dates online. However, books are required to return to the library for renewal once every twelve months after the original checkout date.
  - Reference books, atlas, journals, newspapers, dissertations, periodicals, and special collections are for library use only.



For more information, please visit.

# Renewals



# **Overdue Items**

For each late return of items, you will be charged NTD\$ 5 late fines for each item per day thereafter up to a <u>a maximum of 30 days</u>.

After 30 days, your borrowing entitlement will be suspended thereafter.

# **Reserved Books**

If an item has been checked out, you can request it through the following steps on the library website:

Click 'Collections' of the Library website

- Search the library catalogue for the item.
- Click the 'Place Hold' button.

You will receive an email notification once the item is returned to the library. Please collect the requested items within 5 working days from the Circulation Desk on the first floor.

# **Checking my Borrowing History**

You can view your Borrowing History by logging into the Library website.

Once you have logged into your Library Account with Faculty/ Staff ID number and password, you can view your Borrowing History by clicking 'My account/Renewal' to view the items that you have checked out, requested, or your borrowing history.

# **Email Notice**

The Library sends out email notice prior to an item's due date, or upon the arrival of a requested item. Please provide a valid email address you frequently use.

However, failure to receive email notices may not be used as an excuse for reducing overdue fines or extending a loan period.

If you have any questions, please contact Library Circulation Desk or call 04-22840290#160 or 161.

# Self-issue Machine & Book Sterilizer

To borrow books, you can either use the self-issue machines, close to the Circulation Desk, or take your books to the Circulation Desk located on the first floor. Self-service UV book sterilizers are available in the Library on 1F, you are welcome to use the devices to sterilize library books.

圖書滅菌機

N. N.

Open the books and hang the books on the hangers. Enjoy reading germ-free books after 50 seconds.



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If you are having trouble, including the suspension of ID card, the damage of barcode, the wrong magnetic stripe, or poor sensing, etc., please directly contact the Circulation Desk.

# **Book return Box**

Books can be returned to book return box when the library is closed. If a book is returned to the return box, its date of return will be the day on which it is dropped off.



# **Borrowing from Other Libraries: Inter-Library Loan Service**

Can't find what you are looking for from our collections? No problem! Let's find them from other libraries! You are welcome to apply for book loans from local and foreign libraries via interlibrary loan service!

## Inter-library loan service:

You can make a request online via NDDS and Rapid ILL, an Inter-library loan service online, for the materials from other local libraries or even from some libraries internationally.

		NDDS- Nationwide Document		
Apply online and		Delivery Service		Collect items at NCHU
collect items at	-	RapidILL- Rapid Access,	-	
NCHU Library		Processing and Information Deliv-		reference Desk
		erv Interlibrary Loan		

## Inter-library Card service:

You can apply for 'Inter-library Card' at Circulation Desk of our main Library to access to other libraries and borrow books from other libraries in person. This service is Free!



	NDDS	Rapid ILL
Area	Taiwan	USA and Canada
Genre	Book loan and document reproduction: books, periodi- cals, master thesis and doctoral dissertations, conference papers, research reports and other types of materials.	Document reproduction: Request for western journal articles only.
Application	First time user should apply for a user account before using the system (https://ndds.stpi.narl.org.tw/common/private_police)	There is no need to apply for a user account Account: student ID number or faculty ID number Password: password of NCHU Single Sign on System
Fees	According to the library where the item was issued	NTD\$3 per page
Processing Times	About 1-5 working days	About 3 working days
NOTE:		
1. You a librari	re responsible for any costs charged by es for any overdue, lost or damaged item	the lending s.
2. You ca	annot apply for an Inter-library card if yo	u have unpaid
fines,	or if your library entitlement have been s	Eor more information, please visit.

# Mobile APP for the NCHU Library Service

We developed NCHU library Service APP so you can access to the NCHU Library service everywhere. The APP is available on both Android and Apple iOS. Find the following link and do not hesitate to download it now!





iOS

# **‹‹‹‹**

# **APP Features:**



The Library app provides a number of features, including:

Notifications of library news: Catch up-to-date news from our website on this app.

2 Library loan notice: The app sends out notifications prior to your loan are due or upon the arrival of a requested item. Overdue alert will sent to you too after the due date.

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# Recommend a book for the Library

We welcome recommendations for acquisition of books that you think the Library should have to support your research. Please make sure that the library doesn't already have these book collections before you apply.

## Tips:

Use our "Book Recommendation System" and log in with your faculty ID number and password to start your book recommendations.

▶ 國立中	興大學圖書館 書	刊薦購系統 «Journal Recommendation S	System	
歡迎使用書刊薦購	条統		Welcome to use Book/Journal Red	commendation System
書刊資料推薦服務對 一、通用對象: 書刊資料推薦服務對 二、推薦原則: 1、本館歸萬點,以近保 相關系所被推進局,以近保 相關系所被推進局,並保 相關系所被推進局,並保 相關系所被推進局, 2、進行書,相他五課, 請, 3、如准整, 時, 3、如准整, 時, 1、凡推整, 時, 3、如准整, 時, 一、 這, 一、 此 行, 一、 一、 一、 一、 一、 一、 一、 一、 一、 一、 一、 一、 一、	Sh: 象限本校数職員工生。 環校內師生教學研究所需為目標 海書刊採購之審核權:專業學科 請事予先查詢本館館講目錄,凡本算 ),請向各系所推薦。 用書,請透過。 <u>數授指定用書</u> 。 结。 <u>國外學位論交推盖</u> 。網頁。 、作者、ISBN/ISSN、出版者/年 刊冊數以5冊為限,且購置金額以 質之書刊資料,終轉介給相關系戶 點還申請成為第一預約者,每人予 書館審核後,將由系統e-mail通矢 刊的審核結果。 開圖書蓋購系統。	受理综合學科/通識性書 生質之書刊資料,將轉介給 書未收藏者,歡迎您推薦書 , <u>課程数料書</u> 。網頁中 ,以加速書刊進館時效。 不超過3,000元為原則。 所核定。 頁約冊數均須遵照本館借閱 ]審核結果,並可由此系統 [0月];將於每年會計關帳	<ol> <li>Reminds:</li> <li>The Book/Journal Recommendation s students.</li> <li>Our acquisition of recommended bool researching.</li> <li>Please check the availability of the wabefore recommendation.</li> <li>For western periodicals, please recomdepartment, or institute for purchase</li> <li>For course reserves, please refer to <sup>r</sup></li> <li>Please fill the request form to speed u</li> <li>Each user can recommend 5 items pe</li> <li>Recommenders will have the priority owill be notified by e-mail if the items of the result in this system.</li> <li>The limit of reserved items follows the</li> </ol>	ervice is for NCHU faculty, staff, and k/journal is mainly to support teaching and inted item by searching in the Library Catalog mend them to the related school, <u>Course Reserves</u> , service. p the process. r month. of borrowing the recommended items, and are available. Recommenders can also check e circulation policy.
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作者關鍵字 (Author)		書名(Title)		
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# **Rush cataloging request service**

When a new, unprocessed book in the catalogue is urgently needed for your current research, you can use our "Rush cataloging request service" to request that book. We will prepare the book for your use and place it on hold for you to check out!

### How to apply:

Fill in "Rush Cataloging Application Form" online from our website to apply for rush cataloging request service. This service is for current NCHU faculty, staff and students only.

#### 急用圖書資料優先處理申請系統 Rush Cataloging Request

#### 說明 1.本服務適用對象限本校較職員工生

- NCHU students, faculty and staff may submit a rush cataloging request for items that have been received but are not yet fully cataloge 2. 教学用成学指性重要資料 · 本盤將優先處還 ·
- Priority is given to materials needed for instructional support or academic purpose
- 3. 圖書狀態為「登録中」與「講目中」,方得提出優先處理申請。
- Rush Cataloging service only applies to items with a status of "ORDER RECEIVED" or "ON CATALOGING" in the library catalog. 4. 博徳士論文・参考書傳復供給内開発。
- Theses, dissertations and reference books must stay in the library and are therefore unavailable for loan. 5. 初記合本修<u>圖畫個開始</u>: 中詩冊數一個月以 5 冊為限。
- Patrons are limited to 5 requests per month in accordance with the circulation policy.
- 6.申請急編資料之處理時間,以自申請日起3-5億工作天後(例假日另計),請受入前藏查詢系統查詢,以確認圖書處理情形。
- The normal processing time for a Rush Cataloging request is 3-5 workdays (excluding weekends and holidays). You can track the status of your request through the library catalog
- 7. 完成後將以E-Mail遥知,請確認您的讀者借閱資料E-Mail及電話是否正確,以利本館通知借閱。
- You will be notified via email when your requested item is available for checkout. Please make sure your contact information is correct and valid.
- 8. 個人資料設定,可登入讀者借閱資料自行修改,如有其他帳號相關問題,請洽詢本館流通櫃台。
- Your personal information can be viewed and updated via your library account online. If you have any questions regarding your library account, please feel free to contact our Circulation Desk. 9. 本經將申請成功之講者到為該書之預約書,請於預約團書得留期還內至團書錄辦理倡書手續,如這期未個出,將不予保留边將圖書提供。 Your requested item will be placed on hold for you to check out. However, if there are other hold requests before your submission, the hold requests will be fulfilled by the order in which they were created.

Besides, items on hold have to be picked up within the hold period. If an available hold is not picked up within the hold period, it will be placed back on the shelves for others to check out after the hold period expires.

Required fields are marked with an asterisk (\*).

#### 急用圖書資料優先處理申請表單 Rush Cataloging Request Form

*學生(教職員)證號	
University ID Number	
* 密碼	
Password	
申請人	
Applicant's Name	
系所/單位	
Department / Office	
電話(手機或分機)	
Tel (Cell phone or Ext. number)	
電子郵件地址	
E-mail Address	
* 登錄號	
Library Barcode Number	
書名	
Title	
作者/編者	
Author/Editor	

#### 個人申請紀錄查詞 View History 送出 Submit 清除 Clear

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# **Research Borrowing Service for faculties**

The NCHU library offers "Research borrowing service" for our current faculties who are conducting government funded research projects to support your research needs. Books purchased through the research project funding which granted by governments can be borrowed for long-term use.

### Borrowing period

The loan period of these books are flexible, which can be extended until the project is completed.



# How to apply

# **>>>>>**

Send "book purchase list" to Library Acquisitions and Cataloging Division before you buy the books in case the library already has these book collections.

 Submit the required documents and materials listed below to Library Acquisitions and Cataloging Division.

- **1**. The completed reimbursement form from the school with all receipts attached.
- 2. The books you purchased for the research project.
- 3. The completed "application form "for Research Borrowing Service.

The Library will send you a notice after all procedures are completed.
Please collect the books from library circulation desk on first floor.

# Teaching Support Services



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# **Course Reserve Services**

Course Reserves are course-related materials made available through NCHU Library. Faculty can ensure access to required and recommended readings for students by placing items on reserve in the library.

Course Reserve materials are loaned to students for in-library use within a two-hour period. Please submit requests before the new semester begins.



# **Textbook Borrowing Service**

"Textbook borrowing service" is a service that the Library cooperates with our faculties to support students' needs by purchasing textbooks of the courses for students to borrow.

The loan periods for Textbook borrowing service are 14 days for textbooks and 5 days for DVDs.

# How to apply?

Making an assigned textbook list for your courses

Fill in application form

22

Email to library to apply

On stack for students to borrow .

The library will purchase listed textbooks.

If you still have any questions about this service, please call

04-22840290# 122 for more information.

# Turnitin



Turnitin is an online text-matching software that indicates the degree of textual similarity found in each submitted paper.

As an advisor/instructor, you can check the originality of the dissertation of your student, as all NCHU graduate students are required to make an originality report for Ms theses/ PhD dissertations. Also, if you are planning to publish your academic research to journals, Turnitin will be a good tool for you to review your own papers!

Contact your department to register an instructor account now to start your research journey with Turnitin! If you have any questions about using Turnitin, please call 04-22840290 ext.142 or check the guide on Turnitin website.

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# Academic Support



# **Useful Tips for Electronic Resources**

The Library subscribes wide ranges of electronic resources to support our faculties and students in research, teaching and learning. We provide approximately 1.47 million e-books, over 40,000 electronic journals, and nearly 389 reference databases for you to access.

# System login



If you are having trouble with access, you are advised to change your password via NCHU Single Sign on System first. Please directly contact a library staff if you need further assistance.

# **Using E-resources Off-campus**

The electronic resource system provides various types of collection, and using quick search and browser makes users quickly obtain the resources they need.

NCHU faculties and students can access to the electronic resources on or off campus with their accounts and passwords. For campus visitors, they are only allowed to use the electronic resources within the campus network domain and login as 'guest'.

Vaux TD -		
Your ID :		
[		
Passwd :		_

# **How to Use E-resources Databases**

Getting started with the E-resources databases, you can select 'Electronic Database' to search by subjects, colleges, languages, etc.

▼ 國立中興 NCHU Library	大學圖書館電子資源系統 E-Resources System Book   Federated Search   Citation Search   Web Resources   LibGuides   My Library	mme ( ¢文   News   FAQ   1 بالمراجع المراجع ا لا مراجع المراجع
Browse	[Resources search]	•
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Western DB		918 Facet Analysis
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Recommendation	sciences Natural sciences	College of Law and Politics(163)
		College of Electrica     Engineering and

- **1.** Using keyword searches in database.
- 2. Select item from list. Databases are sort by their name alphabetically.
- **3.** Browsing by category.
- 4. "Facet analysis" are sorted by subjects, colleges, types, and languages.

# How to Use E-Journals?

# TIP 1

### Search on the Library catalogue(WebPAC) with keywords

Type in your search with journal titles. If the Library has subscribed the journal in both paper and electronic copies, it will both appear in the search results. Click on the search result with 'electronic resources' term to enjoy your online reading.

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▲ 國立中興フ	大學圖書的		查詢系統 ibrary WebPAC					
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# TIP 2

Use 'E-resource system' homepage to browse E-journals by category or to search E-journals by keywords.

You can simply browse journals by category on 'E-resource system'. Our librarian have categorized these e-Journals by titles, subjects, school department and popularity...etc., and have listed them on the e-resource homepage for you to choose. Or you can just type in your keywords on 'E-resource system' homepage to search E-journals.



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# How to use e-books?

# TIP 1

### Search on the Library Catalogue(WebPAC) with keywords

Type in your search with keywords. If the Library has the book in both paper and electronic copies, it will both appear in the search results. Click on the search result with 'electronic resources' term to enjoy your online reading. We would suggest you to use this method if you wish to find a certain e-book.



# TIP 2

# Use 'E-resource system' homepage to browse E-books platform by category or search the e-book platform by keywords

The library subscribs a wide range of E-book platforms which provide you an abundance of options for e-books. You can simply browse E-book platforms by category on 'E-resource system' homepage. Our library staff have categorized these e-books platforms by title and language, and list them on the e-resource homepage for you to choose. However, 'E-resource system' homepage only provide "eBook platforms" searching, you cannot search for a certain e-book on it. We would suggest this method if you just want to explore our eBooks collections and you don't have any book list in mind.

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# **Personalized Service**



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# **Recommend Research Tools**

# JCR- Finding Impact Factor and ranking of a journal

When you are conducting a research and you would like to find some important journals in your research area, JCR is a great tool for you to understand the overall academic performance of a journal in a subject area. Here are some frequently used features that you can check by using JCR.

# **Journal Impact Fact**

The impact factor (IF) is the index that reflects the yearly mean number of citations of articles published in the last two years in a journal. You can use this index to compare the importance of a journal in the same field.

## Immediacy Index

Immediacy Index is the count of citations in the current year to the journal that reference content in this same year.

# **<<<<<**

# **Cited half-life**

The Cited Half-Life is the median age of the items in this journal that were cited in the JCR year.

# Journal's rank in category

This function helps you to easily find a list of journals which rank by Impact factor in your subject area.

# Q: How to search journal's performance such as Impact Factor, Immediacy Index, and Cited half-life of a journal?

The following will introduce you how to find these indexes above of a specific journal:

- **1.** Log into library e-resources system to find JCR with your faculties account.
- 2. After entering the JCR database, type in journal's name or ISSN to search.

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# **Q:** How to search important journals by category in JCR?

You can simply search important journals by category by clicking "Categories" on JCR main page, then you will find the result that listed in groups.

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# **WOS (The Web of Science Core Collection)**

# WOS-A great tool to view your academic performance and create your own citation report.

The Web of Science is an online database that contains the following collections: Science Citation Index Expanded (SCIE), Social Science Citation Index (SSCI), Arts & Humanities Citation Index (A&HCI), Emerging Sources Citation Index (ESCI)...etc.

However, NCHU library provides SCIE and SSCI only, so you can choose "Core Collection" to search contents from SCIE, SSCI through WOS.

# Q: What can I do with The Web of Science database (WOS)?

Here are some frequently used function of WOS:

- 1. Search for literature in interdisciplinary fields
- 2. Author Search & Institutional Search
- 3. Analyze search Results and Create Citation Report

One of the most useful function of this database for researchers is to view and analyze your academic performance and check your own citation report. And of course there are more functions for you to find out!

# **Q: How to create your own Citation Report and view Analyze Results?**

Before you start, please log into library e-resources system to find WOS with your faculty account, then follow the steps below.

# **1.View Citation Report- Search by "Researchers"**

(1) Type in author's Last Name and First Initial to search.

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+ Add name variant	v flav	
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	step	1

### (2) Click on the name on the list to view the author profile.



(3) Click "View Citation Report" to view the citation counts, charts, publication list, H-index and other information of the author. You can also click "Export full Report" to download full citation report.

		New Alert
СС	Chen, Chuan-Mu National Chung Hsing University Web of Science ResearcherID: K-7049-2013 Share this profile	Verify your Author Record Get your own verified author record. Enter your name in Author Search, then Click "Claim My Record" on your author record page. Go to author search
Published names ① Organizations ①	Chen, Chuan-Mu Chen, CM Chen, C. M. Chen, C-M Chen, CM. <u>Show more</u> 2010-2022 Taichung Veterans General Hospital 1998-2022 National Chung Hsing University 2019-2019 Natl Chung Hsinh Univ <u>Show more</u>	Metrics Web of Science Core Collection metrics 38 212 Honey Publications in
Other Identifiers ()	https://orcid.org/0000-0003-2461-9150	6,655 3,695 Sum of Times Cited Citing Articles

# 2. Analyze Results

# (1) Click "Analyze results" to get a Citation Analysis Report for an Author.



(2) View Analyze Results: You can view Analysis and statistics of the publications of

				th	e autl	hor			
						Analyze Results 183 publications selected from Web of Science Core Collect Web of Science Categories	ction		
						Visualization: Number of results: TreeMap Chart * 10 *	21	± DOWINLOAD	
• • •	• • •	• • •	• • •	• • •	• • •	Biochemistry Molecular Biology	Medicine Research Experimental	Food Science Technology Biology	
						27 Cell Biology	16 Multidisciplinary Sciences	11     9       Integrative Complementary Medicine     9       Medicinal     11       Pharmacology Pharmacy     11	

# ORCID

We encourage our faculties use Orcid as your academic ID to manage your academic profiles and publications. By only 3 steps you can save your time and make your research more discoverable!

# What is Orcid?

ORCID, which stands for Open Researcher and Contributor ID, is a free, unique, persistent identifier (PID) for individuals to use as they engage in research and scholarship. You can connect your ID with your professional information — affiliations, grants, publications, peer review, and more. You can use your ID to share your information with other systems, which enhances discoverability of your works.

# **WHY Orcid**

By allowing trusted organizations (e.g., your university library) to add your research information to your ORCID record, you can spend more time conducting your research and less time managing it. In addition, Orcid ensures your work is discoverable that people can easily connect to your records.

### Start in 3 steps



Get your unique ORCID identifier. It's free and only takes a minute, so register now! **USE YOUR ORCID ID** 

2

Use your ID, when prompted, in systems and platforms from grant application to manuscript submission and beyond, to ensure you get credit for your contributions.

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