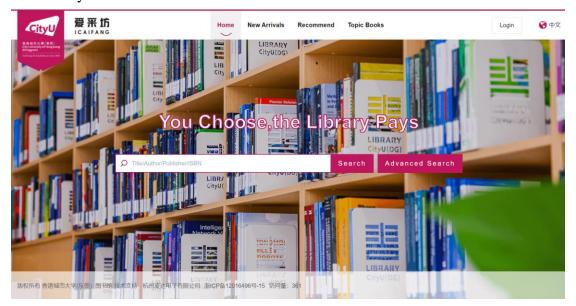
# User Guides of "ICAIFANG" Book Recommendation Platform

## 1. Login

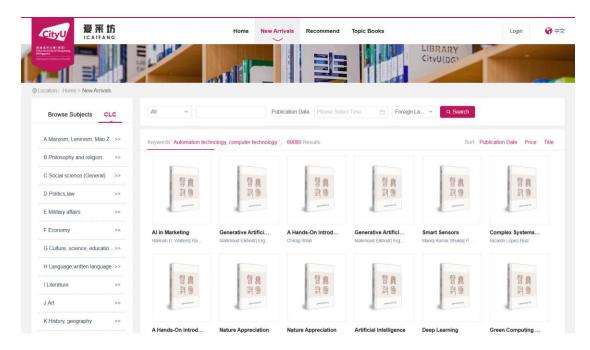
Visit <a href="https://cityu-dg.icaifang.cn/">https://cityu-dg.icaifang.cn/</a>, and log in using unified identity authentication in the upper right corner.

### 2. Recommendation Process

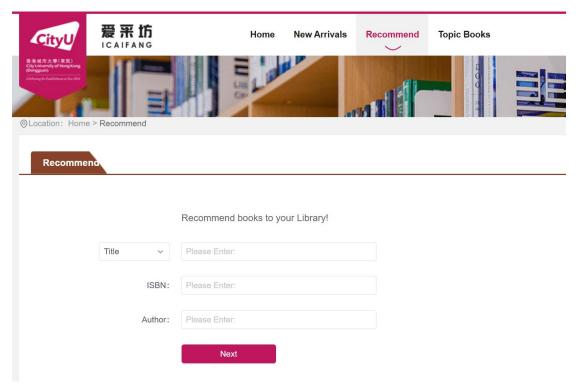
1) Search and Recommend: Search by ISBN, title, author, and publisher to find the books you wish to recommend.



 Select from the New Arrival: Select newly published books by discipline and classification number, allowing you to browse and recommend your favorite books online.



3) Direct Recommendation: If you cannot find the books that you wish to recommend from the above search results, you can fill out the online form to make a recommendation.

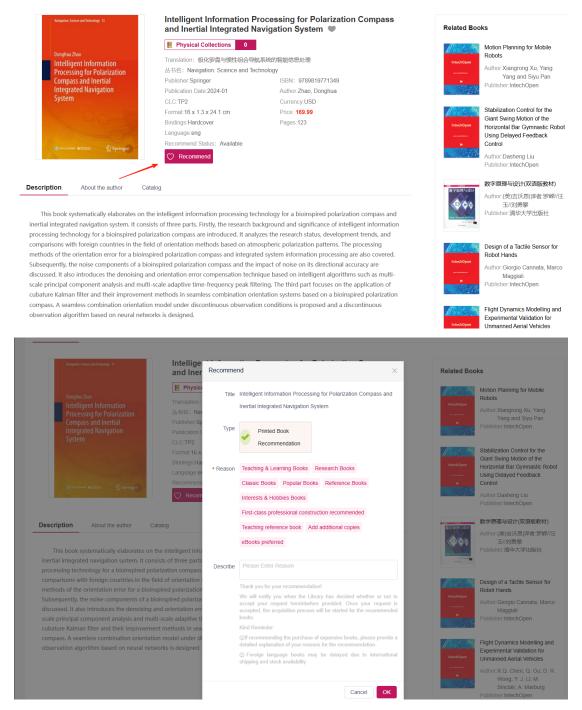


### 3. Submit Recommendation

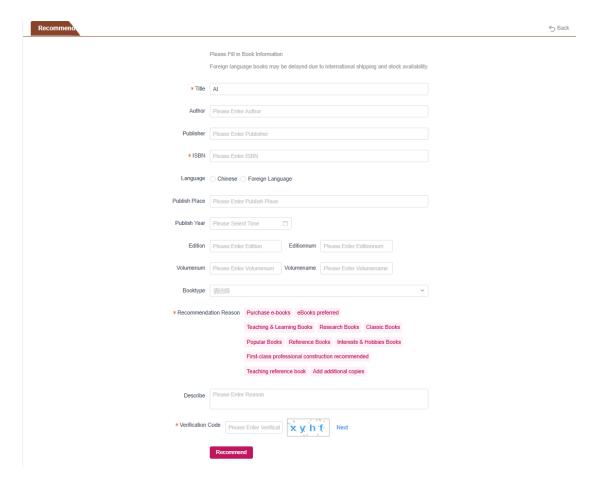
1) Search or browse book details. If the book is already in the library's collection, the system will display its availability, and the "Recommend" button will appear grayed

out.

2) If the book is not in the collection, click "Recommend", fill in the recommendation reason, and submit the request.



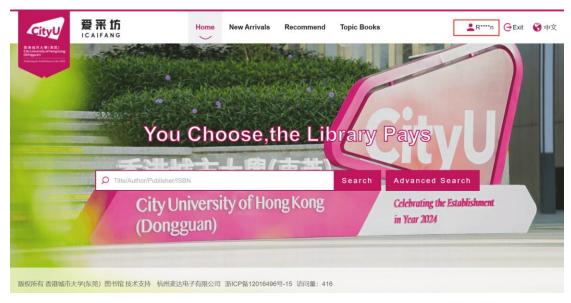
3) If the desired book cannot be found through search, use the "Recommend" providing details such as the title, ISBN, author, and reason.



#### 4. Track Recommendation

After the library reviews your recommendation, you will receive an email notification. You can also check the latest status in your account.

1) Click your username in the top-right corner to access your account information.



2) Update Information: Ensure your email address is correct to receive feedback email.

3) My Recommend: Check the latest processing status of recommended books.

