



Hong Kong Shue Yan University

Library Handbook

2020-2021



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Library History

Hong Kong Shue Yan University, formerly known as Hong Kong Shue Yan College, was established in 1971. It aims at raising the level of higher education in Hong Kong and strengthening international academic cooperation with overseas higher education institutions.

To support this mission, a new Library Complex building was built and opened on 15 November 1995 next to the campus at Wai Tsui Crescent, Braemar Hill Road.

Hong Kong Shue Yan University Library Complex is a 19-storey multi-functional building. It contains a 6-storey library, seminar rooms, conference rooms, research centres, a podium, a car park, and accommodation for overseas scholars.



Mission

The mission of the Hong Kong Shue Yan University Library is to facilitate teaching and promote research in the campus. To fulfill this mission, the Library commits itself to be:



A Resource Center

by organizing materials for learning, teaching and research



A Learning Center

by offering study areas and reference services



A User Education Center

by providing users with library literacy instructions



A Service Center

by equipping the Library with multi-functional facilities



A Library 2.0 Center

by interacting with users and designing user-centered services



A Repository Center

by keeping and archiving the intellectual and historical resources of the University

Opening Hours

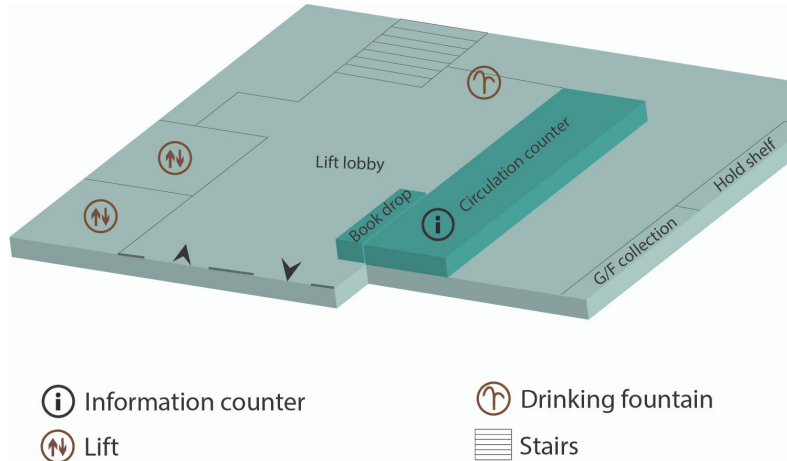
	Library	G/F Circulation Counter	6/F Learning Commons
Monday	8:30am - 9:00pm	8:45am - 8:45pm	8:45am - 8:30pm
Tuesday	8:30am - 9:00pm	8:45am - 8:45pm	8:45am - 8:30pm
Wednesday	8:30am - 9:00pm	8:45am - 8:45pm	8:45am - 8:30pm
Thursday	8:30am - 9:00pm	8:45am - 8:45pm	8:45am - 8:30pm
Friday	8:30am - 9:00pm	8:45am - 8:45pm	8:45am - 8:30pm
Saturday	8:45am - 7:00pm	8:45am - 6:45pm	8:45am - 6:30pm
Sunday	Closed	Closed	Closed
Public holidays	Closed	Closed	Closed

*Please refer to our [webpage](#) or [library blog](#) regularly for special opening hour arrangements.

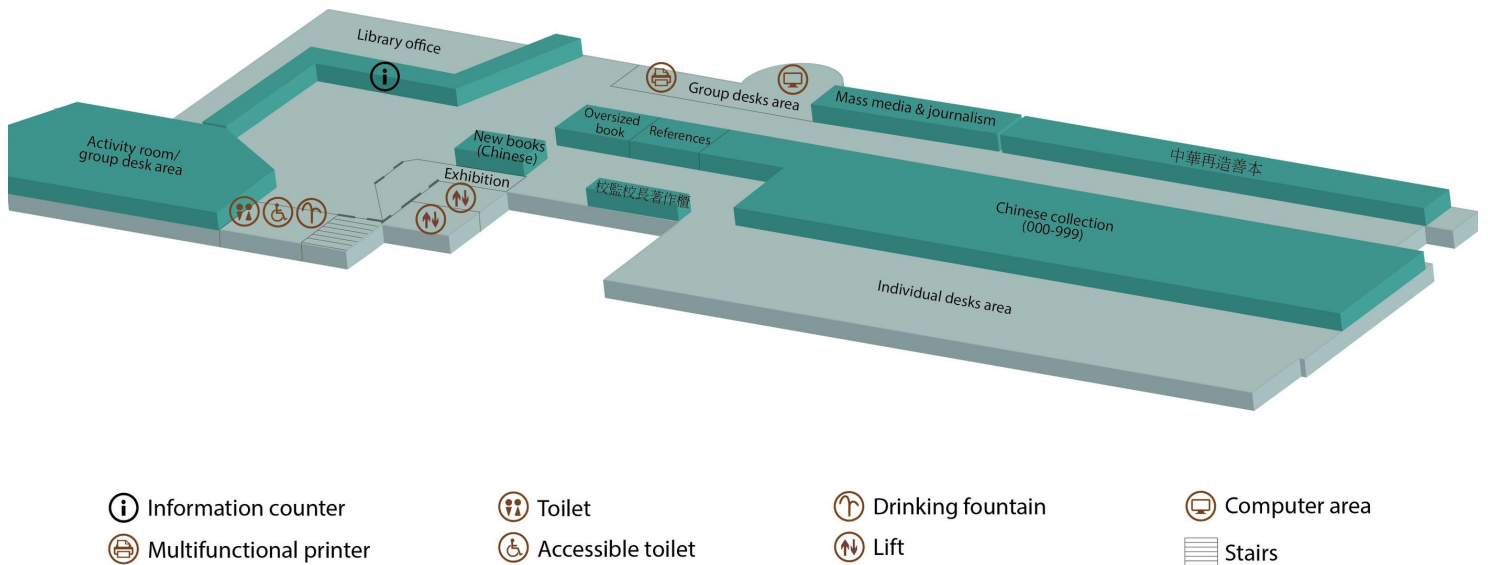


Floor Plan

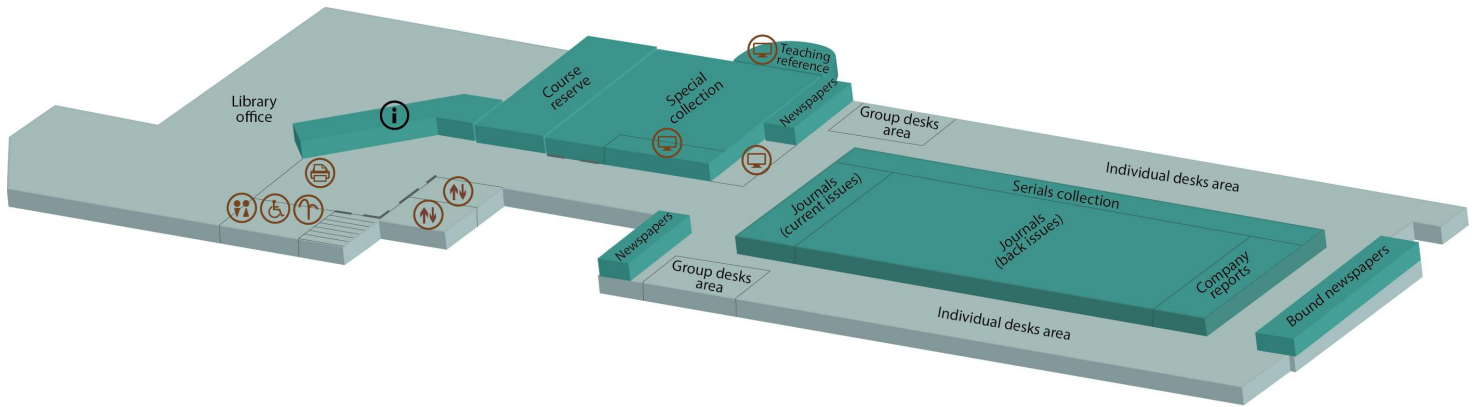
G/F



2/F

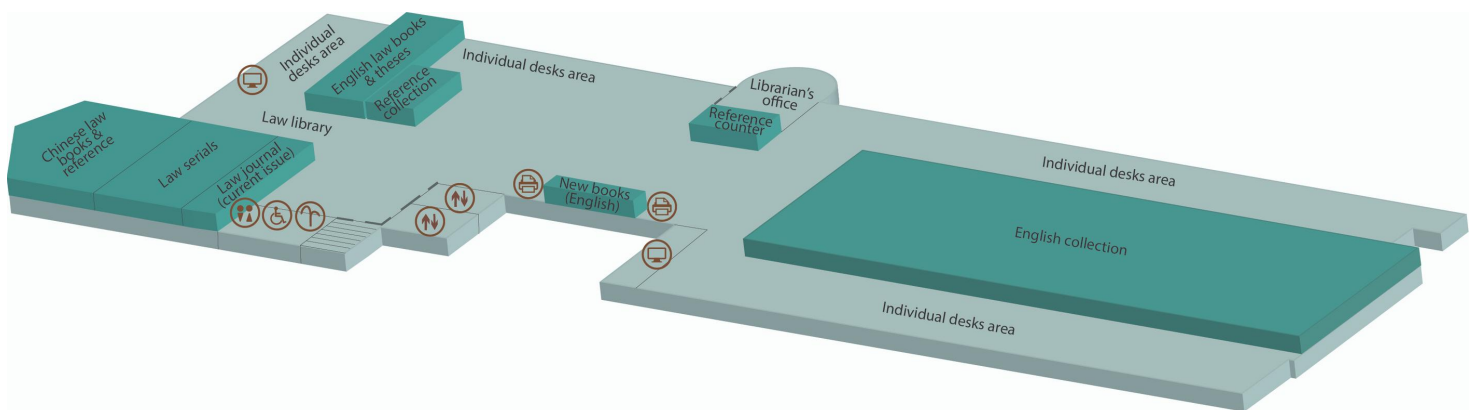


3/F



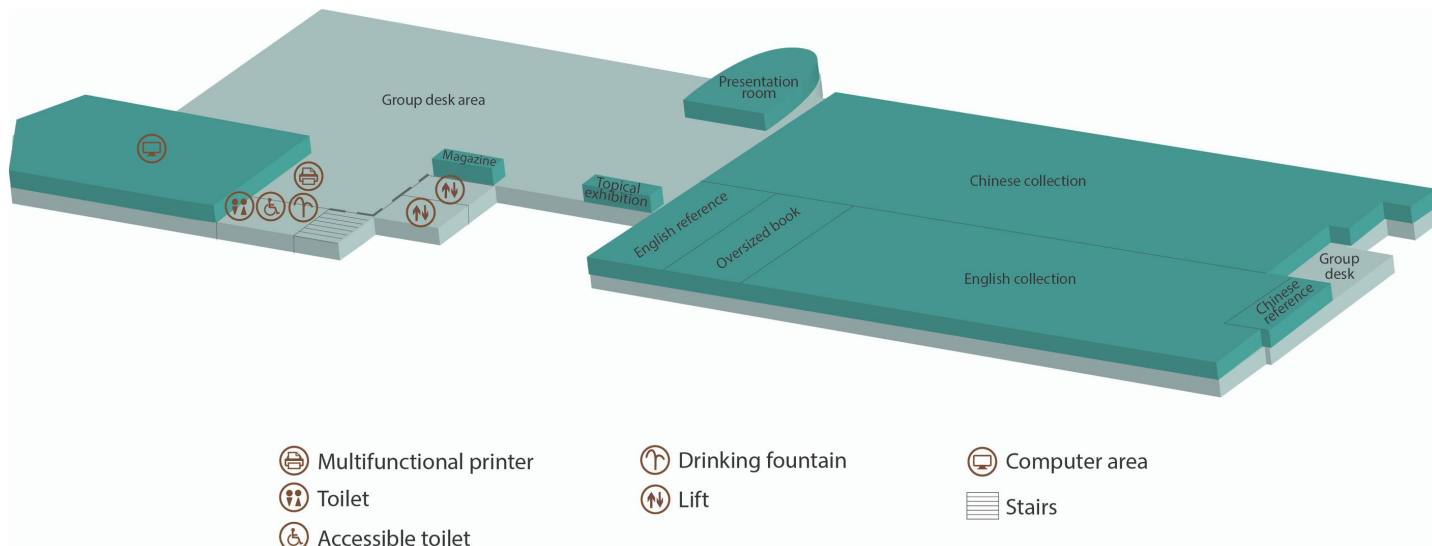
- Information counter
- Toilet
- Drinking fountain
- Computer area
- Multifunctional printer
- Accessible toilet
- Lift
- Stairs

4/F

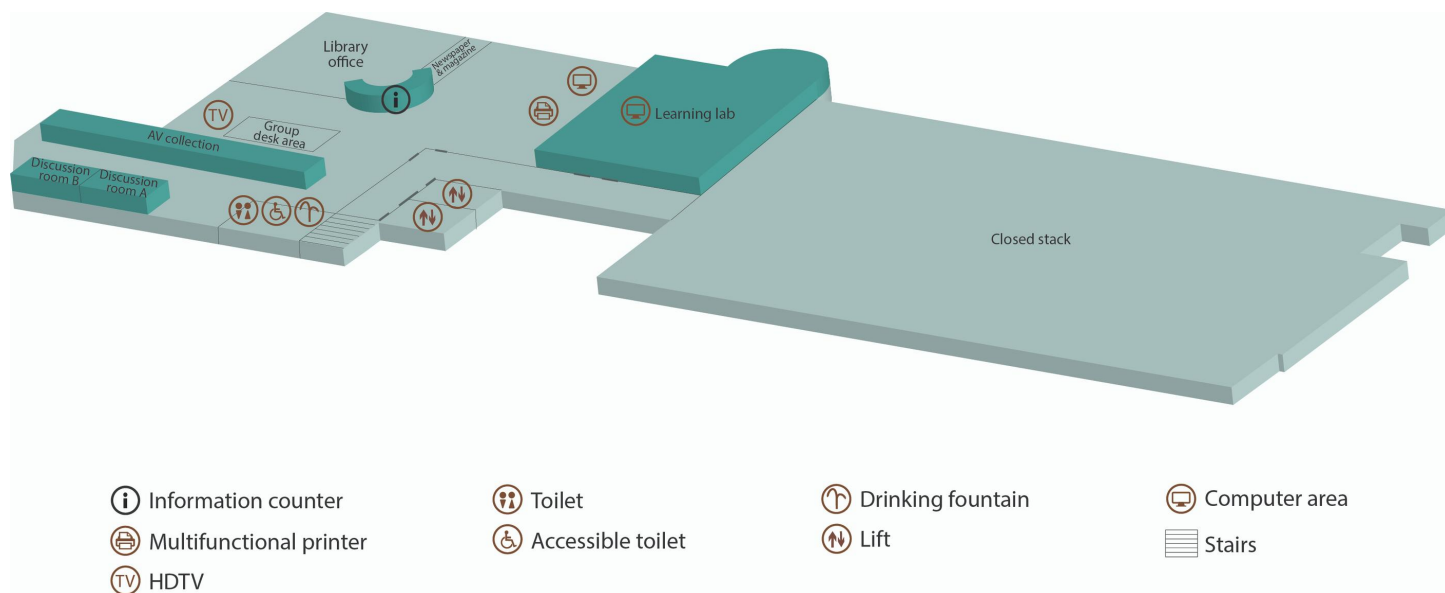


- Multifunctional printer
- Drinking fountain
- Computer area
- Toilet
- Lift
- Stairs
- Accessible toilet

5/F



6/F



LIBRARY SERVICES



Lending Services



Borrowing & returning

When borrowing materials, users must show a valid staff card or student identity card which must not be transferred to other users.

General library materials can be borrowed and

returned at ground floor circulation counter, while AV materials located in the Learning Commons should be borrowed and returned at 6th floor information counter.

No due dates will be stamped on checked-out items. Please check your circulation record and email notifications regularly. Overdue, courtesy, recall, hold for pick-up and cancellation notices will be sent to users' email address.



Book drop service

Library materials can be returned via the book drop at our entrance when the Library is closed. When the Library opens, users can use the express book drop station next to ground floor circulation counter. Overdue books, non-print materials, interlibrary loan items and bound journals cannot be returned via the book drops.

Fines

Overdue fines will be charged according to the items users borrow. If the item is not returned within 30 days from the due date, borrowing privileges may be suspended. For details about different kinds of fines, please refer to the next page of this handbook.



Borrowing privileges

Users	Materials	Quota	Loan Period	Renewal	Fines
STAFF	Books	200	180 days*	90 days (6 times)	\$1.5/day
	Accompanied Materials				\$2/day
	AV Materials	20	21 days	14 days (once)	\$2/day
	Reserves, Kit (AV) & Local TV Programmes		3 hours	N/A	\$2/hour
	Bound Serials (Prefix P)	10	7 days	N/A	\$2/day
	Reserves (Books & Special Collection)		3 hours	N/A	\$2/hour
	Teaching Reference (Prefix TR)	10	30 days	N/A	\$1.5/day
	Notebook Computers & Tablets	1	4 hours	N/A	\$30/hour
POST-GRADUATES	Books	140	120 days	60 days (6 times)	\$1.5/day
	Accompanied Materials				\$2/day
	AV Materials	20	14 days	7 days (once)	\$2/day
	Reserves, Kit (AV) & Local TV Programmes		3 hours	N/A	\$2/hour
	Bound Serials (Prefix P)	10	7 days	N/A	\$2/day
	Reserves (Books & Special Collection)		3 hours	N/A	\$2/hour
	Notebook Computers & Tablets	1	4 hours	N/A	\$30/hour

*Academic staff can extend 180-day normal loan items to 365 days (with no renewal) for teaching purposes on up to 10 items.

Users	Materials	Quota	Loan Period	Renewal	Fines
UNDER-GRADUATES	Books	100	90 days	30 days (6 times)	\$1.5/day
	Accompanied Materials				\$2/day
	AV Materials	20	7 days	7 days (once)	\$2/day
	Reserves, Kit (AV) & Local TV Programmes		3 hours	N/A	\$2/hour
	Bound Serials (Prefix P)	8	5 days	N/A	\$2/day
	Reserves (Books & Special Collection)		3 hours	N/A	\$2/hour
	Notebook Computers & Tablets	1	4 hours	N/A	\$30/hour
ALUMNI (BORROWER)	Books	12	30 days	30 days (6 times)	\$1.5/day
	Accompanied Materials				\$2/day
	Reserves, Kit (AV) & Local TV Programmes	3	3 hours	N/A	\$2/hour
	Reserves (Books & Special Collection)	5	3 hours	N/A	\$2/hour
STAFF FAMILY	Books	10	30 days	30 days (3 times)	\$1.5/hour
	Accompanied Materials				\$2/day
	Reserves, Kit (AV) & Local TV Programmes	3	3 hours	N/A	\$2/hour
	Reserves (Books & Special Collection)	5	3 hours	N/A	\$2/hour

Library account

A library account is required for off-campus online databases access. Users can also make renewals of borrowed items and reservations of other items via this account. Recall, pickup, courtesy and overdue notices will be sent to the email users provided in "My Circulation Record". Therefore, please make sure your email address in the circulation record is correct.



To sign in, please type in your barcode and PIN. For first-time login, please create a PIN by (1) going to "[My Circulation Record](#)" on Library's homepage. (2) Input your barcode as shown on your staff card or student card. (3) Leave the "Your PIN" field empty and press "Submit". (4) Input your PIN twice in the fields "Enter your PIN" and "Enter your PIN again", and press "Submit". Remember your PIN must have at least 8 characters or a combination of characters and numbers.

Renewal



Users can renew borrowed items via their online library account.

However, overdue and hold items cannot be renewed online.

Users should bring these items to our circulation counter for renewals.

To renew borrowed items online, (1) go to "[My](#)

[Circulation Record](#)" on Library's homepage. (2) Input your

barcode and PIN, and press "Submit". (3) Select items you wish

to renew, then press "Renew Selected", or press "Renew all" to get all your items

renewed. (4) Check the new due date. If the new due date is not shown, please contact our library staff as soon as possible.

Recall

Books with a normal loan period are subject to recall once the item is reserved by another user. If books are recalled, the original loan period will be shortened. The Library will send a recall notice to inform the current borrower about the change of the due date. Please be reminded to check your email regularly. You will be held responsible for the return of recalled items. Overdue fines will be charged if items are returned after the new due date.

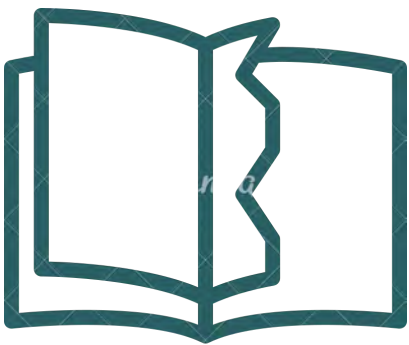


Reservation

All checked out books can be reserved at the Library's online catalogue. You will be notified by email when the book is ready for borrowing. The maximum hold quota for staff is 20, and student is 10. To reserve an item, (1) search for the item you would like to borrow on Library's online catalogue. (2) A due date in the "Status" column means the item is on loan and you can reserve it. Please press the "Request" tab. (3) Input your barcode and PIN, and press "Login". (4) Select the item you want to reserve and press "Hold". (5) You will be directed to a new page displaying "Action Succeeded". A pickup notice will be sent to you through email once the item is returned.



Loss & damage



Users are responsible for taking care of borrowed materials. Books should never be marked and written on. For lost or damaged items, users will be charged the full replacement cost at the current market price, plus HK\$50 processing fee per item and overdue fines. Loss of any out-of-print materials will be charged depending on the evaluated cost.

Research Support & Reference Service



To assist our students and staff in doing research, developing effective research techniques and understanding how our reference tools work, the Library collects a wide variety of reference tools and offers research consultation sessions.

Research consultation

Students and staff can schedule an appointment with our reference and Instruction librarian for individual assistance. Service hours for research consultation are as below.

Monday	9:30am - 12:00nn
Tuesday	2:00pm - 5:00pm
Wednesday	9:30am - 12:00nn
Thursday	1:00pm - 5:00pm
Friday	9:30am - 12:00nn

We also provide an [online chat service](#) for those in need.

For more information, please refer to the user guides at our information counters, or visit our Library website for details.

Plagiarism

Plagiarism is an act of stealing others' originality. It is a serious crime in the academic field, and may lead to disqualification or penalty on your research work or degree attainment. Students are recommended to join our "[Plagiarism and citing resources for research](#)" workshop. The University has subscribed to "VeriGuide" system for checking cited sources.

Suggested bibliography

Academic writing: a handbook for international students (4th ed.) / Stephen Bailey. (2015)

Form & style: research papers, reports, theses / Carole Slade, Robert Perrin. (2008)

How to write an assignment: proven techniques from a chief examiner that really get results / Pauline Smith. (2009)

Succeeding with your master's dissertation: a step-by-step handbook / John Biggam. (2015)

















Writing analytically (8th ed.) / David Rosenwasser, Jill Stephen. (2019)

Writing essays for dummies / Mary Page, Carrie Winstanley. (2009)

Writing research papers: a complete guide (15th ed.) / James D. Lester, James D. Lester, Jr. (2015)

Writing with style: APA style made easy (6th ed.) / Lenore T. Szuchman. (2014)

Access to Other Libraries

	Library	No. of cards	Privilege/ Loan Period	Fines	
	Central Resources Centre (Education Bureau)	1	Staff only / 3 days	\$5/day	
	Caritas Bianchi College of Careers / Caritas Institute of Higher Education	2	Staff / 14 days Student / 3 days	\$5/day	
	Chinese University of Hong Kong	3			
	Chu Hai College of Higher Education	3			
	City University of Hong Kong	3			
	Hang Seng University of Hong Kong	3			
	Hong Kong Academy for Performing Arts	3			
	Hong Kong Nang Yan College of Higher Education	3			
	Vocational Training Council Libraries	4			
	Tung Wah College	3			
	University of Hong Kong	12			
	Institute for Tourism Studies (Macau)	2			Staff / 14 days Student / 7 days
	Hong Kong Baptist University	2			3 days
	Education University of Hong Kong	3	Staff & Postgraduate/ 14 days		
	Lingnan University	3	Staff only / 14 days		
	Open University of Hong Kong	3			



Borrower card

The Central Resources Centre of the Education Bureau provides one borrower card for our staff with borrowing privilege and access to all on-site online databases. It is available for borrowing at ground floor circulation counter.



External reader card

15 local academic libraries provide external reader cards for our staff and students. They are available for borrowing at our library's ground floor circulation counter. The external reader cards provide access to the above libraries without borrowing privileges. Access to the libraries' online databases is allowed on-site for some of the academic libraries.

Other libraries

A three-day temporary pass to the University of Hong Kong Libraries is issued by the Hong Kong Central Library for users in need. For details, please visit Hong Kong Public Libraries' [webpage](#).

User Education Service



Orientation

Our orientation sessions are organized at the beginning of each academic year for new academic staff and students. Additional orientation sessions are available upon request.

Library workshops

Workshops on using different library resources are run regularly. Students in groups may also request a workshop that helps fulfill their information needs. Please visit our "Library Workshops/Tour" page for further information.



Interlibrary loan



Interlibrary Loan (ILL) service provides teaching, learning and research support to our users by obtaining materials that are not held within the Hong Kong Shue Yan University Library. All academic staff, postgraduate and undergraduate students are eligible to use this fee-based service. Users can make requests for books and photocopies of journal articles from

local and overseas academic libraries and institutions. For further information, please visit our Library website or contact us via email libill@hksyu.edu.

Gift & Exchange



We welcome teaching staff, administration staff, students, alumni and the public to donate books or audio-visual materials to our library. We accept donation items that are relevant to our university's study and research purposes. The Library has the discretion to handle these items once they are accepted. Please email us for details at libgift@hksyu.edu.

Alumni Service

HKSYU local graduates are eligible to apply for an alumni reader card or an alumni borrower card. Other joint course graduates will be considered on a case by case basis. Applicants should bring their graduation certificate or other equivalent documents, one 1.5 x 2 inch recent photo, and the application fee to 2nd floor information counter to apply for the alumni cards. For details, please visit our library's website.



	Reader Card	Borrower Card
Fee	HK\$100/two years	HK\$600/two years
Library access	✓	✓
Borrowing privileges	×	12 books for 30 days (6 renewals)
Online databases	On-site / remote access	On-site / remote access

LIBRARY FACILITIES



Study Areas



Study carrels
in Silent Zone



Quiet Zone



Quiet Zone

Find your zone ▼

Silent zone

for silent individual study

2/F, 3/F & 4/F
(except 2/F group discussion area)

Quiet zone

for low-volume group discussions

2/F group discussion area,
5/F & 6/F

Talking zone

for quiet conversations on phones

Staircase

Room Booking

Users can place bookings in person at 6th floor information counter or via our online room booking system.

Activity room

15-26 seats

2/F

*Requires librarian's approval

Computer x1 Whiteboard x1
Projector x1 Microphone x1



Discussion rooms

6 seats

6/F

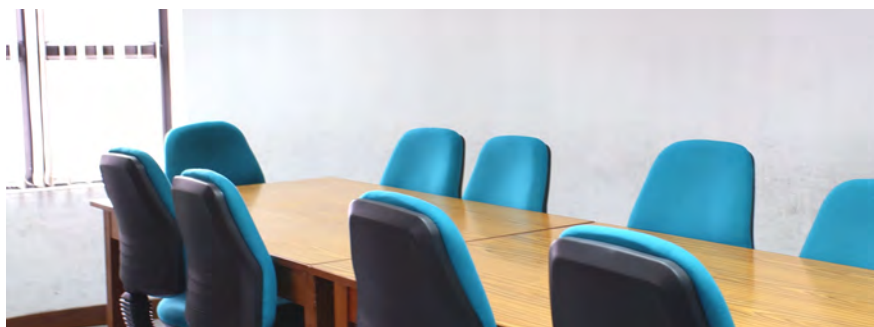
Computer x1
Whiteboard x1

Presentation room

10 seats

5/F

Computer x1 Whiteboard x1
Projector x1 Microphone x1



Learning laboratory

25 seats

6/F

*Booked by staff only

Computer x25 Whiteboard x1
Projector x1 Microphone x1

IT Facilities



Wireless LAN

Users can get access to the Internet with their notebooks or mobile devices on all floors of the library building. Our network supports 802.11b/g/n Wi-Fi devices.



Laptop & iPad

Users can borrow one Lenovo 15" laptop or an iPad Air 2 at a time at 6th floor information counter on a first-come, first-served basis. The devices can only be used within the library for 4 hours.



Multifunctional printers

Located on all levels of the library building, the printers support payment by Octopus Card.

Charges of photocopying:

Black & White

A4 - \$0.3
A3 - \$0.6

Color

A4 - \$1.8
A3 - \$3.6

Please be reminded that copying and scanning of materials may be illegal without the permission of the copyright owner.



Desktop

The Library has over 80 computers that offer access to the Internet, the library catalogue and printing functions. Software such as Microsoft Office, data analysis and accounting softwares (SPSS, DacEasy, and MYOB) are available in all computers.

Other Facilities

Lockers

Lockers are provided on 2nd floor as a free service on a daily basis. Locker keys can be borrowed at 2nd floor information counter by showing a valid student card or staff card.

Drinking fountains

A drinking fountain is installed on every floor of the library building.



The background features a stack of books with a focus on a book cover displaying Chinese calligraphy. The text on the cover is partially legible, showing characters such as '中華' (China), '再造' (Recreation), and '大學' (University).

LIBRARY COLLECTION & RESOURCES

Book Collections

The library collects more than 343,000 physical books that cover a wide range of subjects.

General collection items are available for circulation. The Chinese books are available on 2/F, 5/F, and 6/F closed stacks, and the English books are on 4/F and 5/F.



Reserve collection contains textbooks, supplementary materials or highly demanded materials requested to be included by academic staff. Reserve collection is available for a 3-hour-loan with no renewal, and can only be used within the library. Users can borrow these materials at 3rd floor information counter.



Reference collection contains works

◀ such as encyclopedias, dictionaries, directories, yearbooks, almanacs and bibliographies. The prefix of the collection is shown as **R**, and the materials are only to be used within the library.

Rare book collection

In 2007, Shue Yan University was honored to receive over 10,000 volumes of the Reproductions of Chinese Rare Editions Series (中華再造善本) from the Ministry of Education of China.

The Series is published by the National Library of China from 2002 and around 1,300 categories of books were reproduced. It has five parts: publications from Tang and Song Dynasties, Jin and Yuan Dynasties, Ming Dynasty, Qing Dynasty, and written documents of the Ethnic Minorities. Each of these five parts is further divided into Classics (*jing* 經), History (*shi* 史), Philosophy (*zi* 子), Belles-letters (*ji* 集) and Collection (*cong* 叢). This collection is treasured in the Library.



The Series are all photocopied from the original in terms of size, publishing format and binding. The publications are printed on high quality Xuan paper (宣紙) and munken paper (蒙肯紙). All volumes are thread-bounded with green cover in imitation of that of Grand Secretariat Archives of the Qing Dynasty (清代內閣大庫藏書) and are grouped in a number of protective covering cases (四合式函套). Each category of rare book provides a summary and biographies of authors for research purposes.

"I believe this series will be the best channel for teachers and students to understand Chinese culture. It also helps in the development of teaching and research in the university," said Professor Yuan Guiren (袁貴仁), the Vice Minister of Education, at the presentation ceremony.

The Series is now kept in special cabinets on 2nd floor and is used in the library only. Please contact our library staff at 2nd floor information counter for information and further assistance.



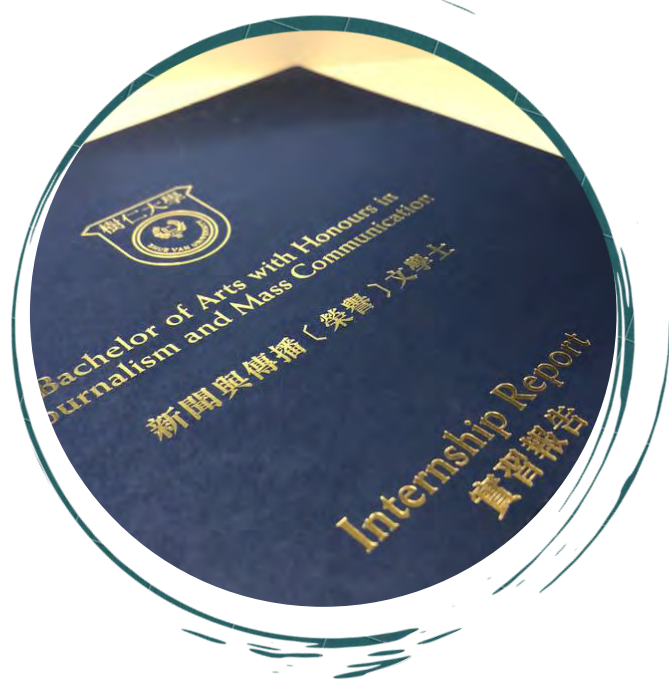
Special Collection

The collection includes annual reports, research papers, overseas documents, student reports and teaching references that are kept on 3/F and 6/F closed stacks.

Annual reports are shelved in open stack located at the end of the bound journal area.

Research papers, overseas documents and student reports are kept in the Special Collection area next to 3rd floor information counter.

These materials are on a 3-hour-loan and are to be used within the library. All teaching reference materials are for staff use only.



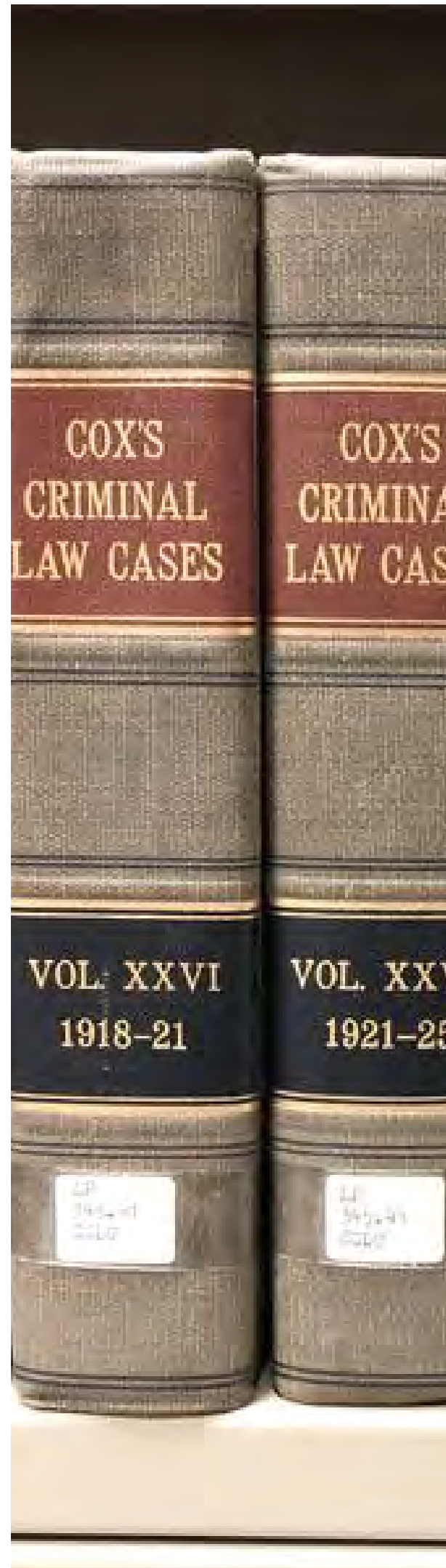
Law Collection

K ept separately in law library on 4/F, the collection includes English books (with a prefix **L**), Chinese books (with a prefix **CL**), bound and current issues of law journals (with a prefix **LP**) and reference materials (with a prefix **RL**). ▶

Law Theses (Peking University)

Law theses from the Peking University (北京大學法律論文) have call numbers with either a prefix **CCB** **PKU** (Bachelor degree) or **CC** **PKU** (Master degree).

The theses are reference materials and should be used in the library only.



Audiovisual Collection

There are currently over 23,000 volumes in our audiovisual collection, including CDs, DVDs, VCDs and CD-ROMs. All materials are located in 6th floor Learning Commons.

Items with the following prefix stand for:

AVC for CD-ROMs, audio CDs, video CDs and floppy disks

AVD for DVDs and DVD-ROMs

AVK for kit set



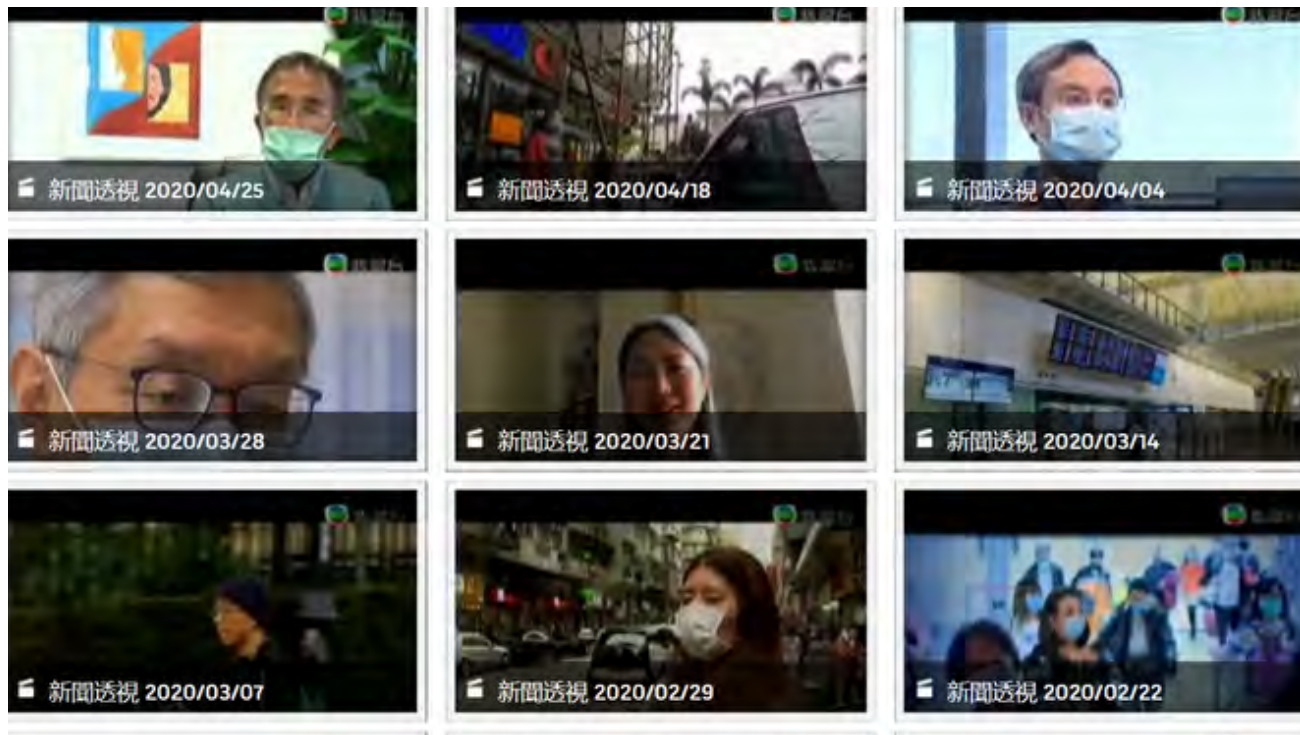
AVR for reference AV materials

LTV for local TV programmes

MC for language learning kits

Non-print materials accompanied with books (with prefixes **AVC(C)**, **AVD(C)**, **AVS(C)** and **AVV(C)**) are kept in ground floor circulation counter. Please contact our library staff for assistance.

Local TV programmes & HKSYUtube



The Library has accomplished agreements with local broadcast stations such as Television Broadcasting Ltd. (TVB) and Radio Television Hong Kong (RTHK) to record some TV programs for the university's academic and research purposes.

Students and staff can borrow and watch these programs for 3 hours in our 6th floor Learning Commons. The recording, loan or circulation of each TV program is subject to the official permission from the license.

For the effective preservation and easier access for our library users, some licensed episodes have been converted into online streaming videos since 2006. Most of them are news and public affairs programmes. For more details, please visit library website.

Electronic Resources

Currently, there are over 2.5 million e-books and over 87,000 e-journal titles available for on and off campus accesses.

How to access online databases



1 Go to library's homepage. Click "Online Databases".



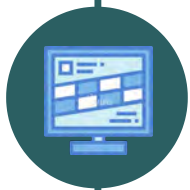
2 Click the information icon to show a brief description of your selected database.



3 Input your barcode and pin for sign-in after you select a database.



4 You may need to install electronic readers like CAJ Viewer or Adobe Acrobat Reader to access certain databases.



5 You can also access e-journals and e-books via our library's online catalogue.



EBSCOhost



JSTOR

List of online databases

- 1 讀秀學術搜索
- 2 瀚堂近代報刊數據庫
- 3 瀚文民國書庫
- 4 四部叢刊
- 5 人民日報 (1946 - Present)
- 6 Academic Writer
- 7 ACLS Humanities E-Book
- 8 AP Stylebook Online
- 9 APA Video Introduction to Psychotherapy Systems
- 10 Asia-Studies Full-text Online
- 11 Associated Press Collections Online
- 12 Bloomsbury Food Library
- 13 Britannica Academic
- 14 Britannica Image Quest
- 15 Business Insights: Global (Gale Reference Complete)
- 16 Cabell's directory of publishing opportunities: Business, Psychology & Psychiatry
- 17 Cambridge Journals Online: Humanities and Social Sciences (HSS)
- 18 CHANT (漢達文庫)
- 19 China Academic Journals Full-text Database
中國期刊全文數據庫
(哲學與人文科學、社會科學I輯、社會科學II輯、經濟與管理科學)
- 20 China Doctoral Dissertations Full-text Database
中國博士學位論文全文數據庫 (哲學與人文科學專輯)
- 21 China and the Modern World (3 Modules)
- 22 China Master Theses Full-text Database
中國優秀碩士學位論文全文數據庫(哲學與人文科學專輯)
- 23 China Proceedings of Conference Full-text Database
中國重要會議論文全文數據庫
(哲學與人文科學、社會科學I輯、社會科學II輯、經濟與管理科學)
- 24 Chinese Anti-Rightist Campaign Database, 1957-
中國反右運動數據庫, 1957-
- 25 Chinese Cultural Revolution Database
中國文化大革命文庫
- 26 Chinese Great Leap Forward and Great Famine Database, 1958-1962
中國大躍進---大饑荒數據庫, 1958-1962
- 27 Chinese Electronic Periodical Services (CEPS)
- 28 Clarity English
- 29 Counseling and Psychotherapy Transcripts, Client Narratives, and Reference Works
- 30 Counseling and Therapy in Video : Volume IV
- 31 Database of the Chinese Political Campaigns in the 1950s: From Land Reform to State-Private Partnership, 1949-1956
中國五十年代初中期的政治運動數據庫：從土地改革到公私合營, 1946- 1956
- 32 DOAB (Directory of Open Access Books)
- 33 DOAJ (Directory of Open Access Journals)

- 34 EBSCO: Academic Search Ultimate
- 35 EBSCO: ATLA Religion Database with ATLASerials PLUS
- 36 EBSCO: Bibliography of Asian Studies
- 37 EBSCO: Business Source Ultimate
- 38 EBSCO: Communication & Mass Media Complete
- 39 EBSCO: EconLit with Full Text
- 40 EBSCO: ERIC
- 41 EBSCO: European Views of the Americas: 1493 to 1750
- 42 EBSCO: Family Studies Abstracts
- 43 EBSCO: Funk & Wagnalls New World Encyclopedia
- 44 EBSCO: GreenFILE
- 45 EBSCO: Historical Abstracts with Full Text
- 46 EBSCO: History Reference Centre
- 47 EBSCO: History Reference eBook Collection
- 48 EBSCO: Humanities Source Ultimate
- 49 EBSCO: Library, Information Science & Technology Abstracts with Full Text
- 50 EBSCO: MAS Ultra: School Edition
- 51 EBSCO: MAS Reference eBook Collection
- 52 EBSCO: Military & Government Collection
- 53 EBSCO: Newspaper Source Plus
- 54 EBSCO: OpenDissertations
- 55 EBSCO: Philosophers Index with Full Text
- 56 EBSCO: Primary Search
- 57 EBSCO: Primary Search Reference eBook Collection
- 58 EBSCO: PsycARTICLES
- 59 EBSCO: PsycBOOKS
- 60 EBSCO: PsycEXTRA
- 61 EBSCO: Psychology and Behavioral Sciences Collection
- 62 EBSCO: PsycINFO
- 63 EBSCO: Regional Business News
- 64 EBSCO: Sociology Source Ultimate
- 65 EBSCO: Teacher Reference Center
- 66 EBSCOhost Electronic Journals Service
- 67 The Economist Historical Archive 1843-
- 68 e-Duke Books Scholarly Collection
- 69 Emerald Accounting, Finance and Economics eJournal Collection
- 70 Emerald Library Studies eJournal Collection
- 71 Emerald Marketing eJournal Collection
- 72 EThOS: e-theses online service (open access)
- 73 Financial Times Historical Archive, 1888-2016
- 74 Gale Academic OneFile (Gale Reference Complete)

- 75 Gale Business: Entrepreneurship (Gale Reference Complete)
- 76 Gale Ebooks (Former name: Gale Virtual Reference Library)
- 77 Gale General OneFile (Gale Reference Complete)
- 78 Gale In Context: Environmental Studies (Gale Reference Complete)
- 79 Gale In Context: Global Issues (Gale Reference Complete)
- 80 Gale In Context: Opposing Viewpoints (Gale Reference Complete)
- 81 Gale Literature (Gale Reference Complete)
- 82 Gale OneFile: News (Gale Reference Complete)
- 83 Gallup Analytics
- 84 History of Feminism
- 85 Hong Kong Scholarship Online: Economics and Finance, Film, Television and
Radio, History, Linguistics, Literature, Society and Culture
- 86 HyRead ebook
- 87 Hytung Books
瀚堂典藏古籍數據庫
- 88 ICLR Online
- 89 The Illustrated London News Historical Archive, 1842-2003
- 90 INFOBANK Online Database Service
中國資訊行
- 91 International Herald Tribune Historical Archive 1887-2013
- 92 iRead eBook
華藝電子書
- 93 Journal Citation Reports: Social Sciences Edition
- 94 JSTOR: Arts & Science I
- 95 Lexis Advance Hong Kong
- 96 Literature Online
- 97 McGraw-Hill eBook Library: Business Collection
- 98 National Geographic Virtual Library, 1888-current
- 99 Naxos Spoken World Library
- 100 The New York Times and The New York Times in Education
- 101 Oxford Bibliographies
- 102 Oxford English Dictionary
- 103 Oxford Scholarship Online: Economics, Law, Psychology, Social Work,
Sociology (5 Modules)
- 104 Pep-Web Archive
- 105 PQDT Open (open access)
- 106 Project Muse-Social Science Collection
- 107 ProQuest Central
- 108 ProQuest Dissertations & Theses Global: The Humanities and Social Science
Collection
- 109 ProQuest Ebook Central

- 110 ProQuest Entrepreneurship
- 111 PsychiatryOnline Premium
- 112 Psychotherapy.net
- 113 PsycTESTS
- 114 PsycTHERAPY
- 115 RefWorks
- 116 SAGE Research Methods Suite
- 117 Scientific Research Publishing (open access)
- 118 Scopus
- 119 Social Science Research Network (open access)
- 120 Social Theory
- 121 Sociological Abstracts
- 122 South China Morning Post Digital IP Access Program
- 123 Statista (plus Global Consumer Survey)
- 124 Sunday Times Historical Archive 1822-2016
- 125 Taylor & Francis Social Sciences & Humanities Library
- 126 Thomson Reuter Eikon
- 127 The Times Digital Archive 1785-
- 128 The Times Literary Supplement Historical Archive 1902-
- 129 University Press Scholarship Online: Sociology (California, Chicago, Policy Press)
- 130 Ulrichsweb
- 131 Wanfang Video
萬方視頻
- 132 Wenyuange Siku Quanshu Electronic Edition Online Version
文淵閣四庫全書電子版(網上版)
- 133 Westlaw Asia
- 134 Westlaw China
- 135 WiseEnterprise & WiseSearch
- 136 World eBook Library

E-news

Alongside online news webpages, the Library subscribes to databases and programs like WiseEnterprise, ProQuest and the South China Morning Post Digital IP Access Program for news articles in various subjects all over the world. Explore more by clicking into "E-News" under "E-Resources" on our library's webpage.

Other learning resources

The library offers a number of additional online resources for language learning and specific information search, including "Dictionaries & Encyclopedia", "Language Learning Online" and "Internet Resources" under "E-Resources" on the library's webpage.

CSIDS e-book resources

The Collection Sharing and Information Discovery System (CSIDS) is an e-book collection jointly offered by four local tertiary institutions and Shue Yan University under the Quality Enhancement Support Scheme to facilitate resource-sharing among faculty members and students. Access CSIDS titles by clicking "Collections" in the Library's webpage.



東華學院
TUNG WAH COLLEGE

香港
HONG KONG



珠海學院
CHU HAI COLLEGE
OF HIGHER EDUCATION



明愛專上學院
Caritas Institute of Higher Education



香港樹仁大學
HONG KONG SHUE YAN UNIVERSITY

Institutional Repository

Established by the Library, the institutional repository primarily



collects, stores and distributes digital scholarly works of the University's faculty, students and staff. The repository currently houses more than 4,000 electronic theses and staff publications.

Book Recommendation



To support the teaching, learning and research needs of the University community, the Library welcomes all staff and students to make recommendations for future acquisition of library materials. Recommendations can be made via "New Book/AV Recommendation" on Library's website or through contacting our library staff.

Library Exhibitions

New titles display

The Library provides the latest information on various subject areas. Each week, we select new Chinese books, English books and audiovisual titles to be displayed on 2/F, 4/F and 6/F respectively, and new titles from our special collection are displayed on 3/F. For more information, please refer to "New Titles" on Library's webpage. ▶



Award-winning books

The Library introduces to our users award-winning books regularly. Selected titles' covers are displayed on a board on 5th floor. Users are welcomed to browse the current titles on 5th floor.



Topical exhibition

Topical exhibitions with selected book titles are organised regularly to promote reading. Print books are displayed on the 5/F exhibition bookshelf.

Permanent Exhibitions

Five judicial gowns from Honorable Mr. Justice Patrick Chan

Exhibition area: 4/F Law Library

On 21 November 2015, our University is honored to receive judicial gowns donated by the Honorable Patrick Chan (陳兆愷), Mr. Justice of the Court of Final Appeal (2000-2013).

Hong Kong Shue Yan University becomes the second tertiary institute in Hong Kong to own judicial robes donated by a judge.

Court of First Instance Ceremonial Dress ▶
原訟法庭法官禮儀袍





The Five Judicial Gowns are:

District Court Dress

區域法院法官袍

Court of First Instance Ceremonial Dress

原訟法庭法官禮儀袍

Court of Appeal Dress

上訴法庭法官袍

Court of Appeal Ceremonial Dress

上訴法庭法官禮儀袍

Court Master Dress

聆案官袍

In the ribbon cutting ceremony, Mr. Justice Patrick Chan delivered a speech "Judges' Attires - Some Personal Thoughts of a Judge" to express his feelings about these dresses.

A printed version of the speech is now placed in the exhibition area, while an online version can be found [here](#).

◀ Court of Appeal Dress
上訴法庭法官袍



Ten great national treasures of bronze vessels

Exhibition area: 2/F Library Complex

For the first time since its establishment, the National Museum of the Chinese History issued 2,000 sets of limited bronze vessels replicating the ten most representative classical bronze vessels in its museum collection.

The museum reproduced the outstanding achievements from the bronze evolution history spanning the Shang Dynasty to the Warring States period. A numbered collection certificates from the National Museum of the Chinese History bearing the official copper stamp and signature of the museum director is attached to the set.

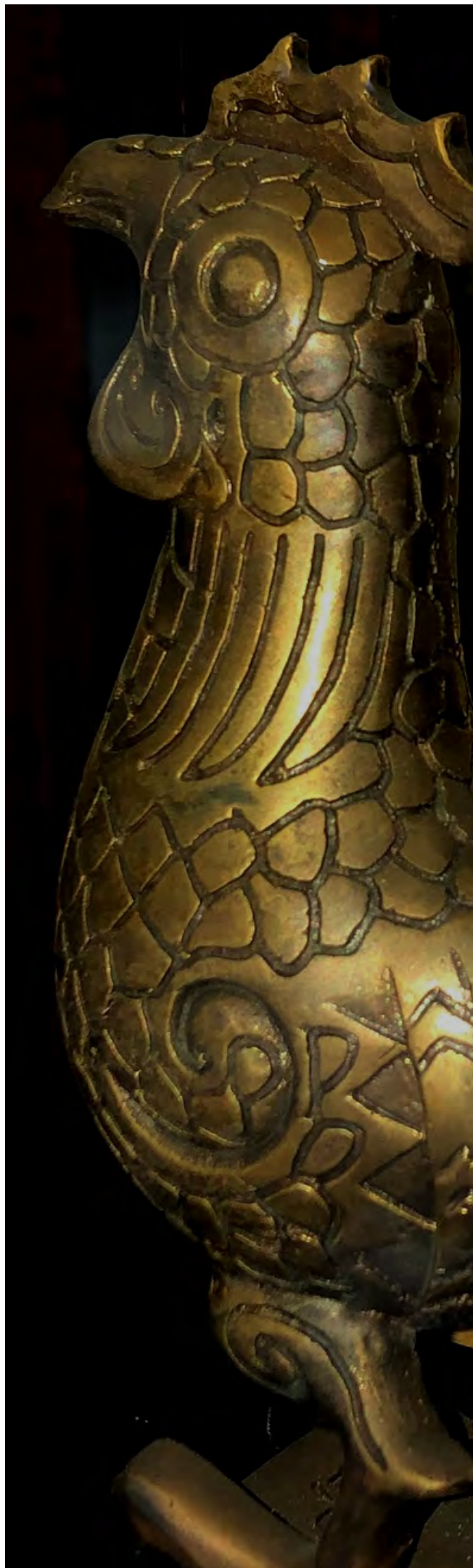
Twelve Chinese animal zodiac and surname bronze wares

Exhibition area: 2/F Library Complex

Launched in 2000 by the National Museum of the Chinese History (formally China History Museum) to commemorate its 88th anniversary and welcome the advent of a new millennium, the bronze wares are high-quality replicas of the nation's first-class national memorial relics.

Presented together with Chinese family names, the bronze wares are contemporary significant artifacts that record the cultural origins of various surnames within the nation.

The museum issued 2,000 sets of the bronze wares for each of the 300 Chinese family names collected globally.



Contact Us

Service hotlines

Circulation Counter

☎ 2104 8284 / 2104 8285

Information Counter

☎ 2806 5113 / 2806 5114

Learning Commons

☎ 2104 8286

Liaison librarians

Dept. of Accounting

👤 FONG Yim Siu, Cynthia

Dept. of Applied Data Science

👤 FONG Cheuk Hei, Kenny

Dept. of Business Administration

👤 LAM Yuk Ling, Lyn

Dept. of Chinese Language & Literature

👤 CHOW Yue Kai, Barry

Dept. of Counselling & Psychology

👤 FONG Yim Siu, Cynthia

Dept. of Economics & Finance

👤 LEUNG Wing Sum, May

Dept. of English Language & Literature

👤 CHAN Ming Tak, Benjamin

Dept. of History

👤 CHAN Ming Tak, Benjamin

Dept. of Journalism & Communication

👤 CHOW Yuet Yu, Sarah

Dept. of Law & Business

👤 CHAN Ming Tak, Benjamin

Dept. of Social Work

👤 CHUNG Yue Ching, Rain

Dept. of Sociology

👤 CHOW Yuet Yu, Sarah

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Serials

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Systems

CHUI Paul

☎ 2806 7321

✉ libpaul@hksyu.edu

Appendix A: University Library Regulations

Admission to and use of the University Library (the Library) is conditional upon the observance of the Library regulations (the regulations) made by or with the authority of the Academic Board. All members of the Library staff are empowered to enforce the regulations. Anyone who is believed to have violated the regulations, disturbed readers or mutilated Library materials items may be excluded from the Library and all privileges of using Library services may be suspended. All Library users are presumed to know the regulations before using the Library services and facilities. If users breach the regulations, serious cases may be referred to the relevant University Authority. In case of any discrepancy or inconsistency between the English version and the Chinese version of the regulations, the English version shall apply and prevail.

1 Admission

- 1.1** All users must present valid University Identity Cards or any valid Library cards when entering the Library.
- 1.2** Loss of University Identity Cards or any valid Library cards must be reported to the Registry and the Library respectively without delay.

2 Conduct of Library Users

- 2.1** Food and drinks are not allowed in the Library.
- 2.2** Smoking is prohibited in the Library.
- 2.3** No physical or online games of any form are allowed in the Library.
- 2.4** No sleeping in the Library.
- 2.5** No wet umbrellas or raincoats may be brought into the Library.
- 2.6** Notices must not be displayed or distributed in the Library.
- 2.7** Silence must be observed in the Library except in designated areas. Any user causing disturbance to others and ignoring the verbal warning of the University Librarian or his/her designated representative will be liable to disciplinary action, and may be excluded from the Library.
- 2.8** Mobile devices may be used only in silent mode except in designated areas. The use of headphones is allowed but the volume should be such that there is no noise leakage.

- 2.9** Users are not permitted to reserve seats in the Library. Any personal belongings or library books left unattended on Library desks may be considered as a "seat reservation". Any such seats may be taken up by 49 other users. In case of dispute, the University Librarian or his/her designated representative has absolute discretion to allocate seats or study places to users concerned. Any unattended belongings should be reported to library staff at 2/F Information Counter.
- 2.10** Unattended belongings may be removed by Library staff without prior notice to the owner. The Library will not be responsible for any loss or damage of personal property. Lockers are available on 2/F to store personal belongings.
- 2.11** Books and other items which are the property of the Library must not be mutilated or defaced. The full replacement cost will be charged for any damage caused by users.
- 2.12** Tables and chairs should not be misused or moved to new positions except as permitted by Library staff.
- 2.13** Prior permission must be sought for photo-taking or video shooting in the Library.
- 2.14** In case of fire alarm, users must follow the instructions of library staff to leave the building. (Escape route information is posted at each emergency exit)
- 2.15** For the purpose of security, CCTV monitoring is in use in the Library.
- 2.16** Rules of Special Collection Room on 3/F should be observed.
- 2.17** External reader card for admission to another local library is governed by the regulations of that card issuing library. Misuse of the card may lead to cancellation of permission to access to that university library. Serious offence will be referred to either the University Authority or the Student Disciplinary Committee for further action.

3 Borrowing Regulations

- 3.1** Borrowers shall be held responsible for any loss, mutilation, damage or defacement of library materials by writing or other marks and shall be required to pay the full cost of replacing or repairing such materials.
- 3.2** The Librarian may, at his discretion, restrict the borrowing of certain categories of library materials.
- 3.3** Users must produce Student or Staff Identity Cards or any valid library card when borrowing library materials.
- 3.4** No library materials may be removed from the Library until their issue has been properly recorded at the appropriate counter or self-check 50 machine. The Library will submit a report to the Student Disciplinary Committee for necessary action in the case of students or to the University in the case of staff who have violated this regulation.

- 3.5** All loaned library items should be returned upon graduation, withdrawal or cessation of employment from the University.
Loan items should be returned on time. The loan period will be shortened when another user makes a request and the borrower informed. (Loan privilege information is posted at G/F Circulation Counter)
- Access to electronic resources is governed by license agreements. Under these
- 3.6** agreements, access to the resources is restricted to members of Hong Kong Shue Yan University. The resources are for education and research purposes only. Commercial use, systematic/excessive downloading and redistribution of electronic information outside the university are prohibited. Violation of the license terms may result in the loss of access to that resource for the entire university community.

4 Copyright

- 4.1** Reproduction or duplication of audio-visual materials or computer software without permission from the copyright owner is strictly prohibited.
Photocopying of library materials should be made in accordance with the
- 4.2** Copyright Ordinance (Cap 528) of Hong Kong. Users are fully responsible for any legal consequences arising from infringement of applicable copyright laws. Information on copyright restrictions is posted next to the photocopiers in the Library.

Revised in June 2018

Appendix B: Classification Schemes

Users are encouraged to understand the classification schemes in order to search for a particular item effectively in the Library. Please refer to the classification number of the library material on our online catalogue before locating them on the shelves.

Dewey Decimal Classification Scheme (DDC)

English books, serials, special collection items and audiovisual materials are classified and shelved according to the DDC. Here is a general class of the scheme:

000	Computer Science, Information and General Works
100	Philosophy and Psychology
200	Religion
300	Social Sciences
400	Language
500	Science
600	Technology
700	Arts and Recreation
800	Literature
900	History and Geography

New Classification Scheme for Chinese Libraries (中文圖書分類法)


Chinese materials are classified and shelved according to the New Classification Scheme for Chinese Libraries (中文圖書分類法). The outline of the general class is listed below:

000	總類
100	哲學類
200	宗教類
300	科學類
400	應用科學類
500	社會科學類
600	史地類、中國史地
700	世界史地
800	語文類
900	藝術類

Appendix C: Location Guide



Location	Materials		Prefix	Loan Period
G/F	G/F Collection (Book)			Normal / 3 Days Loan
	Accompanied Materials			Normal
	External Reader Card			14 Days / 3 Days
	Hold Items			Reserved
2/F	Chinese Collection	Book		Normal
		Oversized Book	O	
		Reference	R	Lib Use Only
		中華再造善本		
3/F	Course Reserve Collection			3 Hours Loan
	Special Collection	Annual Reports Research Papers Dissertations Company Report		3 Hours Loan (Lib Use Only)
		Teaching Reference		30 Days (Staff Only)
	Periodicals			5-7 Day Loan / Lib Use Only
	Newspapers			Lib Use Only

Location	Materials		Prefix	Loan Period
4/F	English Collection	Book		Normal
		Reference	R	Lib Use Only
	Law Collection	Book (Chinese)	CL	Normal
		Book (English)	L	
		Law Reference	RL	Lib Use Only
		Law Theses	CC/CCB	
	Law Periodicals	PL		
5/F	Book (Chinese & English)			Normal
	Oversized (English)		O	
	Reference (Chinese & English)		R	Lib Use Only
6/F	AV Collection	CD-ROMs, Audio CDs, VCDs	AVC	Normal
		DVDs, DVD-ROMs	AVD	
		Course Reserve	AVC/AVD	3 Hours Loan
		Local TV Programmes	LTV	
		Kit Sets	AVK	
		Language Learning Kits	MC	
		Reference AV	AVR	Lib Use Only
	Equipment (Remote, Rooms Key, Extension Sockets)			3 Hours Loan
Notebooks & Tablets			4 Hours Loan	



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 www.hksyu.edu.hk/lib
 [hksyulib](#)