

Hong Kong Shue Yan University
LIBRARY HANDBOOK

2016-2017

Library Mission

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

- ✧ A resource center by organizing various types of materials for learning, teaching and research;
- ✧ A learning center by offering study areas, discussion rooms 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.



Opening Hours

Date	Location	Opening Hour
Monday - Friday	2/F - 4/F	8:45 am – 9:00 pm
	G/F Circulation Counter	8:45 am – 8:45 pm
	5/F	8:45 am – 8:45 pm
	6/F Learning Commons	9:15 am – 8:30 pm
Saturday	2/F - 4/F	8:45 am – 7:00 pm
	G/F Circulation Counter	9:00 am – 6:45 pm
	5/F	8:45 am – 6:45 pm
	6/F Learning Commons	9:15 am – 6:30 pm
Sunday & Public Holidays	CLOSED	

Announcements of public holidays and special opening hours will be posted on the Library’s notice board at the G/F entrance, Library blog and on the Library homepage.

General Enquiry

Website



Library Homepage
<http://www.hksyu.edu.hk/lib>



Library Facebook
<http://www.facebook.com/hksyulib>



Library Handbook
http://www.hksyu.edu.hk/lib/download/handbook_2016-17.pdf

Email



libinfo@hksyu.edu

Service Hotlines



Circulation Counter 2104-8284
 2104-8285

Information Counter (2/F) 2806-5113
 (3/F) 2806-5114

Learning Commons (6/F) 2104-8286

Interlibrary Loan Service 2806-5114
 libill@hksyu.edu

Address



Hong Kong Shue Yan University Library Complex
12 Wai Tsui Crescent, Braemar Hill Road
North Point, Hong Kong



Staff Directory

University Librarian

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dessyc@hksyu.edu

Acquisitions

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Circulation & Information Services

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Systems

Mr. Paul CHUI

(852) 2806 7321

libpaul@hksyu.edu



Liaison Librarians

In order to enhance the communication between departmental staff and Library, individual Assistant Librarian is responsible for liaison with the assigned Departments. If Departments have any suggestions and recommendations on Library services, policies or collection development, please contact the Liaison Librarians directly.

Department	Liaison Librarian
Dept. of Accounting	Ms. Cynthia FONG
Dept. of Business Administration	Ms. Lyn LAM
Dept. of Chinese Language & Literature	Mr. Barry CHOW
Dept. of Counselling & Psychology	Ms. Cynthia FONG
Dept. of Economics & Finance	Ms. Lyn LAM
Dept. of English Language & Literature	Mr. Desmond FONG
Dept. of History	Mr. Benjamin CHAN
Dept. of Journalism & Communication	Ms. Sarah CHOW
Dept. of Law & Business	Mr. Benjamin CHAN
Dept. of Social Work	Ms. Rain CHUNG
Dept. of Sociology	Ms. Sarah CHOW



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Introduction

The Hong Kong Shue Yan University (Former: 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.

The 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.



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Services & Facilities



A. Service Counters

1. Circulation Counter

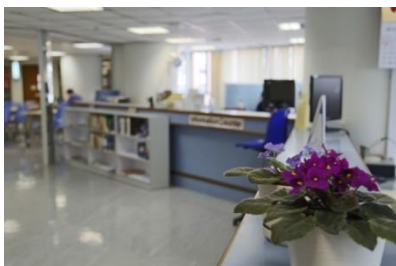
The Circulation Counter is located on Library G/F where you can borrow and return the Library materials. Please present your valid student or staff identity card to the Circulation Counter when borrowing Library materials. AV items located in the 6/F Learning Commons should be borrowed and returned at the 6/F Information Counter.



2. Information Counters

The Information Counters are located on Library 2/F, 3/F and 6/F. You may visit our Information Counters for assistance:





- Handling reference enquiries
- Using the Library catalogue
- Using equipment such as multifunction printers
- Accessing electronic resources
- Referral to Subject Librarians or other institutions and organisations



3. Learning Commons

The Learning Commons is located on 6/F to enhance self-learning, language learning, research, study and leisure at the University. The space plays a role in the Library as the gathering place for students to study, research and make progress in collaborative settings.



Facilities	Location	Equipment	Privilege
Learning Laboratory x 1 	6/F	<ul style="list-style-type: none"> - 25 Computers - Seats - Projector - Whiteboard - Microphone 	STAFF ONLY
Discussion Room x 2 	6/F	<ul style="list-style-type: none"> - 1 Computer - 6 seats - Whiteboard 	ALL (Accommodate 3-6 people)
Presentation Room x 1 	5/F	<ul style="list-style-type: none"> - 1 Computer - 10 seats - Projector - Whiteboard - Microphone 	ALL (Accommodate 7-10 people)
Activity Room x 1 	2/F	<ul style="list-style-type: none"> - 1 Computer - Seats (15-26) - Projector - Whiteboard - Microphone 	ALL *need approval by Librarian

Patrons can place booking in person at the 6/F Information Counter or via online **Room Booking System**. Please visit <http://www.hksyu.edu.hk/lib/site/lc/> to view the booking status and regulations before registration.

Patrons can make a reservation of Activity Room online or submit a completed application form at least five working days in advance for activity or teaching purposes. The application would be subject to the University Librarian's approval.



C. Lending Service

1. Registration

All staff and students are automatically entitled to use the services and facilities provided by the Library with their valid staff or student identity cards. Others need to register at the 2/F Information Counter.

2. Borrowing and Returns

User must show a valid staff card or student identity card when borrowing materials. General Library materials can be borrowed or returned at the G/F Circulation Counter. AV materials located at the Learning Commons should be borrowed and returned at the 6/F Service Counter. The card **must not** be transferred to other users.

The overdue, courtesy, recall, hold for pick-up and cancellation notices are sent to user's email address. Please always check your email notifications.

3. Library Account

Your online Library account allows you to make renewal or reservation of borrowed items. It is also required for off campus online databases access.

To log-in your Library account. Please input your name, barcode and PIN (Personal Identified Number) for authentication. For first time log-in, please follow the procedure below:

Procedures of PIN creation

- I. Go to the Library homepage (www.hksyu.edu.hk/lib) and click "My Circulation Record".
- II. Input your name and barcode as shown on your staff card or student card. Please leave the "Your PIN" field empty and press the "Submit" button as it is your first-time log-in.
- III. You will be asked to create your PIN. Please input your PIN twice at the fields "Enter your PIN" and "Enter your PIN again". The PIN is a password created by yourself.



- IV. You are advised to create the PIN with at least 8 characters or a combination of characters and numbers.
- V. Press the “Submit” button.

SHUE YAN Library

New Search Print Help Login

My Library Help Topics (More Searches)

Login

Please enter the following information:

Your Name: E.g. Chan Tai Man OR Chan OR Tai Man

Barcode: E.g. 28123.....

Your PIN: The PIN is a password you create yourself.

[Forget Your PIN?](#) [What is PIN? I have forgotten my PIN?](#)

4. Renewal

Renewal of borrowed items can be made via your online Library account. However, overdue and hold items **cannot** be renewed online; they should be brought to the Circulation Counter for renewal and returned on time.

Procedures of online renewal

- I. Go to the Library’s online catalogue (http://primo.csids.edu.hk/primo_library/libweb/action/search.do?vid=HKSYU) and click “Sign in”.
- II. Input your barcode and PIN. Then press “Login”.
- III. Select any item(s) you wish to renew, then press “Renew Selected” or press “Renew all” to get all your items renewed. Then, click “Sign out” to leave the page.
- IV. Check the new due date. If the new due date is not shown, please contact the Library staff as soon as possible.

5. Recalls

Books with normal loan period (staff: 120 days; postgraduates: 90 days; undergraduates: 30 days) 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 due date. Please always check your email account. The Library will hold you personally responsible for the return of recalled items. Overdue fines will be charged if items returned after the new due date.

Maximum HOLD quota

STAFF	STUDENT
10	5

6. Reservations

All checked out books can be reserved at the Library's online catalogue. You will be notified by email when the book is available for borrowing.

Procedures of item request

- I. Go to the Library's online catalogue (http://primo.csids.edu.hk/primo_library/libweb/action/search.do?vid=HKSYU) to search an item.
- II. A due date in the "Status" column means the item is on loan and you can reserve it. Please press the "Request" tab.
- III. Input your barcode and PIN, and then press "Login".
- IV. Select the item you want to request, and press "Hold".
- V. A new page "Action Succeeded" is displayed. You will receive a pickup notice through email when the item is returned.

** Users are responsible to validate your correct email address provided in your circulation record.

7. Fines

Overdue fines may be charged according to different items. If the item is not returned within 30 days from the due date, the borrowing privileges may be suspended. For fines details please refer to the Borrowing Privileges table.

8. Borrowing Privileges



CATEGORIES	MATERIALS	QUOTA	LOAN PERIOD	RENEWAL	FINES
STAFF	Books	140	120 days*	30 days	\$1.5/day
	Accompanied Materials			(4 times)	\$2/day
	AV Materials	20	14 days	7 days x1	\$2/day
	Reserves, Kits (AV) & Local TV Programmes		3 hours	N/A	\$2/hour
	Bound Serials (Prefix P)	10	3 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
	Teaching References	8	30 days / 180 days	N/A	\$1.5/day
POST GRADUATES	Books	110	90 days	30 days	\$1.5/day
	Accompanied Materials			(4 times)	\$2/day
	AV Materials	20	14 days	7 days x1	\$2/day
	Reserves, Kits (AV) & Local TV Programmes		3 hours	N/A	\$2/hour
	Bound Serials (Prefix P)	10	3 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 120-day normal loan items to 180 days (with no renewal) for teaching purposes on up to 8 items.**



CATEGORIES	MATERIALS	QUOTA	LOAN PERIOD	RENEWAL	FINES
UNDER GRADUATES	Books	80	30 days	30 days	\$1.5/day
	Accompanied Materials			(4 times)	\$2/day
	AV Materials	20	7 days	7 days x1	\$2/day
	Reserves, Kits (AV) & Local TV Programmes		3 hours	N/A	\$2/hour
	Bound Serials (Prefix P)		8	3 days	N/A
	Reserves (Books & Special Collection)		3 hours	N/A	\$2/hour
	Notebook Computers & Tablets	1	4 hours	N/A	\$30/hour
ALUMNI (BORROWER)	Books	10	30 days	30 days	\$1.5/day
	Accompanied Materials			(3 times)	\$2/day
	Reserves, Kits (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	\$1.5/day
	Accompanied Materials			(3 times)	\$2/day
	Reserves, Kits (AV) & Local TV Programmes	3	3 hours	N/A	\$2/hour
	Reserves (Books & Special Collection)	5	3 hours	N/A	\$2/hour



9. Book Drops

Library materials can be returned to the book drop located at the Library entrance after the Library closes. An express book drop at the Circulation Counter is available when the Library opens. **Overdue books, non-print materials, ILL items and bound journals cannot be returned to the book drops.**



10. Losses or Damage

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

D. Interlibrary Loan Service

Interlibrary Loan Service (ILL) is provided for HKSYU users to support the teaching, learning, research and other academic work by obtaining materials not owned by the Hong Kong Shue Yan University Library. ILL is a **fee-based service**. All academic staff and students are eligible to use this service.

Patrons who need to use this service can submit their requests online at <https://hksyu.relais-host.com/user/login.html?group=patron&LS=HKSYU&PL=ENG> or submit an ILL Request Form to 3/F Information Counter. For further information, please email libill@hksyu.edu or call 2806-5114 for assistance.



E. 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	14 days (staff) / 3 days (student)	\$5/ day
Chinese University of Hong Kong	3		
Chu Hai College of Higher Education	3		
City University of Hong Kong	3		
Hang Seng Management College	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	14 days (staff) / 7 days (student)	
Hong Kong Baptist University	2	3 days	
Education University of Hong Kong	3	Staff and postgraduate / 14 days	
Lingnan University	3	Staff Only /	
Open University of Hong Kong	3	14 days	

Remark: Only one Reader Card / Borrower Card can be borrowed each time, and no renewal is allowed.



1. Borrower Card

The Central Resources Centre of the Education Bureau provides one Borrower Card for our staff with borrowing privilege and access to all online databases on-site.

2. External Reader Cards

15 academic libraries provide External Reader Cards for our staff and students. They are available for borrowing at the Library G/F Circulation Counter. External Reader Cards provide access to their own libraries without borrowing privilege. Online databases access is allowed on-site for some of the academic libraries.

3. Other Libraries

HKSJU staff and students can present current and valid staff or student cards to access the Library of Savannah College of Art and Design (SCAD Hong Kong). For details, please visit the website <http://www.scad.edu/hong-kong/index.cfm>.

The Hong Kong Central Library issues the Temporary Pass of the University of Hong Kong Libraries for users. For details, please contact the Hong Kong Public Libraries.

F. Alumni Service

HKSJU local graduates are eligible to apply for Alumni Reader Card or Alumni Borrower Card. Other Joint course graduates will be considered on case by case basis.

The application fee of Alumni Reader Card is \$100 per two years. Card holders can **only** access the Library and use the collections (including Course Reserve materials, Special Collection, Local TV Programs and

databases) within the Library. The Card does not provide any borrowing privileges throughout the entire valid period.

The application fee of Alumni Borrower Card is \$800 per two years. Card holders can access the HKSYU Library with borrowing privileges throughout the entire valid period. Also, remote access to 13 databases is permitted, which is subject to database provider's terms and conditions.



Applicants should bring the graduation certificate to other equivalent documents, one 1.5 x 2 inch recent photo and the application fee to the 2/F Information Counter to apply for the Alumni Cards. For more information, please visit <http://www.hksyu.edu.hk/lib/site/services.htm>.

G. Reference Service

If you have any problems or questions in using the Library services and facilities, please contact our Library staff for assistance. Information or instruction leaflets on the usage of Library materials are available at information counters.

H. User Education Service

1. Orientation

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



2. Faculty Requests for Instruction Classes

The Library provides course-related instruction classes upon request. If faculty members wish to set up a customized library instruction session for their students, please email libinfo@hksyu.edu or call 2806-5114.

3. Instruction Programs

Workshops teaching how to use different Library resources are run regularly. Students in group can also request a workshop that fulfils their information needs. Please visit the “Library Instruction Class” page at Library website <http://www.hksyu.edu.hk/lib/workshop/> for further information.



4. Research Consultation

Research consultation is a scheduled appointment with our Librarians for individual assistance with library research. For further information, please visit <http://www.hksyu.edu.hk/lib/research/>.

I. Teaching References



The Special Collection area on 3/F has a small corner that houses Teaching Reference materials. Facilities such as a computer and a scanner are provided for teaching staff only.

J. IT Facilities

1. Mobile Device Borrowing Service

3 notebook computers and 4 tablets are available for short loan to Staff, Postgraduates and Undergraduates. They are available on a first come, first served basis. User can borrow one notebook or tablet each time at 6/F counter. The mobile device can only be used within the Library. The loan policy and specification are as below:

Devices	Accessories	Quota	Loan Period	Fines
Notebook Computer (Lenovo 15" Laptop)	<ol style="list-style-type: none"> Power Adaptor Mouse Carrying Bag 	1	4 hours (no renewal)	\$30 / hour
Tablet Computer (Apple iPad Air 2)	<ol style="list-style-type: none"> Smart Cover Lightning to USB Cable 1 Set of Power Adaptor Paper box 			



2. Wireless LAN

The Library offers wireless Internet access to patrons with wireless-enabled devices. Patrons can access the Internet with their notebooks or mobile devices on G/F, and 2/F to 6/F. Our network supports 802.11b/g/n Wi-Fi devices. For details, please refer to <http://0-www.hksyu.edu.hk.lib.hksyu.edu.hk/pdf/wireless.htm>



3. Desktop Computers

There are over 80 computers with printing function on 2/F to 6/F that offer access to the Internet and Library catalogue.

Users can also make use of Microsoft Office to create Word, Excel and PowerPoint documents. Data analysis and accounting software such as SPSS, DacEasy, and MYOB are available on 6/F.



4. Photocopying, Printing and Scanning

Multifunction printers are located at 2/F to 6/F. Payment by Octopus Card is accepted. User guidelines are available next to each printing machine.

The charges for photocopying and printing services

Functions		Charge
Photocopying/ Printing	Black & White	A4 - \$0.4 A3 - \$0.8
	Colour	A4 - \$2 A3 - \$4
	Scanning	Free of charge



IMPORTANT

Copying and scanning of materials in any formats may be illegal without the permission of the copyright owner.



5. Express Printing Stations

Express Printing Stations are installed on 3/F, 4/F, 5/F and 6/F next to the printer. They allow users to submit print job quickly and conveniently, with editing function disabled. Each user may use the station for 15 minutes on a first come, first served basis.

K. Study Areas

Three areas in the Library are designed to meet the needs of different users:

- **Silent Zone:** 2/F to 4/F (except discussion area on 2/F) for self-studying
- **Quiet Zone:** 2/F (discussion area), 5/F and 6/F for group discussion
- **Talking Zone:** Staircase, for quiet talking on mobile phones

1. Study Carrels

Library has provided some individual study carrels for private study. They are located on 2/F, 3/F and 4/F.



2. Discussion Areas

The discussion areas are located on 2/F, 5/F and 6/F. They are separate areas providing large tables for group discussion.

Also, two discussion rooms are located on 6/F Learning Commons, one presentation room on 5/F and one activity room on 2/F. Please refer to Page 12 for details of **Room Booking**.

L. Gift & Exchange

Library welcomes teaching staff, administration staff, students, alumni and the public to donate books or audio-visual materials to the Library. These donation items should be relevant to our Library for study and research purposes. Library has the discretion to handle the items once they are accepted by the Library. Requests could be sent via libinfo@hksyu.edu.

M. Other Services & Facilities

1. Drinking Fountains

6 drinking fountains are installed on each of the Library floors.



2. Locker Service

Lockers are provided at the Library 2/F as a free service on a daily basis. Locker keys can be borrowed at the Library 2/F Information Counter by showing a valid student or staff identity card.



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Collections & Resources



A. Book Collection

The Library collects over 320,000 physical items of various types of materials, covering a wide range of subjects and reference tools.

1. General Collections

All General Collection items are available for circulation. Chinese items are kept on 2/F, 5/F and 6/F (Closed Stacks) while English items are kept on 4/F and 5/F.

2. Reference Tools

All Reference materials with prefix “R” are Library used only. The collection includes dictionaries, encyclopedias, directories, yearbooks, almanacs, bibliographies, and sewn collection.

B. Serials Collection

The Serials Collection is kept on the 3/F, 4/F Law Library and 6/F Closed Stacks. It includes over 910 printed titles in both English and Chinese periodicals, covering a variety of disciplines.

1. Periodicals

Current issues of journals are displayed with the cover page. Back issues are bound. They are carried with the prefix “P” or “RP” on spine labels. Unbound issues are only for Library used. Some bound journals can be borrowed for 3 days.

2. Newspapers

Library collects 28 local and overseas newspapers. Current issues are located on 3/F and 6/F Learning Commons. Some early issues are available on request at the 2/F Information Counter. All newspapers should be read within the Library.



C. Special Collection

The Special Collection includes annual reports, research papers, student reports, overseas documents and teaching references. Company annual reports are located at the end of the bound journal area. Most of the materials are kept in the Special Collection area on 3/F. A few very old materials are stored on 6/F Closed Stacks.

Materials	Loan Periods	Remark
1. Student reports 2. Research papers 3. Annual reports 4. Overseas documents 5. Company reports	3 hours (no renewal)	Used within Library
Teaching reference	180 days	For staff only



D. Course Reserve Collection

Textbooks and principal reading materials are kept in the Reserve Collection. These items are available for **3-hour-loan with no renewal** and can only be used within the Library. Users can borrow them at the 3/F Information Counter.



E. Law Collection

The Law Collection is located in the Law Library on 4/F. It consists of English books (Call No. 340-349 with Prefix L), Chinese books (Call No. 579-589 with Prefix CL), bounded and current issue of journals (Prefix LP), and reference materials (Prefix RL).

Law Theses (Peking University)

In particular, our Law Library houses a series of law theses of Peking University (PKU, 北京大學法律論文). The Call Numbers carry Prefix CCB PKU and CC PKU, representing Bachelor's Degree and Master's Degree, respectively. The theses are reference materials and should be used in the Library only.



F. Audio Visual Collection

The audio visual collection provides users with multi-media resources including audiocassettes, video tapes, CD-ROMs, VCDs, DVDs and floppy disks. All the materials can be requested at the 6/F Learning Commons. The following prefixes on spine labels and catalogue entries stand for different types of materials:

- **AVC** for audio CDs, VCDs, CD-ROMs, and floppy discs
- **AVD** for DVDs and DVD-ROMs
- **AVK** for kits
- **AVR** for reference AV materials
- **AVS** for audiocassettes
- **AVV** for videotapes
- **LTV** for local TV programmes
- **MC** for language learning kits



Non-print materials accompanied with books which have the prefixes AVC(C), AVD(C), AVS(C) and AVV(C) are kept at the G/F Circulation Counter.

1. Local TV Programmes

To enrich collection of media materials, the Library has accomplished agreements with Television Broadcasting Ltd. (TVB), Asia Television Ltd. (ATV) and Radio Television Hong Kong (RTHK) to record some TV programmes for academic and research use.

Students and staff can borrow and watch programmes for 3 hours at the 6/F Learning Commons. The recording, loan or circulation of each TV programme is subject to the official permission from the licence.

ATV	TVB	RTHK
Newsline* (時事縱橫)	星期二檔案 Tuesday Report	議事論事 LegCo Review
文化風情* Cultural Program	星期日檔案 Sunday Report	鏗鏘集 Hong Kong Connection
金錢世界* Money Talks	財經透視 Financial Magazine	頭條新聞# Headliner
香港風華* Hong Kong Beats	新聞透視 News Magazine	
時事追擊* News Magazine	Money Magazine	
慧眼商機* Eyes On Mainland Business		
香港百人* Hong Kong 100 VIPs		
感動香港*		

*Closed

#Terminated

Remark: Asia Television Ltd. (ATV) has closed in 2016.



2. HKSUtube

Since 2006, the Library provides recorded local TV programs from three free TV broadcast companies (ATV, TVB and RTHK). Programs are generally news and public affairs. For effective preservation and easier access for Library users, some licensed episodes produced are converted into online streaming videos. DVD copies (archive up to June 2015) can be found on the 6/F of the Library, or users may login to access restricted resources through **HKSUtube** for online viewings.



G. 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 National Library of China starting from 2002 and reproduces around 1,300 categories of books. 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 Rare Book Collection is treasured up 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-bound 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.

At the presentation ceremony, Professor Yuan Guiren (袁貴仁), the Vice Minister of Education said "... 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 ..."

The Series is now kept in special cabinets on 2/F and is used in the Library only. For information, please consult Library staff at the 2/F Information Counter.

H. Electronic Resources

1. Electronic Databases

Most of the electronic databases and online services subscribed by the Library are accessible on and off campus.

The electronic items can be searched on the Library catalogue or e-database platforms. Currently, there are over 2.5 million e-books and over 67,000 e-journal titles available. Users can also print the articles from databases.



List of Online Databases.

1. 四部叢刊
2. ACLS Humanities E-Book
3. AiritiBooks 華藝中文電子書
4. APA Video Introduction to Psychotherapy Systems
5. Asia-Studies Full-text Online
6. Associated Press Collections Online: News Features & Internal Communications
7. Britannica Academic
8. Britannica ImageQuest
9. Cambridge Journals Online: Humanities and Social Sciences (HSS)
10. CHANT 漢達文庫
11. China Academic Journals Full-text Database 中國期刊全文數據庫 (文史哲、政治軍事與法律、教育與社會科學綜合、經濟與管理專輯)
12. 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)
13. China Master Theses Full-text Database 中國優秀碩士學位論文全文數據庫 (文史哲專輯)
14. China Proceedings of Conference Full-text Database 中國重要會議論文全文數據庫 (文史哲、政治軍事與法律、教育與社會科學綜合、經濟與管理專輯)
15. Chinese Anti-Rightist Campaign Database, 1957 – (中國反右運動數據庫, 1957)
16. Chinese Cultural Revolution Database, 1957 – (中國文化大革命文庫)
17. Chinese Great Leap Forward and Great Famine Database, 1958-1962 中國大躍進---大饑荒數據庫,1958-1962
18. Chinese Electronic Periodical Services 中文電子期刊服務
19. Clarity English
20. Counseling and Psychotherapy Transcripts, Client Narratives, and Reference Works
21. Counseling and Therapy Online: Current Practices
22. 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)
23. DOAB (Directory of Open Access Books)
24. DOAJ (Directory of Open Access Journals)



25. Ebrary
26. EBSCO: Academic Search Complete
27. EBSCO: American Doctoral Dissertations, 1933 – 1955
28. EBSCO: ATLA Religion Database with ATLASerials
29. EBSCO: Business Source Complete
30. EBSCO: Communication & Mass Media Complete
31. EBSCO: EconLit with Full Text
32. EBSCO: ERIC
33. EBSCO: European Views of the Americas: 1493 to 1750
34. EBSCO: Family Studies Abstracts
35. EBSCO: Funk & Wagnalls New World Encyclopedia
36. EBSCO: GreenFile
37. EBSCO: Historical Abstracts with Full Text
38. EBSCO: History Reference Centre
39. EBSCO: Humanities Full Text (H.W. Wilson)
40. EBSCO: Library, Information Science & Technology Abstracts with Full Text
41. EBSCO: MAS Ultra - School Edition
42. EBSCO: Military & Government Collection
43. EBSCO: Primary Search
44. EBSCO: PsycARTICLES
45. EBSCO: PsycBOOKS
46. EBSCO: PsycEXTRA
47. EBSCO: Psychology and Behavioral Sciences Collection
48. EBSCO: PsycINFO
49. EBSCO: Regional Business News
50. EBSCO: SocINDEX with Full Text
51. EBSCO: Teacher Reference Center (TRC)
52. EBSCOhost Electronic Journals Service
53. The Economist Historical Archive 1843-
54. Emerald Accounting, Finance and Economics eJournal Collection
55. Emerald Library Studies eJournal Collection
56. Emerald Marketing eJournal Collection
57. ETHOS: e-theses online service (open access)
58. Financial Times Historical Archive, 1888-2010
59. Gale Virtual Reference Library
60. Hong Kong Scholarship Online
61. HyRead ebook
62. Hytung Books 瀚堂典藏古籍數據庫
63. ICLR Online
64. INFOBANK Online Database Service (中國資訊行)


Remarks: Web/PC versions are available.



65. IngentaConnect (Staff only)
66. Journal Citation Reports Social Sciences Edition
67. JSTOR: Arts & Science I
68. Lexis HK
69. Literature Online
70. McGraw-Hill eBook Library : Business Collection
71. MR Portal
72. National Geographic Magazine Archive, 1888-2010
73. Naxos Spoken Word Library
74. Oxford English Dictionary
75. Oxford Scholarship Online
76. PQDT Open
77. Project MUSE Journals (Social Science Collection) (Will be available from September 2016)
78. ProQuest Central
79. ProQuest Digital Dissertations (Full Text/Image) Subset A (Humanities & Social Sciences) (Will be available from January 2017)
80. ProQuest Entrepreneurship
81. PsycCRITIQUES
82. PsychiatryOnline
83. PsycTESTS
84. PsycTHERAPY
85. SAGE Research Methods Suite
86. Scientific Research Publishing (open access)
87. Scopus
88. Social Science Research Network
89. Social Theory
90. Sociological Abstracts
91. South China Morning Post Digital IP Access Program
92. Taylor & Francis Social Sciences & Humanities Library
93. Thomson Reuters Eikon
94. University Press Scholarship Online: Sociology
95. Wanfang Video 萬方視頻
96. Wenyuange Siku Quanshu Electronic Edition - Online Version
《文淵閣四庫全書電子版》網上版
97. Westlaw China (萬律)
98. Westlaw Asia
99. WiseEnterprise & Wisers Information Portal
100. World eBook Library



Procedures of online database access

- I. Go to the Library homepage and click “Online Databases”.
- II. In the Alphabetical or Subject Lists, you can see a brief description of the selected database when you click the “information icon” 
- III. Input your name, barcode and PIN to authenticate your identity after clicking the name of a database.
- IV. You need to install electronic readers like CAJ Viewer or Adobe Acrobat Reader before accessing some databases such as China Academic Journals Full-text Database.
- V. E-journals and e-books are accessible via Library’s online catalogue.

2. E-News

The Library subscribes WiseEnterprise & Wisers Information Portal, South China Morning Post Digital IP Access Program, ProQuest and EBSCOHost for news articles in various subjects all over the world. Furthermore, a number of online news webpages are provided for access. For access, please click the item “E-News” under pull-down menu “E-Resources” from Library webpage.

3. Other Online Resources

The Library collects a number of online resources for the purpose of study, language learning and specific information search. For access, please click “Dictionaries & Encyclopedia”, “Language Learning Online” and “Internet Resources” under pull-down menu “E-Resources” from Library webpage.

I. Institutional Repository

Established by the Library, Institutional Repository (IR) primarily collects, stores and distributes the digital scholarly works of faculty, students and staff at Shue Yan University. Now the IR houses more than 3,300 electronic theses and staff publications. For access, please click the item under “Quick Link” to start at the Library webpages.



J. CSIDS E-book Resources

The five tertiary institutions including the Open University of Hong Kong, Caritas Institute of Higher Education, Chu Hai College of Higher Education, Tung Wah College and Shue Yan University have been approved a grant of over \$50 million under the Quality Enhancement Support Scheme (QESS) to support in building an online **C**ollection **S**haring and **I**nformation **D**iscovery **S**ystem (CSIDS) and a new e-book collection. CSIDS provides a next generation search and discovery tool to facilitate faculty members and students among the five libraries to access the Library. As it is currently under construction, the Library lists out the acquired e-book titles in the option “CSIDS Titles” under the pull-down menu “Collections” for access. For details, please visit the official website www.csids.edu.hk

K. Material Exhibitions

1. New Book Display

The Library selects new Chinese and English to display every week. The Chinese new books are displayed on 2/F and English new books are displayed on 4/F. They are also available online <http://www.hksyu.edu.hk/lib/display/newbooklist.php>

2. Topical Exhibition

The Library organizes topical exhibitions regularly to promote reading. The physical books are displayed on 5/F Exhibition Bookshelf and uploaded to the Library website.

3. Staff Publications

Staff publications of the Hong Kong Shue Yan University are displayed on 2/F. Some of the publications can be borrowed. To browse the list, please access <http://www.hksyu.edu.hk/lib/display/staffpublications/>



4. Five Judicial Gowns by the Hon Mr. Justice Patrick Chan

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). HKSJU becomes the second tertiary institute in Hong Kong to own judicial robes donated by a judge. The five judicial gowns include:



- I. District Court dress (區域法院法官袍)
- II. Court of First Instance ceremonial dress (原訟法庭法官禮儀袍)
- III. Court of Appeal dress (上訴法庭法官袍)
- IV. Court of Appeal ceremonial dress (上訴法庭法官禮儀袍)
- V. Court Master dress (聆案官袍)

These dresses are now exhibited at the 4/F Law Library. In the Ribbon Cutting Ceremony, Mr. Justice Patrick Chan delivered a speech “Judges’ Attires – Some Personal Thoughts of a Judge” to express his feeling about these dresses. For details, a printed version is placed at the exhibition area. Also, an online version can be referred at Shue Yan Newsletter issue 1, 2016 <http://stu.hksyu.edu/~newsletter/?p=3450>

5. Permanent Exhibitions

- Ten Great National Treasures of Bronze Vessels

The Highlights of the Bronze Vessels are limited to 2,000 sets issued by the National Museum of the Chinese History the first time since its establishment. They are replicas of the ten most representative classical bronze vessels in the Museum Collection.

They reproduce the outstanding achievements of the bronze evolution history from the Shang Dynasty to the Warring States period. A numbered collection certificate from the National Museum of the Chinese History bearing the official copper stamp and signature of the Museum Director is attached to each set. <http://www.hksyu.edu.hk/lib/exhibition/index1.htm>



- **Twelve Chinese Animal Zodiac and Surname Bronze Wares**
The Twelve Chinese Animal Zodiac and Surname Bronze Wares are memorial relics launched by the National Museum of the Chinese History (originally China History Museum) in 2000 to commemorate its 88th Anniversary and welcome the advent of the new millennium. Their characteristics are the mixture of the national relics and Chinese peoples' surnames.

Not only are they high-quality replicas of the First Class National Treasures in limited distribution, but they are also contemporary significant bronze artifacts recording the cultural origins of various surnames. There are 2,000 sets made for each of the 300 Chinese surnames selected globally.

<http://www.hksyu.edu.hk/lib/exhibition/index2.htm>

L. Book Recommendation

Staff and student can make recommendation for acquisitions to facilitate the teaching, learning, and research needs of the University community. Recommendation can be made via the following URL (Login is required) http://www.hksyu.edu.hk/lib/students/br/br_login.php or contact our Library staff for process.

M. Resources for Research Writing

1. Reference Tools

The skill of using reference tools is very important in university study. Users are strongly recommended to acquire certain knowledge and skills of reference tools. The Library collects below reference tools for information purposes.



2. Bibliographic Resources

- **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 dissertations: a step-by-step handbook** / John Biggam. (2008; e-book 2011)
- **Writing analytically (7th ed.)** / David Rosenwasser, Jill Stephen. (2015)
- **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)

3. 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 the Library workshop of "Plagiarism and citing resources for research". The University has subscribed to "VeriGuide" system for checking cited sources.



Classification Schemes

Users should understand the classification scheme in order to search a particular item in the Library. Please check the item on our online catalogue first before locating the Library materials.

1. DDC Scheme (English books, Serials, Special Collection and Audio Visual materials)

English books, Serials, Special Collection and Audio Visual materials are classified and shelved according to Dewey Decimal Classification (DDC). A general class is listed below:

000 Computer science, information & general works	100 Philosophy & psychology
000 Computer science, knowledge & systems	100 Philosophy
010 Bibliographies	110 Metaphysics
020 Library & information sciences	120 Epistemology
030 Encyclopedias & books of facts	130 Parapsychology & occultism
040 [Unassigned]	140 Philosophical schools of thought
050 Magazines, journals & serials	150 Psychology
060 Associations, organisations & museums	160 Philosophical logic
070 News media, journalism & publishing	170 Ethics
080 Quotations	180 Ancient, medieval & eastern philosophy
090 Manuscripts & rare books	190 Modern western philosophy
200 Religion	300 Social sciences
200 Religion	300 Social sciences, sociology & anthropology
210 Philosophy & theory of religion	310 Statistics
220 The Bible	320 Political science
230 Christianity	330 Economics
240 Christian practice & observance	340 Law
250 Christian pastoral practice & religious orders	350 Public administration & military science
260 Christian organisation, social work & worship	360 Social problems & social services
270 History of Christianity	370 Education
280 Christian denominations	380 Commerce, communications & transportation
290 Other religions	390 Customs, etiquette & folklore



400 Language

- 400 Language
- 410 Linguistics
- 420 English & Old English languages
- 430 German & related languages
- 440 French & related languages
- 450 Italian, Romanian & related languages
- 460 Spanish, Portuguese, Galician
- 470 Latin & Italic languages
- 480 Classical & modern Greek languages
- 490 Other languages

600 Technology

- 600 Technology
- 610 Medicine & health
- 620 Engineering
- 630 Agriculture
- 640 Home & family management
- 650 Management & public relations
- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Construction of buildings

800 Literature

- 800 Literature, rhetoric & criticism
- 810 American literature in English
- 820 English & Old English literatures
- 830 German & related literatures
- 840 French & related literatures
- 850 Italian, Romanian & related literatures
- 860 Spanish, Portuguese, Galician literatures
- 870 Latin & Italic literatures
- 880 Classical & modern Greek literatures
- 890 Other literatures

500 Science

- 500 Science
- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Earth sciences & geology
- 560 Fossils & prehistoric life
- 570 Biology
- 580 Plants (Botany)
- 590 Animals (Zoology)

700 Arts & recreation

- 700 Arts
- 710 Area planning & landscape architecture
- 720 Architecture
- 730 Sculpture, ceramics & metalwork
- 740 Graphic arts & decorative arts
- 750 Painting
- 760 Printmaking & prints
- 770 Photography, computer art, film, video
- 780 Music
- 790 Sports, games & entertainment

900 History & geography

- 900 History
- 910 Geography & travel
- 920 Biography & genealogy
- 930 History of ancient world (to ca. 499)
- 940 History of Europe
- 950 History of Asia
- 960 History of Africa
- 970 History of North America
- 980 History of South America
- 990 History of other areas

2. 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

- 000 特藏
- 010 目錄學；文獻學
- 020 圖書資訊學；檔案學
- 030 國學
- 040 普通類書；普通百科全書
- 050 連續性出版品；期刊
- 060 普通會社；博物館學
- 070 普通論叢
- 080 普通叢書
- 090 群經

200 宗教

- 200 宗教總論
- 210 宗教學
- 220 佛教
- 230 道教
- 240 基督教
- 250 伊斯蘭教
- 260 猶太教
- 270 其他宗教
- 280 神話
- 290 術數；迷信

400 應用科學

- 400 應用科學總論
- 410 醫藥
- 420 家政
- 430 農業

100 哲學

- 100 哲學總論
- 110 思想；學術
- 120 中國哲學
- 130 東方哲學
- 140 西洋哲學
- 150 邏輯學
- 160 形上學
- 170 心理學
- 180 美學
- 190 倫理學

300 科學

- 300 科學總論
- 310 數學
- 320 天文學
- 330 物理學
- 340 化學
- 350 地球科學；地質學
- 360 生物科學
- 370 植物學
- 380 動物學
- 390 人類學

500 社會科學

- 500 社會科學總論
- 510 統計
- 520 教育
- 530 禮俗



- 440 工程
- 450 礦冶
- 460 化學工業
- 470 製造
- 480 商業：各種營業
- 490 商學：經營學

600 史地

- 600 史地總論
- 610 中國史地
- 620 中國斷代史
- 630 中國文化史
- 640 中國外交史
- 650 中國史料
- 660 中國地理
- 670 中國地方志
- 680 中國地理類志
- 690 中國遊記

800 語言文學

- 800 語言學總論
- 810 文學總論
- 820 中國文學
- 830 中國文學總集
- 840 中國文學別集
- 850 中國各種文學
- 860 東方文學
- 870 西洋文學
- 880 其他各國文學
- 890 新聞學

- 540 社會學
- 550 經濟
- 560 財政
- 570 政治
- 580 法律
- 590 軍事

700 世界史地

- 710 世界史地
- 720 海洋志
- 730 亞洲史地
- 740 歐洲史地
- 750 美洲史地
- 760 非洲史地
- 770 大洋洲史地
- 780 傳記
- 790 文物考古

900 藝術

- 900 藝術總論
- 910 音樂
- 920 建築美術
- 930 雕塑
- 940 繪畫：書法
- 950 攝影；電腦藝術
- 960 應用美術
- 970 技藝
- 980 戲劇
- 990 遊藝及休閒活動



Regulations

Users' Code of Conduct

1. Admission to the 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 Library Committee. Anyone who is believed to violate the regulations, disturb readers or mutilate the Library materials items may be excluded from the Library and all privileges of using the Library services may be suspended. All Library users are presumed to know the regulations before using the Library services and facilities.
2. All members of the Library staff are empowered to enforce the regulations.
3. All users must present valid library membership cards when entering the Library.
4. Restriction of certain categories of library materials from being borrowed is left to the discretion of the Librarian.
5. Food and drinks are not allowed in the Library except bottled water.
6. Smoking is prohibited in the Library.
7. No games of any form are allowed in the Library.
8. No wet umbrellas or raincoats are allowed to bring into the Library.
9. Reproduction or duplication of audio-visual materials or computer software without permission from the copyright owner is strictly prohibited. (Note V)
10. Photocopying of library materials should be made in accordance with the copyright Ordinance (Cap 528) of Hong Kong. Users are fully responsible for any legal consequences arising from infringement of applicable copyright laws.
11. Please keep quiet in the Library. If you have a group project or need to discuss with other users, please enter the discussion area or use the designated room. (Note II & III)
12. Please do not change the disposition of any furniture item or equipment without permission of the Library staff.
13. Please report lost book or damaged facilities to Library staff.
14. Please keep your valuables with you at all times. The Library assumes no responsibility for damage or loss.



15. Please do not take out any library item which has not been properly checked out. If a student is proved to be intentionally in violation of the rule, the Library will submit a report to the Student Disciplinary Committee for necessary action. (Note I)
16. Please return all loaned library items upon graduation, withdrawal or cessation of employment from the University.
17. Please treat Library staff and fellow users with respect and courtesy.
18. Please do not hide the Library materials intentionally otherwise other users cannot use or find the materials.
19. Please take good care of all library materials.
20. Please do not use your belongings, textbooks or notebooks to occupy a reading seat. Items left unattended on a desk for more than half an hour will be taken away.
21. Please use lockers on 2/F to store personal belongings.
22. Noise produced by any equipment is not allowed. Please turn mobile phone, pages or mobile devices to silent mode when entering the Library.
23. Notice must not be displayed or distributed in the Library.
24. Please do not sleep in the Library.
25. If users breach the regulations, serious cases may be referred to the University Authority. (Note I)
26. Please observe the rules of Special Collection Room on 3/F. (Note IV)
27. If you need to use your mobile phone, please move to the designated area. (Note II)
28. If you find unattended belongings in the Library, please report to library staff at 2/F Information Counter.
29. Please check out library items at designated counter. Print books are checked out at G/F Circulation Counter (some short-loan items are checked out at 3/F Information Counter) while audio visual items are checked out at 6/F Information Counter.
30. Please return the loan item on time. Loan period will be shortened when another user makes a request. (Loan privilege information is posted at G/F Circulation Counter)
31. User can use a mobile device (e.g. notebook computer) to access online services of the Library via WiFi. (Note V & VI)
32. Photo taking or video shooting in the Library should be applied in advance.



33. The Library often issues notices regarding opening hours, promotion, activities and sharing. Please pay attention to noticeboard and web page.
34. Please follow instructions when using a multifunction printer for printing, photocopying or scanning a document. (A notice is posted beside the printer)
35. Access to electronic resources is governed by license agreements. It stipulates that access to the resources is restricted to members of the Hong Kong Shue Yan University. The resources are for education and research purposes only. In accordance with our policy, commercial use, systematic/excessive downloading, or redistribution of electronic information out of the university is prohibited. Violation of the license terms by anyone can result in the loss of access to that resource for the entire university community. (Note VII)
36. In case of fire alarm, please follow library staff's instruction to leave the building. (Escape route information is posted on each emergency exit)
37. Please note that CCTV monitoring in the Library is for the purpose of security. (Note VIII)
38. Please maintain good personal and environmental hygiene at all times. If you have flu symptoms, consult a doctor and wear a mask to prevent spread of disease. (Note IX)
39. Granting an external reader card for admission to another local library is governed by the regulations of that card issuing library. Misuse of the card amounts to violation of rules of the card issuing library and 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.
40. 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.

For Note I, please refer to Part B. Disciplinary Actions.

For Note II to IX, please refer to the library homepage.

Revised 2015



Disciplinary Actions

Breach of Library regulations may lead to the following disciplinary actions:

No. of offences within an academic year	Disciplinary action
First offence	Name recorded by Library
Second offence	All Library privileges* suspended for 2 weeks with immediate effect
Third offence	All Library privileges* suspended for 1 month with immediate effect
Fourth offence or above	All Library privileges* suspended for 2 months with immediate effect for each offence thereafter

*** including access and borrowing privileges**

If a user is found offending the regulations repeatedly, in addition to the disciplinary action listed for the cases, the Librarian shall have discretion to suspend the Library privileges of the user for **more than two months**. For HKSJU students, the cases may also be referred to the Student Disciplinary Committee for further action.

Improper Acts and Penalties

Incident 1

Improper acts	Disciplinary actions
A HKSJU Library user found committing Incident 2 improper acts twice or more within an academic year.	<ul style="list-style-type: none"> ✧ Librarian shall have discretion to suspend all Library privileges of the user for a period of 3 months or longer, depending on the seriousness of the offences. ✧ For students, the case may also be referred to the Student Disciplinary Committee for further action. ✧ Library user is required to pay for the damaged materials.



Incident 2

Improper acts	Disciplinary actions
<p>(a) A HKSYU Library user found leaving the Library with Library material(s) not checked out, either in hand or in a bag, for the first time within an academic year; or</p> <p>(b) Lending / borrowing the Library Card to / from another person for accessing the Library and / or borrowing Library material(s) for the first time within an academic year.</p> <p>(c) A HKSYU Library user found misusing an external reader card for admission to a library (that issues the card) and violating the regulations for the first time within an academic year.</p>	<ul style="list-style-type: none"> ✧ Name will be recorded by the Library. ✧ Verbal warning to be given to the offender(s) by Library staff.

Incident 3

Improper acts	Disciplinary actions
<p>(a) A HKSYU Library user found committing Incident 1 improper acts twice or more within an academic year; or</p> <p>(b) A HKSYU Library user found mutilating Library material(s) at any time.</p>	<ul style="list-style-type: none"> ✧ Name will be recorded by Library staff. ✧ Suspension of all Library privileges for one month. ✧ Library user is required to pay for the damaged materials. ✧ A warning letter will be issued to the offender(s), and for HKSYU students, the warning letter will be copied to: 1. Registry; 2. Dean of OSA



Location Guide

Location	Materials		Prefix	Loan Period
G/F	G/F Collection (Book)			NORMAL / 3 DAY LOAN
	Accompany Materials			NORMAL
	External Reader Card			14 DAYS or 3 DAYS
	Hold Items			RESERVED
2/F	Chinese Collection	Book		NORMAL
		Oversized Book	O	NORMAL
		Reference	R	LIB USE ONLY
		中華再造善本		LIB USE ONLY
3/F	Course Reserve Collection			3 HOUR LOAN
	Special Collection	Annual Reports, Research Papers, Dissertations, Company Report		3 HOUR LOAN / LIB USE ONLY
		Teaching Reference	TR	30 DAYS (FOR STAFF ONLY)
	Periodicals		P / RP	3 DAY LOAN / LIB USE ONLY
	Newspapers			LIB USE ONLY
4/F	English Collection	Book		NORMAL
		Oversized Book	O	NORMAL

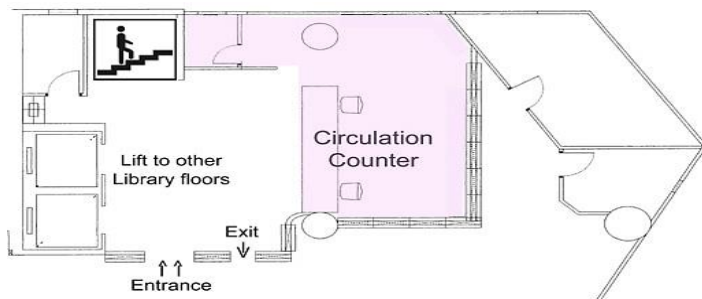


		Reference	R	LIB USE ONLY
	Law Collection	Book (Chinese)	CL	NORMAL
		Book (English)	L	NORMAL
		Law Reference	RL	LIB USE ONLY
		Law Theses	CC / CCB	LIB USE ONLY
		Law Periodicals	LP	LIB USE ONLY
5/F	Book (Chinese & English)			NORMAL
	Reference (Chinese & English)		R	LIB USE ONLY
	Oversized (English)		O	NORMAL
	Law Books (English)		L	NORMAL
	Reference Law (English)		RL	LIB USE ONLY
	ACCA Collection		ACCA	NORMAL
6/F	Multimedia Collections	CD-ROMs, Audio CDs, Video CDs & floppy disks	AVC	NORMAL
		DVDs, DVD-ROMs	AVD	NORMAL
		Course Reserve AV	AVC/ AVD	3 HOUR LOAN
		Reference AV materials	AVR	LIB USE ONLY
		Language Learning Kits	MC	3 HOUR LOAN
		Kit Sets	AVK	3 HOUR LOAN
		Local TV Programmes	LTV	3 HOUR LOAN
	Equipment (Remote, Rooms Key, Extension Sockets)			3 HOUR LOAN
	Notebook Computers & Tablets			4 HOUR LOAN

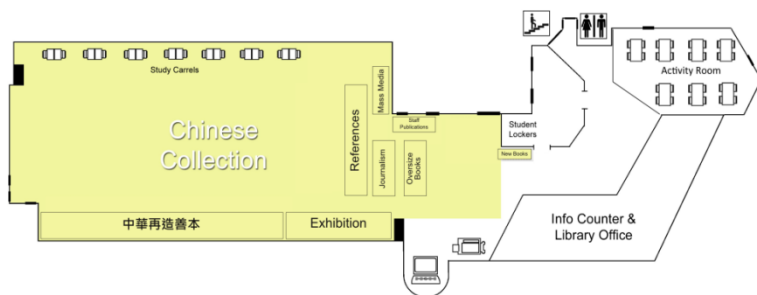


Floor Plans

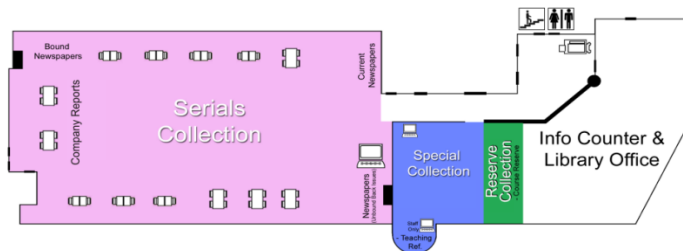
G/F



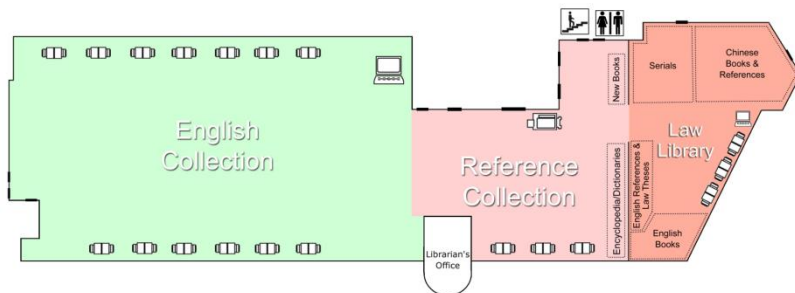
2/F



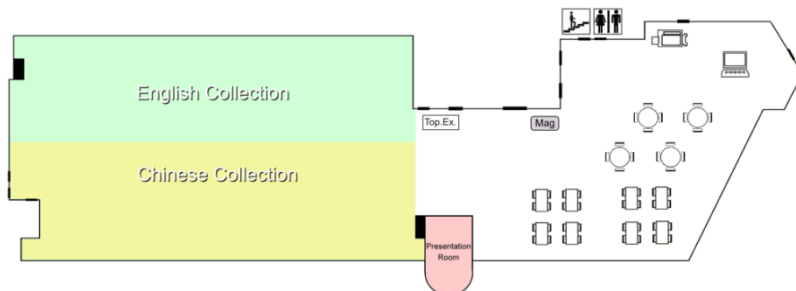
3/F



4/F



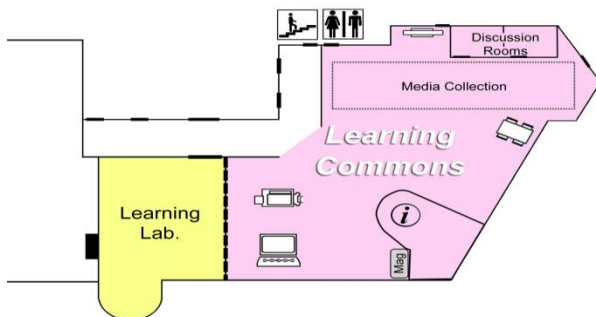
5/F



6/F

LEGEND

-  Information Counter
-  Computer Workstations
-  Multifunctional Printer
-  HDTV
-  Topical Exhibition
-  Magazine Corner
-  Individual Desk
-  Round Table
-  4-6 Seater Table
-  Stairs from G/F to 6/F
-  Toilet



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