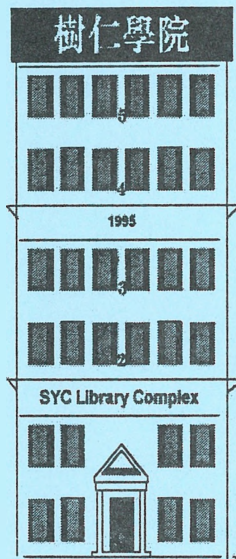
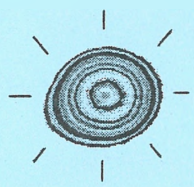


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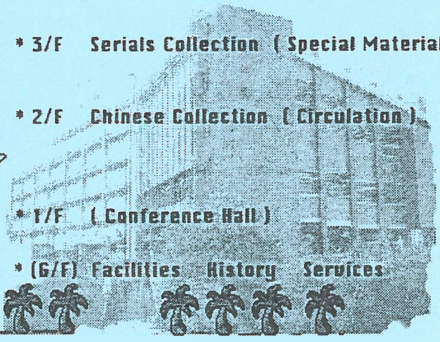
香港樹仁學院圖書館手冊

香港樹仁學院圖書館手冊

Shue Yan College Library Handbook



- * 5/F Store Resources
- * 4/F English Collection (Law Library)
- * 3/F Serials Collection (Special Materials)
- * 2/F Chinese Collection (Circulation)
- * 1/F (Conference Hall)
- * (G/F) Facilities History Services



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Introduction

The Hong Kong Shue Yan College was established in 1971. The aims of the College are to enhance the standards of higher education in Hong Kong and increase international academic co-operation with overseas higher education institutions. To meet 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.

The Hong Kong Shue Yan Library Complex building is multi-functional and has 19 stories. The facilities include seminar rooms, conference rooms, libraries, research centres, a podium, carparks and accommodation facilities for overseas scholars.



Opening Hours

Date	Library Opens	Circulation Counter	
		<i>open</i>	<i>closed</i>
Monday-Friday	9:00AM-9:00PM	9:15AM	8:45PM
Saturday	9:00AM-5:00PM	9:15AM	4:45PM
Sunday & Public Holiday	Closed	Closed	

**See notices for special opening hours on the library's notice board at the 2nd floor entrance.*



Service Points

A. General enquiries, Circulation counter & Chinese collection - 2nd Floor
Tel.: 2570-2322

Knowledge and human power are synonymous.

Francis Bacon

B. Serials collection & Online searching - 3rd Floor
Tel.: 2570-2323

C. English collection & Law collection - 4th Floor
Tel.: 2570-2323

**Please refer to the Plans of Library Layout.*



Staff Directory

Chinese Section

Lui Siu Wan
(Librarian)

Jacob Chan
(Assistant Librarian II)

Bonnie Chan

English Section

Desmond Lee
(Associate Librarian)

Ada Chan

Sin Kwok Keung

Serials Section

Tommy Lee
(Assistant Librarian I)

Lau Oi Sau
(Assistant Librarian II)

Tony Tse



Library Resources

The resource currently consists of approximately 140,000 volumes. The library collections cover a wide range of subjects and many reference sources are now available as databases.

Loving people more than they deserve.
Joseph Joubert

A. Book and Reference Collections



The Chinese collection is kept on the 2nd floor and the English collection is on the 4th floor. On the 2nd floor, main reference tools are put on the front shelves. On the 4th floor, you will find the reference collection is mainly put on the low-level bookshelves near the information counter. The reference collection contains such works as encyclopedia, dictionaries, directories, yearbooks, almanacs and bibliographies. The shelfmark of reference collection is shown as R.

B. Serials and Special Collections

Both serials and special collections are located on the 3rd floor.

1. Serials Collection

*This collection includes over 600 different printed titles including journals and newspapers. The collection includes both English and Chinese journals of various academic disciplines. Current issues of western journals are displayed on the racks in alphabetical order, whereas Chinese journals are arranged by the number of the character strokes. Older issues are bound and the collection carries the prefix **P** on spine-labels and catalogue entries. Please note that bound law journals are kept at 4th floor law library and the prefix is **LP**. Besides, library has current subscription to more than 600 titles of electronic/online journals. All bound or unbound issues of periodicals may not be borrowed and are for use in the library only.*

2. Special Collection

*This collection includes annual reports and research papers. Annual reports are shelved on open stacks and the online prefix is **SC**. Research*

**The giving, and so the receiving of life.
George Macdonald**

*papers are shelved on closed stacks inside the information counter and the online catalogue prefix is **Rp**. Please note that research papers must be requested at the 3rd floor counter.*

C. Law Collection

*On the 4th floor, you will find the LAW Collection kept separately in a special law library. This collection includes English/Chinese monographs, bound and older issue journals and reference materials. English monographs (classified numbers 340-349) carry the shelfmark **L**. Chinese collection carries the classified numbers of 580-589. Journals carry the prefix **LP**.*

D. Reserve Collection

Some textbooks, supplementary materials or high demand materials will be put to reserve collection if requested by academic staff. Usually, this reserve collection cannot be checked out and can only be used in the library. Users can borrow these materials at the 2nd floor circulation counter.

E. Non-print Collection

*Collection includes audiocassettes, videotapes, CD-ROMs that can be requested on the 3rd floor. Marks on the spine labels and the catalogue entries carry capital letters **AVS** for audiocassettes, capital letters **AVV** for videotapes and **AVC** for CD-ROMs respectively.*

*I know nothing except the fact of my ignorance.
Socrates.*

F. Electronic Databases and Online Information Services

Library has subscribed to some electronic databases/online services and users can obtain access to the following databases at 3rd floor computer's workstations. If users want to print articles, please request at the counter.

1. Academic Research Library (ARL)

ARL is a full-text and full-image online databases. It covers over 300 current and authoritative journals of many disciplines.

2. Social Sciences Index/Full Text OnDisc

A full image and text database covers authoritative journals of 'Anthropology, Area Studies, Geography, Community Health, Humanities, International Relations, Law & Criminology, Minority Studies, Political Science, Psychiatry, Psychology, Sociology, Social Work, Urban Studies etc.

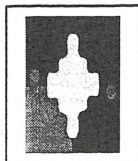
3. World-Wide-Web Internet

Users can make access to world-wide-web homepages at the 3rd floor computer's workstations. The world-wide-web address of the College is "www.hksyc.edu".

4. China InfoBank

This database provides up-to-date statistics and information of China economics in many aspects such as real-time news, laws, stock, market trends etc.

*The rest of the world lives to eat, while I eat to live.
Socrates*



Library Services

A. Registration

All staff and undergraduate students are automatically entitled to use the facilities of the College's Library & Information Services with your valid staff/students identity cards. Other joint-courses and postgraduate students need to register at the 3rd floor counter.

B. Borrowing and Returning Library Items

A valid staff/student identity card must be presented to library staff and cannot be transferred to other users when borrowing materials. All library materials have to be checked out or returned at the circulation counter on the 2nd floor.

ITEMS	STAFF				STUDENTS			
	Quota	Periods	Renewal	Fines	Quota	Periods	Renewal	Fines
BOOKS	15	1 month	1 month	\$1.5 per day	10	2 weeks	2 weeks	\$1.5 per day
RESERVES	5	2 hours	N/A	\$2.0 per hour	3	1 hour	N/A	\$2.0 per hour
SERIALS	Request	N/A	N/A	N/A	Library Use	N/A	N/A	N/A
REFERENCES	Request	N/A	N/A	N/A	Library Use	N/A	N/A	N/A
CD-ROMs	Library Use	N/A	N/A	N/A	Library Use	N/A	N/A	N/A
VIDEOTAPES	3	2 weeks	N/A	\$2.0 per day	2	2 days	N/A	\$2.0 per day
CASSETTES	4	2 weeks	N/A	\$2.0 per day	2	1 week	N/A	\$2.0 per day
HKU EXTERNAL READER CARDS	1	2 weeks	N/A	\$5.0 per day	1 (Year 3-4 & Postgraduate)	3 days	N/A	\$5.0 per day

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STAFF may have up to 15 items checked out at one time and the loan periods are as above.

STUDENTS may have up to 10 items checked out at one time and the loan periods are as above.

C. Reference / Reserve / Serials Collections

All reference items including reference books, reserve materials, ACCA past examination papers, professional society papers, and bound/unbound periodicals are non-circulating. They are for use in the library only.

Reserve collection covers collections of books, articles, ACCA past exam. papers, supplementary reading materials recommended by the academic staff. Some textbooks or materials that are in very high demand will also be put to reserve collection. The loan period is **ONE** hour and users have to request at the 2nd floor counter.

D. Fines

Overdue fines may be charged according to different items. If the items have not been returned more than 2 weeks from the due date, the user may be suspended from borrowing. Please be considerate to other readers.

E. Loss of Damaged Items

Users are responsible for materials that they have borrowed from the library. Books should never be written on or marked and please take suitable care of library materials. For lost or damaged items, the user will be charged the full replacement cost at a current market price, plus HK\$30.00 administration fee per item. Loss of "Out of print" materials will be charged depending on the evaluating costs.

*Non-violence is the first article of my faith. It is also
the last article of my creed.
Mahatma Gandhi*

F. Renewals and Recalls

Loans may be renewed for one additional loan period provided that no other borrower has reserved them. Please note that if an item is overdue, you will not be able to renew it. All checked out items are subject to be recalled if requested by other users or the library.

G. PC Workstations

There are workstations near the information centre on 3rd floor. Free access to the internet and email service is offered. On 4th floor, two workstations provide free access to some CD-ROM reference databases such as Britannica Encyclopedia or Americana Encyclopedia. Readers can download to disk and printers are available in the information centre on 3rd floor. Printing costs 50 cents a page.

H. Audio Visual Services

Listening and viewing facilities for library audio-visual materials are available in the information centre on 3rd floor. Please contact 3rd floor counter for a booking.

I. Library Online Catalogue

From the online catalogue, you can search for items in the library collections and check details of items you have on loan. Please note that remote access to the library catalogue is not yet provided.

J. Library Instructions

Library will organize orientation programme for new faculty and students at the beginning of each academic year. Some specific information skills in using electronic databases will be arranged during the first semester.

The Internet is an elite organization; most of the population of the world has never even made a phone call.

Noam Chomsky

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Drop-in instruction for individual or group is welcome, please contact 3rd floor counter for enrollment.

K. Other Services

1. Photocopying

There are card-inserting photocopiers on 2nd to 4th floors. Payment for all copying is made by copycard and copying is self-help. Copycard can be purchased from the circulation counter. Please note that for the first time purchase, each copycard is valued as HK\$20.00 for 50 copies of A4 paper, plus HK\$10.00 charge for the card itself that is refundable upon graduation. In addition, please note that copying of materials in any formats may be illegal without the permission of the copyright owner.

2. Reserving Books

If a book is on loan, you can reserve it at the circulation counter. Users should locate the reserve items on OPAC and give the necessary information for locating the item to the circulation staff. A postage fee will be charged for mailing notification.

3. Current Awareness

Library always provides the latest information in the related subject fields. New books are displayed on sloping shelves on the 2nd or 4th floor. Lists of new book entries can be requested for reference at information counters. Contents pages of the latest issues of those serials publications can be delivered upon requested by faculty staff.

**Je pense, donc je suis.
Rene Descartes**

4. Reference Services

If you have any problems or questions in using the library's facilities or services, please feel free to ask the library staff for help. Information or instruction leaflets on the usage of library materials are available at information counters. Library orientation sessions are organized for new students at the beginning of new academic year. In addition, special seminars or particular instruction sessions may be organized upon requesting from faculty staff or students.

5. Book Detective Systems

Two book detective systems are installed on the 2nd floor and the ground floor respectively. These systems can detect those library materials that have not been processed for proper circulating procedures. Please do not take out any library materials that have not been checked out properly.

6. Interlibrary Loans and External Readers' Cards

These services are provided for lecturers, postgraduate, year 3-4 students who request the materials not acquired by the library. Library staff will search the requested items through the inter-library OPACs of local institutions and give a referral if the items are found. If the local searching fails, ILL from the British Library can be offered. This is a fee-based service and users can inquire at the 3rd floor information counter. Some external readers' cards of local university libraries can be borrowed upon requested.

7. Lockers

Lockers are provided at the 2nd floor entrance. Readers can request at the counter with your Staff/Students identity cards. Do not leave your belongings overnight, otherwise HK\$10.00 fines will be charged.

*For I don't care too much for money,
For money can't buy me love.
John Lennon & Paul McCartney
(Can't Buy Me Love, 1964)*

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8. Library Services and Facilities for Alumni

As a graduate of the Shue Yan College, you can make access to the library services and facilities except borrowing. For an application fee of HK\$200.00 per two years, you can entitle to use the library services and facilities. To become a member of the library, please bring your graduation certificate, two 1.5x2 inch recent photographs and the fee to the 2nd floor counter.



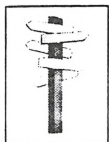
Library Regulations / Users' Code of Conduct

- A. Admission to the use of the College Library is conditional upon the observance of these regulations made by or **with** the authority of the Library Committee. The Library Committee has power to exclude from the Library buildings or services any person whom is believed to violate the library regulations or harm the Library readers or materials. All users of the Library are presumed to know its regulations and rules before using the Library services and facilities.*
- B. All members of the Library staff are empowered to enforce Library regulations.*
- C. All readers using the library must produce their valid Library membership card to enter the Library building.*
- D. The librarian has discretion to restrict certain categories of material held by the Library from being borrowed.*
- E. Do not consume food and drink, or to smoke and play in the Library.*
- F. Please keep quiet in the Library. If you have group project work to do, please use other study rooms in the campus.*
- G. Readers must not change the disposition of any Library furniture or equipment.*
- H. Please report lost books or damaged Library facilities to Library staff.*

*Fear is the main source of superstition,
and one of the main sources of cruelty.
Bertrand Russell*

- I. Please remember to keep your valuables with you at all times in the Library.
- J. Do not take out any Library items which have not been properly charged out at the Circulation Counter or other Information Counters. If readers found leaving the Library with materials that have not been properly charged out and intentional violation is proved, a report will be submitted to the Student Disciplinary Committee for necessary disciplinary action.
- K. Please return all loaned materials upon graduation, withdrawal or cessation of employment from the College.
- L. Please treat Library staff and fellow users with respect and courtesy.
- M. Do not reserve or hide the Library materials intentionally that other readers cannot use or find the materials for a long period.
- N. Please take care of all the Library materials as users are responsible for their checked out items.
- O. Do not use your belongings, textbooks or notebooks to occupy a reading seat. Items left unattended on desk more than half-hour will be cleared away.
- P. Library users are not allowed to bring bags or briefcases into the Library. Lockers are provided at the 2nd floor entrance.
- Q. Do not take any food or beverage into the Library.
- R. The Library accepts no responsibility for personal belongings left in the Library.
- S. Readers are not permitted to use mobil phones or any apparatus production of sound. Mobil phones, pagers or the apparatus must be switched off in the Library. A public telephone is located near the Library entrance on ground floor.
- T. Notices must not be displayed or distributed by readers in any part of the Library.
- U. Users may be referred to the College Authority if they are found guilty of infringement of the Library regulations.

I have a dream that my four little children will one day live in a nation where they will not be judged by the colour of their skin but by the content of their character.
Martin Luther King



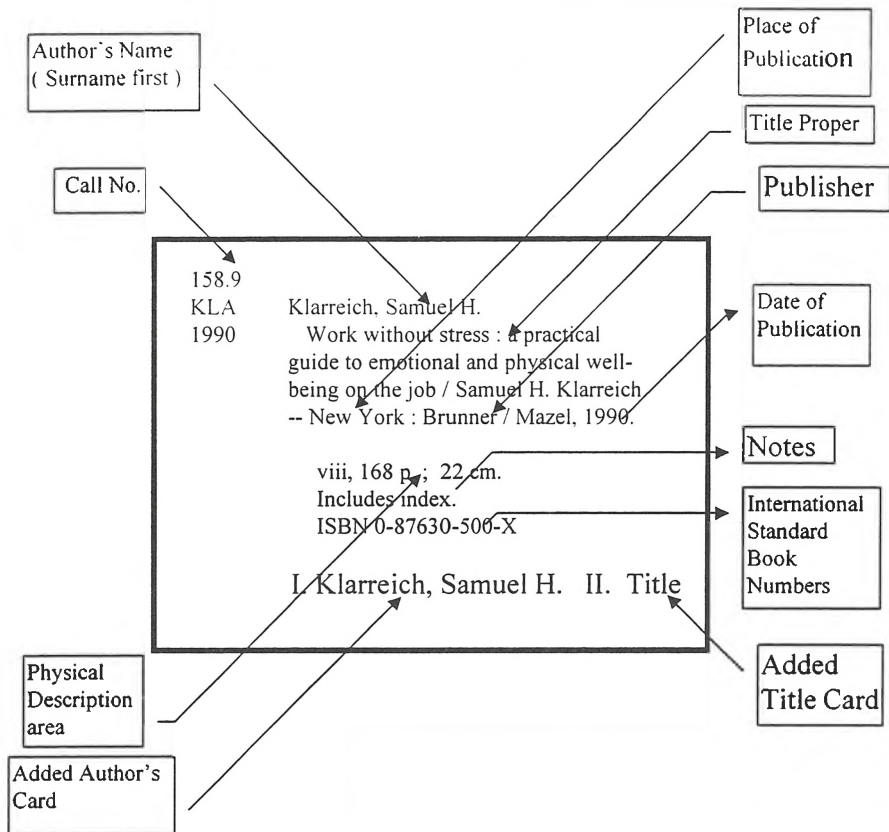
Online Public Access Catalogue (OPAC)

The library's online catalogue is available on 2nd to 4th floors. Readers can search both English and Chinese materials from the OPACs. There are help sheets which explain how to use the catalogue. A user's guide written by Professor C.K. Kim is available from all information counters and a set of Library of Congress Subject Headings is put on the table beside the OPAC terminal on 4th floor.

Card catalogues are also provided on the 2nd floor (Chinese Collection), the 3rd floor (Special collection) and the 4th floor (English Collection). Users should notice that bibliographical information of materials, acquired by library after 1995, cannot be retrieved by the Card Catalogues. Users are recommended for using the OPACs in searching library's materials. Please ask library staff for instruction or help if necessary.

There are Author, Title, and Classified Numbers entry cards for locating library materials. An example of an author card is shown.

*Imagine there's no heaven, It's easy if you try, no hell below us,
Above us only sky.
John Lennon (Imagine, 1971)*



*It is never right to do wrong or to requite wrong with wrong,
or when we suffer evil to defend ourselves by doing evil in return.*
Socrates



Using Reference Tools

The knowledge of using reference tools is very important in college studies. Users are highly recommended to acquire certain library skills and reference tools knowledge. Some basic reference tools, grouped in special functions, are:

A. Almanacs

B. Atlas

C. Dictionaries

D. Directories

E. Encyclopaedia

F. Yearbooks

A. English materials are classified and shelved according to Dewey Decimal Classification. Below is a general DDC Classification Scheme:

000 Generalities

010	Bibliographies & catalogs
020	Library & information sciences
030	General encyclopedic works
040	
050	General serial publications
060	General organizations & musicology
070	Journalism publishing, newspapers
080	General collections
090	Manuscripts & book rarities

100 Philosophy & related disciplines

110	Metaphysics
120	Knowledge, cause, purpose, man
130	Popular & parapsychology, occultism
140	Specific philosophical viewpoints
150	Psychology
160	Logic
170	Ethics (Moral philosophy)
180	Ancient, medieval, Oriental
190	Modern Western philosophy

200 Religion

210	Natural religion
220	Bible
230	Christian doctrinal theology
240	Christian moral & devotional
250	Local church & religious orders
260	Social & ecclesiastical theology
270	History & geography of church
280	Christian denominations & sects
290	Other religions & comparative

300 The social sciences

310	Statistics
320	Political science
330	Economics
340	Law
350	Public administration
360	Social pathology & services
370	Education
380	Commerce
390	Customs & folklore

400 Language

410	Linguistics
420	English & Anglo-Saxon Languages
430	Germanic languages German



Classification Schemes

Users should understand the classification scheme in order to search a particular item in the library. Users should first retrieve the exact entry by using either card catalogues or OPACs terminals. Then you have to write down the entry call numbers to locate the material with the help of sign labels or library layouts.

An intellectual is someone whose mind matches itself.

Albert Camus

440	Romance languages	French
450	Italian, Romanian, Rhaeto-Romanic	
460	Spanish & Portuguese Languages	
470	Italic languages	Latin
480	Hellenic	Classical Greek
490	Other languages	
500	Pure sciences	
510	Mathematics	
520	Astronomy & allied sciences	
530	Physics	
540	Chemistry & allied sciences	
550	Sciences of earth & other worlds	
560	Paleontology	
570	Life sciences	
580	Botanical sciences	
590	Zoological sciences	
600	Technology (Applied sciences)	
610	Medical sciences	
620	Engineering & allied operations	
630	Agriculture & related	
640	Domestic arts & sciences	
650	Managerial services	
660	Chemical & related technologies	
670	Manufactures	
680	Miscellaneous manufactures	
690	Buildings	
700	The arts	
710	Civic & landscape art	
720	Architecture	
730	Plastic arts	Sculpture
740	Drawing, decorative & minor arts	
750	Painting & paintings	
760	Graphic arts	Prints
770	Photography & photographs	
780	Music	
790	Recreational & performing arts	
800	Literature (Belles-lettres)	
810	American literature in English	
820	English & Anglo-Saxon literature's	
830	Literature's of Germanic languages	
840	Literature's of Romance languages	
850	Italian, Romanian, Rhaeto-Romanic	
860	Spanish & Portuguese literature	
870	Italic languages literature	Latin
880	Hellenic languages literature	
890	Literature of other languages	
900	General geography & history	
910	General geography	Travel
920	General biography & genealogy	
930	General history of ancient world	
940	General history of Europe	
950	General history of Asia	
960	General history of Africa	
970	General history of North America	
980	General history of South America	
990	General history of other areas	

B. Chinese materials are classified and shelved according to the Chinese Decimal Classification Scheme of Lai Yunghsiang. A simplified Scheme is illustrated below:

總類	
000	特藏
010	目錄學
020	圖書館學
030	編學
040	類書；百科全書
050	普通雜誌
060	普通社會出版物
070	普通論叢
080	普通叢書
090	群經
哲學類	
100	總論
110	思想
120	中國哲學
130	東方哲學
140	西方哲學
150	論理學
160	形而上學；玄學
170	心理學
180	美學
190	倫理學
宗教類	
200	總類
210	比較宗教學
220	佛教
230	道教
240	基督教
250	回教
260	猶太教
270	詳小宗教
280	神話
290	術數，迷信
自然科學類	
300	總論
310	數學
320	天文
330	物理
340	化學

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350	地質
360	生物；博物
370	植物
380	動物
390	人類學

應用科學類

400	總論
410	醫學
420	家事
430	農業
440	工程
450	礦冶
460	應用科學；化學工藝
470	製造
480	商業；各種營業
490	商學；經營學

社會科學類

500	總類
510	統計
520	教育
530	禮俗
540	社會
550	經濟
560	財政
570	政治
580	法律
590	軍事

史地類

600	史地總論
	中國
610	通史
620	斷代史
630	文化史
640	外交史
650	史料
660	地理
670	方志
680	類志
690	遊記

世界

710	世界史地
720	海洋
730	東洋；亞洲
740	西洋；歐洲
750	美洲
760	非洲
770	澳浙及其他各地
780	傳記
790	古物；考古

語文類

800	語言
810	文學
820	中國文學

830	總集
840	別集
850	特種文學
860	東洋文學
870	西洋文學
880	西方諸國文學
890	新出學

美術類

900	總類
910	音樂
920	建築
930	雕塑
940	書畫
950	攝影
960	圖案；裝飾
970	
980	戲劇
990	遊藝；娛樂；休閒



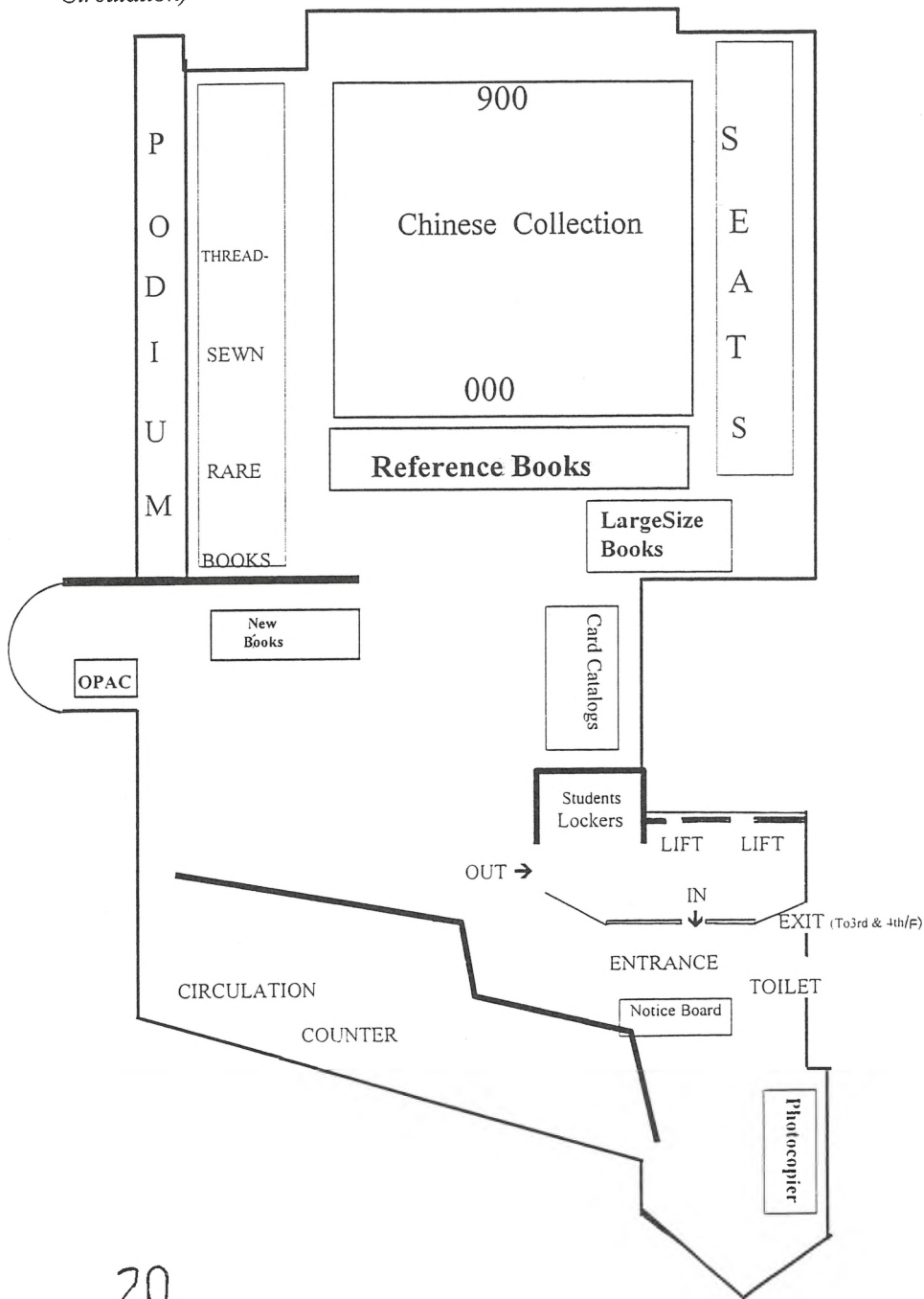
The biggest disease today is not leprosy or tuberculosis, but rather the feeling of being unwanted, uncared for and deserted by everybody.
Mother Teresa

Library Materials and Their Locations Table

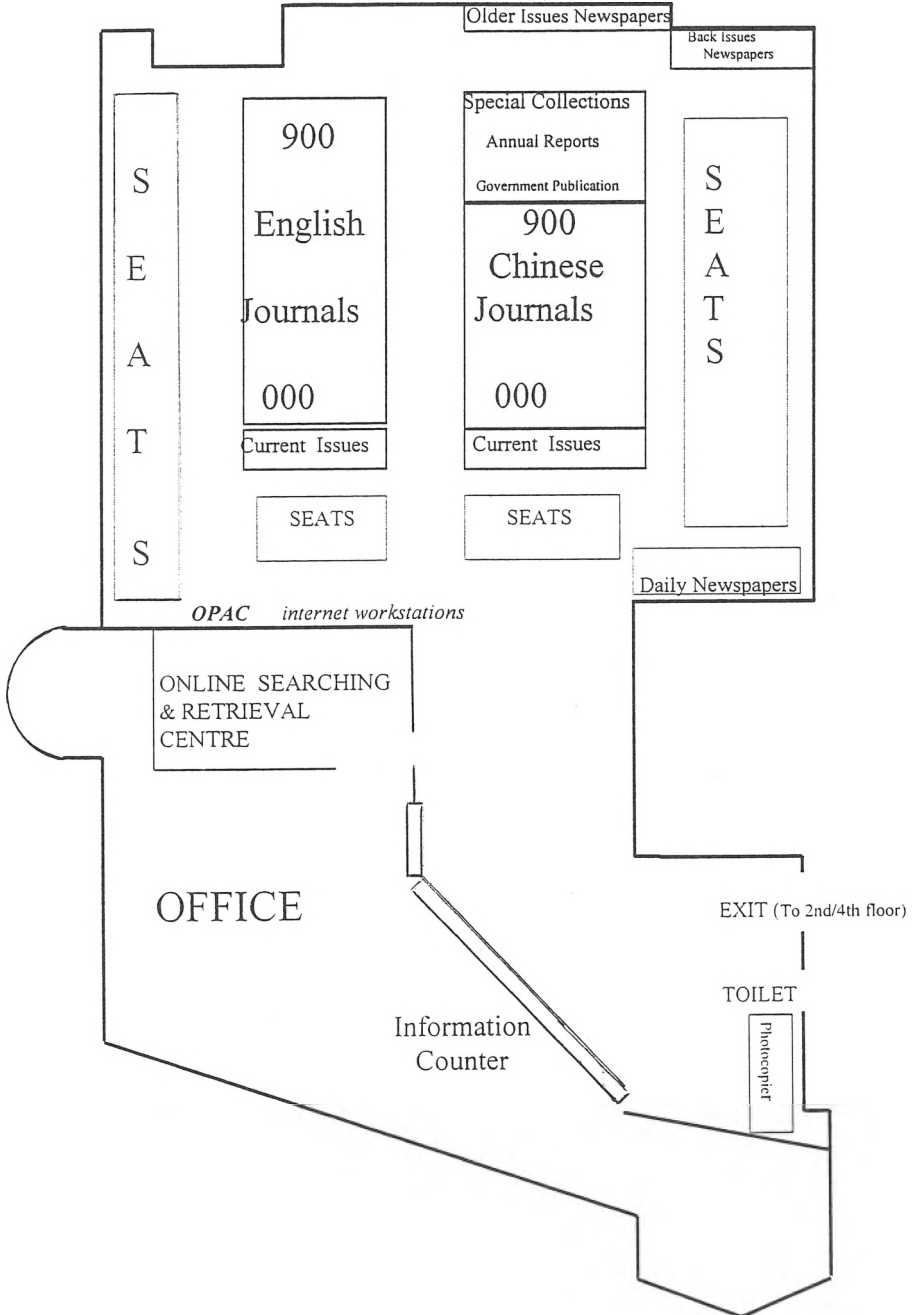
<i>Materials</i>	<i>OPAC</i>	<i>Location</i>	<i>Checkout</i>	<i>Example</i>
Law Monographs (Chinese)	580-589	4 th floor (law library)	Yes	580 1508 法學總論
CD-ROMs	AVC	3 rd floor <i>Counter Request</i>	Library use only	AVC 307.105 HKRC Regional Council Annual Report
Audio-Cassettes	AVS	3 rd floor <i>Counter Request</i>	Yes	AVS 616.85 COH 1997 Traumatic loss: a systems approach to healing survivors.
Videotapes	AVV	3 rd floor <i>Counter Request</i>	Yes	AVV 882.01 GRE Greek Epic (Films for the Humanities & Sciences)
Largesize (Chinese)	L	2 nd floor	Library use only	L300.81 709 大自然一千個為什麼
Law Monographs (English)	L	4 th floor	Yes	L346.42020264 BEA Contract cases and materials
Oversize (English)	O	4 th floor	Yes	O299.56113 PIG Japanese mythology
Serials	P	3 rd floor (Current & bound issues) 4 th floor (Bound law journals)	Library use only	P301.05 ASR American Sociological Review

Library Materials and Their Locations Table				
<i>Materials</i>	<i>OPAC</i>	<i>Location</i>	<i>Checkout</i>	<i>Example</i>
Bound Law Journals	LP	4 th floor (law library)	Library use only	LP348.41 LRPD Law Reports
References (English)	R	4 th floor	Library use only	R001.440922 NOB Nobel prize winners 1987-1991 supplement
Reserve Collection	Reserve	2 nd floor Counter Request	Library use only	
Sewn Books	S	2 nd floor Counter Request	Library use only	S282 708 山海經地理今釋
Special Collection	Rp .XXX...	3 rd floor (Counter request)	Library use only	.HK.SCC 352.00512 HON Civil Service Starting Salaries Review 1999
	or SC HK.XX ...	3 rd floor (special collection area, open stacks)		Or HK.ED 291.50712 SYL Syllabuses for secondary schools: ethics and religions studies
Dissertation	T	4 th floor Counter Request	Library use only	T658.0092 CHA 1995 (Contact 4/f library staff) Factors affecting managers' resource allocation decisions
Textbooks	Textbook	2 nd floor Counter Request	Yes	

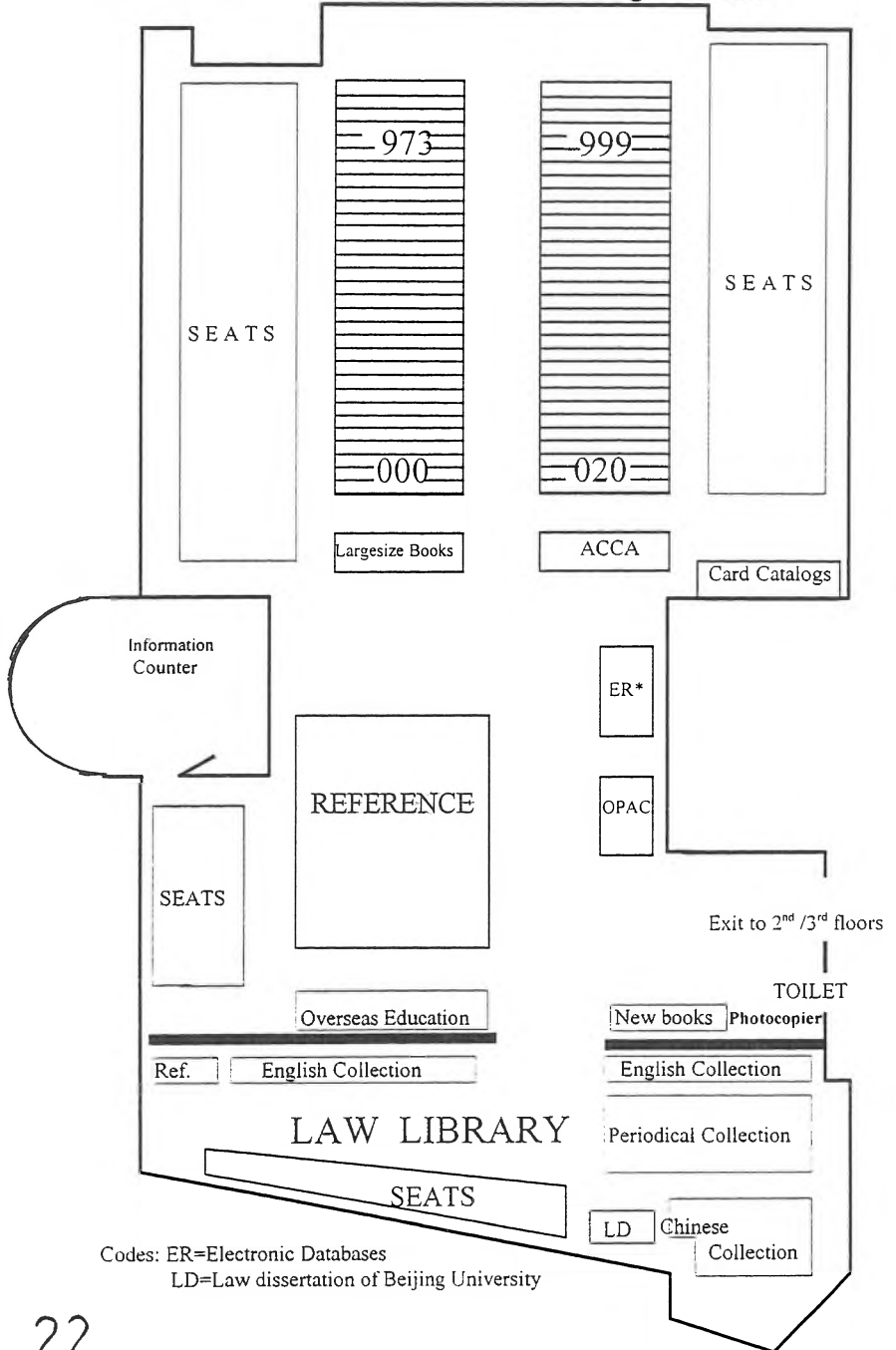
PLAN OF LIBRARY LAYOUT ----- 2nd Floor (Chinese Collection & Circulation)



PLAN OF LIBRARY LAYOUT -----3rd Floor (Periodicals Collection & Online Services)



PLAN OF LIBRARY LAYOUT ----- 4th Floor (English & Law Collection)



Codes: ER=Electronic Databases
LD=Law dissertation of Beijing University

圖書館規則及服務 (中文摘要)

一. 本館讀者入館須遵守以下規則:

1. 請攜帶本校有效之學生證 (或讀者證), 憑證入館.
2. 保持館內寧靜, 不可高聲喧嘩或交談. 以免影響其他讀者.
3. 保持館內整潔, 請勿攜帶飲品食物入內. 禁止在館內飲食, 吸煙, 賭博, 任意移動閱讀桌椅等傢俬以及亂拋垃圾.
4. 讀者請勿用書籍及其他物品佔用空位超過半小時.
5. 請小心保管自己財物, 愛護公物. 維護良好的學習環境.

二. 借閱服務:

1. 不可用他人證件辦理借書手續.
2. 所有外借書籍請在二樓辦理借出手續.

借閱冊數 / 期限:

	借閱冊數	借閱時間	續借
教職員	15 冊	30 天	1 次(30 天)
學生	10 冊	14 天	1 次(14 天)

3. 逾期罰款: 普通書籍逾期罰款每冊每日 1.5 圓. “短暫借閱”資料限借二小時, 逾期未辦續借手續者, 每小時罰款 2 圓.
4. 所有參考書, 期刊限在館內使用, 不可借出.
5. 借閱書籍不得閱點, 塗點, 撕毀, 否則按損壞程度賠償. 如發現有損壞書籍, 應即時告知本館工作人員.
6. 本館已安裝書籍防盜探測器, 請讀者務必自重, 辦妥借書手續方可將書籍攜出館外, 以免觸動警報器, 有失體面.
7. 學生畢業或退學, 休學, 請將所借書籍繳還.
8. 如有損壞, 遺失書籍須按時價賠償, 另加手續費 30 圓. 絕版書另行處理.

三. 借用儲物櫃規則:

1. 可用本人學生證借用儲物櫃鎖匙.
2. 離館時須取出寄存物, 交回鎖匙.
3. 如發現佔用儲物櫃過夜者, 每日罰款 10 圓.

四. 影印機服務:

1. 本館在二, 三, 四樓各設影印機一部. 影印須用本館影印儲值咭.
2. 購買儲值咭請到二樓流通部. 每張儲值咭儲值 HK\$20.
3. 首次購買儲值咭收費 30 圓 (20 圓儲值, 10 圓磁咭按金在畢業時退還). 儲值用完後, 可繳回舊咭, 如無損壞, 另購新咭 (20 圓).
4. 影印每張收費 4 毫.
5. 請小心使用, 保管儲值咭, 如有損壞, 責任自負.
6. 影印時發生故障, 請即時通知本館工作人員, 切勿自行處理, 否則將對後果負責.

** 本館有權處理或追究任何違反上列各規則的行為.

** 讀者如被確定違反圖書館規則, 將會按<<學生獎懲條例>>第四條辦理, 或交本校學生紀律委員會處理, 幸勿自誤!

樹仁學院圖書館電腦書目使用指南

金志權教授

查找任何圖書時，只要知道以下幾項中的某一項，都可查到本館是否收藏這本書，以及這本書是否借出：

1. 作者
2. 書名
3. 索書號
4. 主題
5. ISBN / ISSN

電腦屏幕顯示如下選擇項目：

1. 書名 -- 關鍵字查詢
2. 書名 -- 按字順查詢
3. 主題 -- 關鍵字查詢
4. 主題 -- 按字順查詢
5. 作者姓名查詢
6. 杜威分類號查詢
7. 中國十進分類號查詢
8. 其他檢索點

以下主要介紹作者，書名，分類號，主題四種查找方法：

例：書名 : Advanced accounting
作者 : Floyd A. Beams
索書號 : 657.046 BEA
主題 : ACCOUNTING
ISBN / ISSN : 0-13-010281-4

1. 作者 / AUTHOR 查詢方法：

選擇“5. 作者姓名”

輸入作者姓名 (先輸入姓氏), 例如 :

輸入作者姓名 : BEAMS, FLOYD A. 或 BEAMS

電腦屏幕將顯示若干作者名, 輸入正在查找的作者名行號, 可得到詳細的書目資料, 如果本館未收藏該作者的著作, 屏幕將不顯示該作者的姓名.

2. 書名 / TITLE 查詢方法 :

(1) 按書名字順查找 :

選擇 “2. 書名 -- 按字順查詢”

按字順輸入完整或部分書名, 例如 :

輸入書名 : ADVANCED ACCOUNTING 或 ADVANCED

電腦屏幕將顯示多個按字順排列的書名, 輸入所需書名的行號, 便可得到詳細書目資料, 如果本館未收藏該書, 屏幕將不顯示.

(2) 用書名關鍵字查詢 :

選擇 “1. 書名 -- 關鍵字查詢”

輸入書名中有意義的字, 不用按字順, 例如 :

輸入關鍵字 : ACCOUNTING 或 ADVANCED,

ACCOUNTING ADVANCED

電腦屏幕將顯示所有含有上述關鍵字的書名, 根據屏幕指示, 仔細查看, 選擇正確書名, 輸入行號, 可得到詳細的書目資料.

3. 分類號 / CALL NO. 查詢方法 :

(1) 英文書採用杜威分類號 :

選擇 “6. 杜威分類號查詢”

輸入分類號, 例如 :

輸入分類號 : 657.046 或 657.04

屏幕將按分類號順序顯示書目資料, 以下步驟參見作者或書名查詢.

4. 主題 / SUBJECT 查詢方法 :

“主題”指書的內容而言，有時一本書包含有多個主題，不可能全部在書名中表示，例如：

書名： MANAGEMENT ACCOUNTING : text and cases

主題： ACCOUNTING 和 COST ACCOUNTING

本館採用美國國會圖書館主題詞表，當不知道某一本書的書名或作者時，可用主題詞查找。主題查詢有兩種途徑：

(1) 按主題字順查詢：

選擇“4. 主題 -- 字順查詢”

按字順輸入主題詞或部分主題詞，例如：

輸入主題： COST ACCOUNTING 或 COST

(2) 用主題關鍵字查詢方法：

選擇“3. 主題 -- 關鍵字查詢”

輸入一個或多個關鍵字，例如：

輸入主題關鍵字：ACCOUNTING 或 COST ACCOUNTING
ACCOUNTING COST 或 COST

電腦屏幕將顯示多個相關的主題詞，輸入主題詞行號，屏幕將顯示有關的書名和作者名，仔細查看，輸入所需書名的行號，可得到詳細的書目資料。

說明：1. 本館部分中英文書尚未建立主題詞。用主題詞查不到的書，請嘗試用書名關鍵字。

2. 關鍵字查詢可用布林邏輯運算式(BOOLEAN OPERATORS)

(1) AND 可縮小查詢的範圍。在兩個字或多個字之間

用空格表示 AND。

例如：COST ACCOUNTING 或 ACCOUNTING COST

電腦可查出所有書目記錄中與輸入字詞相關的著作，且與輸入順序無關。

(2) OR 可擴大查詢的範圍. 以 () 括號表示 OR, 在輸入二個或二個以上的詞的前後,各加左右圓括號表示 OR 的聯集.

例如 : (MANAGEMENT COST ACCOUNTING)

電腦會查出所有記錄中, 與上述任何一個詞有關的作品.

(3) 可以同時使用二種布林邏輯運算式, 組成較複雜的查詢方式,

例如 : ACCOUNTING (MANAGEMENT COST)

電腦會查出所有紀錄中有關 ACCOUNTING 與 COST 或 ACCOUNTING 與 MANAGEMENT 的資料.

3. 書名或主題關鍵字的窟字(TRUNCATION)查詢 :

(1) 查詢英文資料時, 不肯定某一詞的正確拼法時,可在需要的地方輸入 ? 號,

例如 : 輸入 ENGL? (至少要輸入前三個英文字母)

根據系統索引, 屏幕顯示以 ENGL 開始的書目資料, 可進一步查找詳細資料.

(2) 輸入英文字開始部分, 至少三個字母, 然後輸入 ?? 號,,

例如 : 輸入 ENGL??

屏幕可能顯示 ENGLISH, ENGLAND 等前四個字母相同的字詞, 輸入所需字的行號, 屏幕開始顯示書目資料.

**** 查到所需的書目資料後, 請記下索書號 / CALL NO. 根據索書號到書架取所需的書籍, 如有問題 可請圖書館館員協助.**

Library has innumerable dishes
and all of admirable flavor.

William Godwin