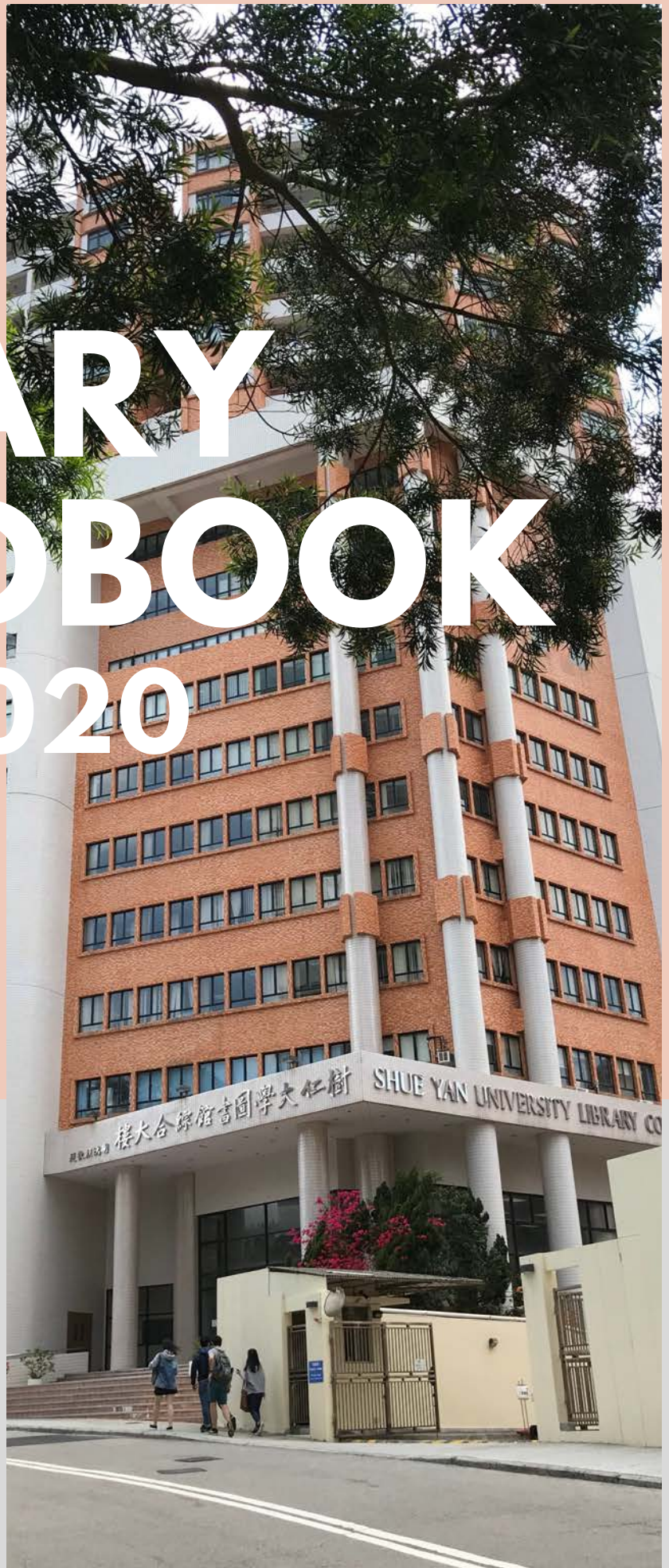


LIBRARY HANDBOOK 2019-2020

**Hong Kong
Shue Yan
University**





Content

Introduction 5-9

Library Mission 6

General Information

- Opening Hours 7
- General Enquiry

Library staff

- Staff Directory 8
- Liaison Librarians 9

Library Services 11-19

Lending Service 11

- Borrowing and Return
- Book Drops
- Borrowing Privileges 12
- Library Account 14
- Renewal, Recalls, and Reservations 15
- Fines 17
- Losses or Damage

Research Support & Reference Service 18

- Research Consultation
- Suggested Bibliography
- Plagiarism



Access to Other Libraries	20
• Borrower Card	
• External Reader Cards	
• Other Libraries	

User Education Service	22
• Library Orientation	
• Library workshops / Tours	

Interlibrary Loan Service	23
---------------------------	----

Gift and Exchange	23
-------------------	----

Alumni Services	24
-----------------	----

Library Facilities 26-30

Study Areas	
• Study Carrels	26
• Discussion Areas	

Room Booking	27
--------------	----

IT Facilities	28
---------------	----

• Wireless LAN	
• Mobile Device Borrowing	
• Desktop Computers	29
• Photocopying, Printing, and Scanning	
• Express Printing Station	



Other Facilities

- Drinking Fountains 30
- Locker

Library Collections & Resources 32-48

Book Collections 32

- General Collections
- Reference Tools
- Course Reserve Collection
- Rare Book Collection 33

Serials Collection 34

- Periodicals
- Newspapers

Special Collection 35

Law Collection 35

Audio Visual Collection 36

- Local TV Programmes 37
- HKSYUtube

Electronic Resources 39

- Electronic Databases 44
- E-News
- Other Online Resources
- CSIDS E-book Resources 45



Institutional Repository 46

Book Recommendation 46

Library Exhibitions 47

- New Titles Display
- Topical Exhibition
- Reading Promotion (Award-winning books)
- Permanent Exhibitions

48

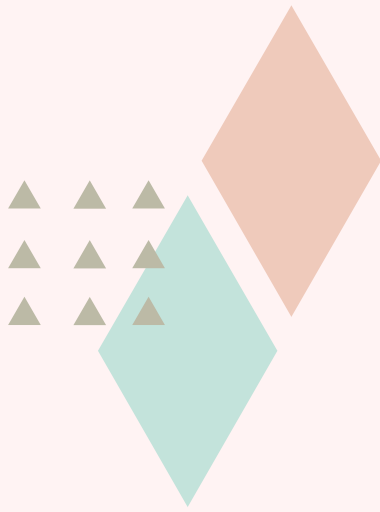
Appendix 50-62

University Library Regulations 50

Classification Schemes 53

Location Guide 55

Floor Plans 57



Introduction



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.

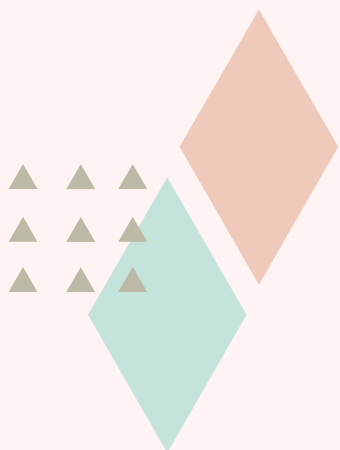


To support this mission, a new Library complex building was built and opened on 15 November 1995 next to the campus at Wai Tsui Crescent, Braemar Hill Road.



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.





Library 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:

1

A resource center
by organizing various types of materials for learning, teaching and research;

2

A learning center
by offering study areas, discussion rooms and reference services;

3

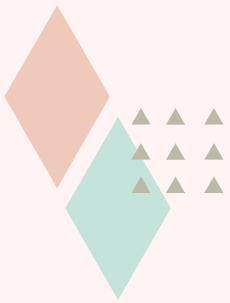
A user education center
by providing users with library literacy instructions;

4

A service center
by equipping the Library with multi-functional facilities;

5

A library 2.0 center
by interacting with users and designing user-centered services.



Opening Hours

Monday-Friday

Saturday

8:30 am - 9:00 pm

8:45 am - 7:00 pm

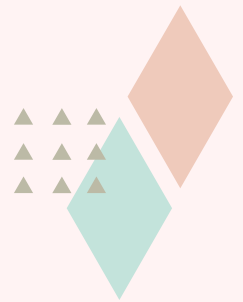


	Monday - Friday	Saturday
G/F Circulation Counter	8:45 am - 8:45 pm	8:45 am - 6:45 pm
6/F Learning Commons	8:45 am - 8:30 pm	8:45 am - 6:30 pm

***** Closed on Sunday & Public Holidays *****

Special opening hours arrangement will be announced on the Library's notice board at the G/F entrance and on Library website.

General Enquiry



Service Hotlines

Circulation Counter	2104 8284 / 2104 8285
Information Counter	2806 5113 / 2806 5114
Learning Commons	2104 8286

Library Homepage

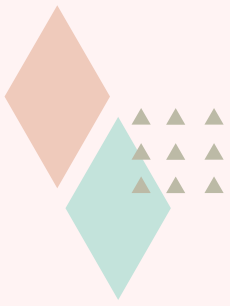
<https://www.hksyu.edu.hk/lib>

Email

libinfo@hksyu.edu

Find us on Facebook

<https://www.facebook.com/hksyulib>



Staff Directory

University Librarian

Mr. LEE Wai Lun, Desmond

2806 5116

dessyu@hksyu.edu

Acquisitions

Mr. CHOW Yue Kai, Barry

2806 7318

libbar@hksyu.edu

Circulation & Information Services

Ms. CHUNG Yue Ching, Rain

2806 5112

libchung@hksyu.edu

ILL & Institutional Repository

Ms. FONG Yim Siu, Cynthia

2806 7320

libcyn@hksyu.edu

Multimedia & Digital Resources

Ms. CHOW Yuet Yu, Sarah

2806 7323

libchow@hksyu.edu

Reference & Instruction

Mr. CHAN Ming Tak, Benjamin

2806 5114

libmtchan@hksyu.edu

Serials

Ms. LAM Yuk Ling, Lyn

2806 7319

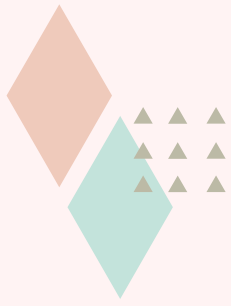
liblyn@hksyu.edu

Systems

Mr. CHUI, Paul

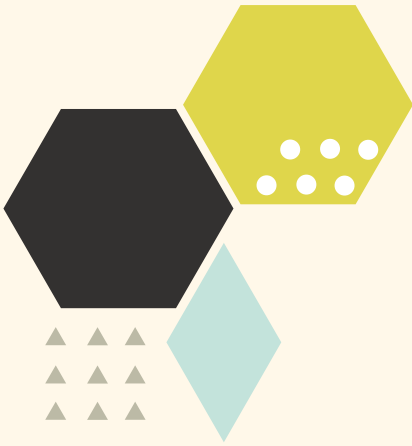
2806 7321

libpaul@hksyu.edu

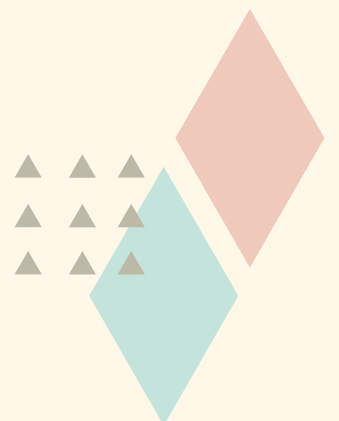


Liaison Librarians

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. Benjamin CHAN
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



Library Services



LENDING SERVICE

Borrowing and Return

User must show a valid staff card or student identity card when borrowing materials. The card must not be transferred to other users.

General Library materials can be borrowed or returned at the **G/F Circulation Counter**.

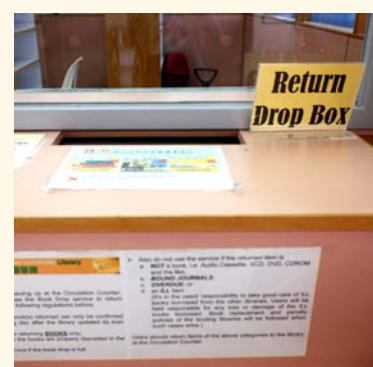
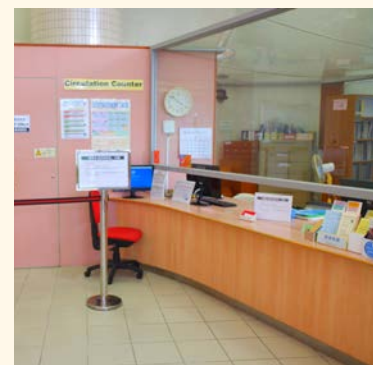
AV materials located at the Learning Commons should be borrowed and returned at the **6/F Information Counter**.

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

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.

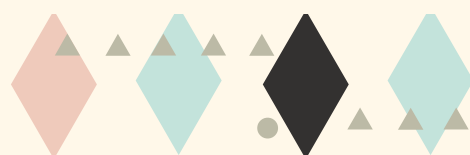
Overdue books, non-print materials, ILL items and bound journals cannot be returned to the book drops.



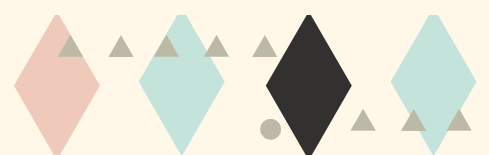
Borrowing Privileges

Categories	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 References (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.



Categories	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	10	30 days	30 days (3 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

You can make renewal or reservation of borrowed items via online Library account. It is also required for off campus online databases access.

Recall notices, pickup notices, courtesy notices, and overdue notices will be sent to the email you provided in "My Circulation Record". Therefore, **please make sure the email in your circulation record is correct.**

Your barcode and PIN (Personal Identified Number) are required for the account login.

For first time log-in, please follow the procedure of PIN creation below:

- Go to the [Library homepage](#) and click "My Circulation Record".
- Input your barcode as shown on your staff card or student card.
- Leave the "Your PIN" field empty and press the "Submit" button.
- Input your PIN twice at the fields "Enter your PIN" and "Enter your PIN again".
- Create the PIN with at least 8 characters or a combination of characters and numbers, and press "Submit" button.



Hong Kong Shue Yan University
Library 香港樹仁大學圖書館
My Library Help Topics

Login

Please enter the following information:

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

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

[? Forget Your PIN?](#) [? What is PIN? How to create my PIN?](#)

Renewal, Recalls, and Reservations

Renewal

Renewal of borrowed items can be made via 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

- Go to [“My Circulation Record”](#)
- Input your barcode and PIN. Then press “Submit”.
- Select any item(s) you wish to renew, then press “Renew Selected” or press “Renew all” to get all your items renewed.
- Check the new due date. If the new due date is not shown, please contact the Library staff as soon as possible.

Recalls

Books with normal loan period (staff: 180 days; postgraduates: 120 days; undergraduates: 90 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.

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.

Maximum hold quota for staff is 20, and student is 10.

Procedures of item request

- Go to the Library's online catalogue to search an item.
- A due date in the "Status" column means the item is on loan and you can reserve it. Please press the "Request" tab.
- Input your barcode and PIN, and then press "Login".
- Select the item you want to request, and press "Hold".
- A new page "Action Succeeded" is displayed. You will receive a pickup notice through email when the item is returned.



The screenshot shows a library online catalogue interface. At the top, there are navigation tabs: "Request", "Locations", "Details", "Reviews & Tags", and "Virtual Browse". The "Request" tab is highlighted with a red circle. Below the tabs, there is a "Request Options:" section with a "Hold" button. Below this, there is a table with the following information:

Location:	2/F., Chinese Book
Item category:	121.22 1514 2016 (--), DUE 02-01-20
Pickup Location:	Ground floor circulation counter;

At the bottom of the table, there are two buttons: "Hold" (highlighted with a red circle) and "Clear Selection".



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 on page 12-13.

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 fines if any.

Loss of any **out-of-print material** will be charged depending on the evaluated cost.

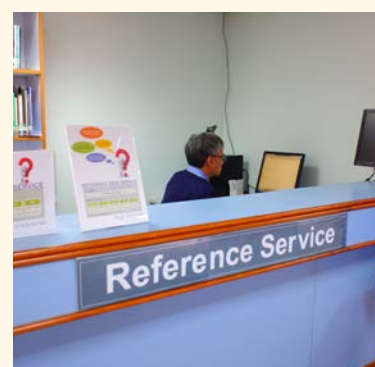
RESEARCH SUPPORT & REFERENCE SERVICE

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.



Research Consultation

Research consultation is a scheduled appointment with our Librarians for individual assistance with library research. Service hours of Reference Librarian are listed as below:



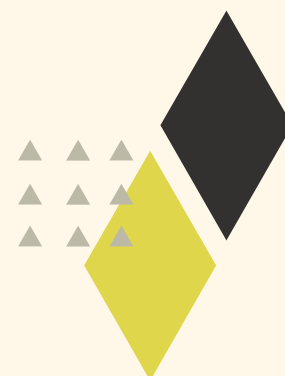
Mon	Tue	Wed	Thu	Fri
9:30-12:00	14:00-17:00	9:30-13:00	9:30-12:00	9:30-13:00
13:00-17:00	17:30-20:30	14:00-17:00	13:00-17:00	14:00-17:00

Users can also use [Online Chat Service](#) during the following service hours:



Mon	Tue	Wed	Thu	Fri
14:00-17:00	14:00-17:00	10:00-12:30	14:00-17:00	10:00-12:30

Besides, information leaflets and user guides on accessing library facilities are available at all service counters. For further information, please visit "[Research Consultation Service](#)".





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)

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.

ACCESS TO OTHER LIBRARIES

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.

External Reader Card

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.

Other Libraries

HKSYU 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/>

3-days temporary Pass of the University of Hong Kong Libraries can be issued through the Hong Kong Central Library for users, please contact [the Hong Kong Public Libraries](#).



Library	No. of Cards	Privilege/ Loan Period	Fines
Central Resources Centre (Education Bureau) *with borrowing privilege	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		



USER EDUCATION SERVICE

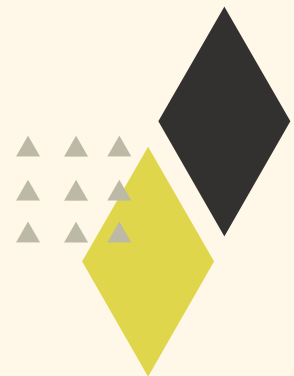
Orientation

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.



Library workshops / Tours

Workshops on using different Library resources are ran regularly. Students in group may also request a workshop or a library tour that fulfills their information needs. Please visit [Library Instruction Class / Library tour](#) for further information.



INTERLIBRARY LOAN



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. Books and photocopies of journal articles are available for interlibrary loan.

The requests will be sent to local academic libraries in Hong Kong or overseas institutions. For further information, please visit [Library website](#) or contact us via email libill@hksyu.edu for assistance.

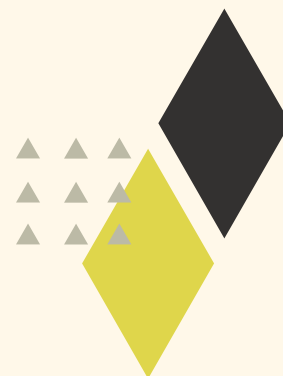
GIFT & EXCHANGE



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 libacq@hksyu.edu



Alumni Service

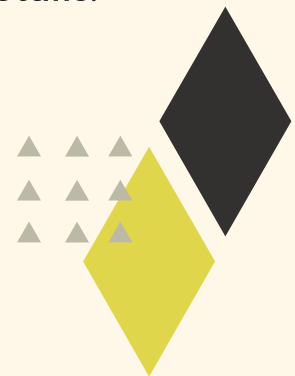
HKSYU local graduates are eligible to apply for Alumni Reader Card or Alumni Borrower Card. Other joint course graduates will be considered on case by case basis.

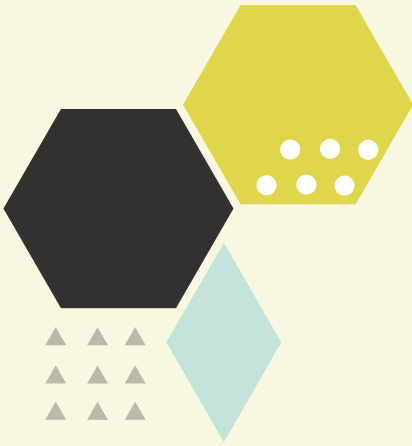


The application fee of **Alumni Reader Card** is HK\$100 per two years. Card holders can access the Library and use the collections (including Course Reserve materials, Special Collection, Local TV Programs and databases) within the Library. The Card does not provide any borrowing privileges throughout the entire valid period.

The application fee of **Alumni Borrower Card** is HK\$800 per two years. Card holders can access the HKSYU Library with borrowing privileges throughout the entire valid period. Also, remote access to 21 databases is permitted, which is subject to database provider's terms and conditions.

Applicants should bring the graduation certificate or 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. Please visit [Library website](#) for details.





Library Facilities



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.

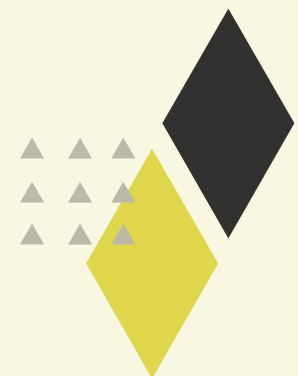
Study carrels

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

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.



ROOM BOOKING

There are 2 discussion rooms, 1 learning laboratory, 1 presentation room and 1 activity room available for group studying and meeting. Patrons can place booking in person at the 6/F Information Counter or via online [Room Booking System](#). Please view the booking status and regulations before registration.

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


IT FACILITIES

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 <https://0-www-hksyu-edu-hk.lib.hksyu.edu.hk/pdf/wireless.htm>

Mobile Device Borrowing

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
<p>Notebook</p>  <p>Lenovo 15" Laptop</p>	<ul style="list-style-type: none"> • Power Adapter • Mouse • Carrying Bag 	1	4 hours	\$30/ hour
<p>Tablet</p>  <p>Apple iPad Air 2</p>	<ul style="list-style-type: none"> • Smart Cover • Lightning to USB Cable • 1 set of Power Adapter • Paper box 			

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. For details, please refer to the [“Inventory List”](#)

Photocopying, Printing and Scanning

Multi-function printers are located at 2/F to 6/F. Payment by Octopus Card is accepted. User guidelines are available next to each printing machine. Photocopying and printing charges are as below.

Functions		Charge
Photocopying/ Printing	Black & White	A4- \$0.3 A3- \$0.6
	Colour	A4- \$1.8 A3- \$3.6
Scanning		Free of charge

IMPORTANT

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

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. Each user may use the station for 15 minutes on a first come, first served basis.

OTHER FACILITIES

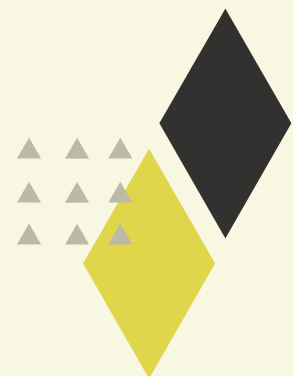
Drinking Fountains

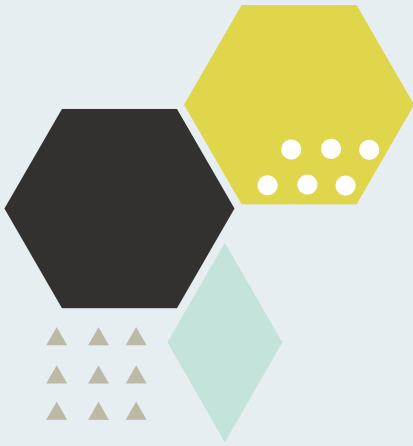
6 drinking fountains are installed on each of Library floors.



Locker

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.





Library Collection and Resources



BOOK COLLECTIONS

Highlights of Library Collections:

Total physical items - 343,770 approx.

Printed books - 258,600 approx.

Printed serials - 31,890 approx. (including bound volumes and 840 active titles)

Special collection - 26,280 volumes

Newspaper - 27



General Collections

All General Collection items are available for circulation. Borrowing privileges please refer to page 12-13.



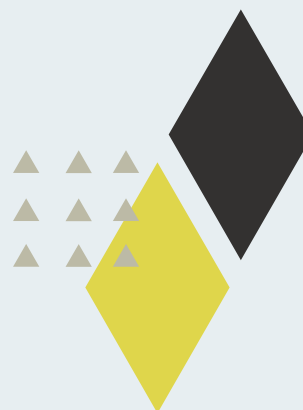
Reference Tools

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



Course Reserve Collection

Textbooks and principal reading materials are kept in 3/F Special 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.



Rare Book Collection

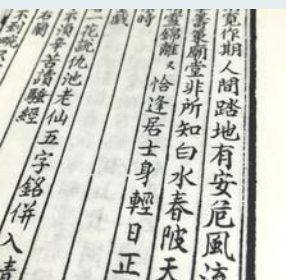
In 2007, Shue Yan University was honored to receive over 10,000 volumes of the Reproductions of Chinese Rare Editions Series (中華再造善本) from the Ministry of Education of China.

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-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.

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 ..."

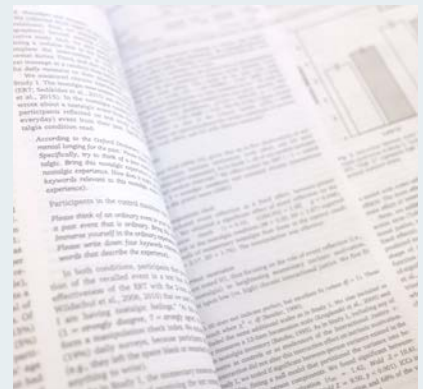
The Series is now kept in special cabinets on 2/F and is used in the Library only. Please consult Library staff at the 2/F Information Counter for any assistances.



SERIALS COLLECTION

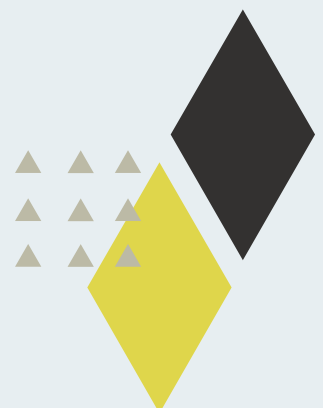
Periodicals

Current issues of journals are displayed on 3/F. Back issues are bound. They are carried with the prefix “P” or “RP” on spine labels. Unbound issues are only for Library use. For the borrowing privileges of Bound Journals, please refer to page 12-13 for details.



Newspapers

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



SPECIAL COLLECTION

- Annual Reports
- Research Papers
- Company Annual Reports
- Student Reports
- Overseas Documents
- Teaching References

Most of the materials are kept in the Special Collection area on 3/F, a few old volumes are stored on 6/F Closed Stacks.



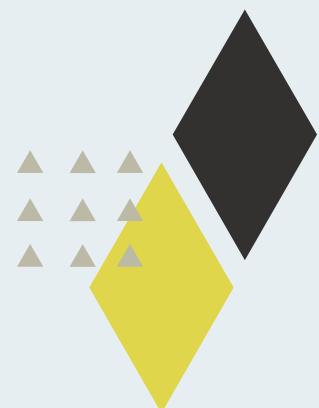
LAW COLLECTION

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, 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.



AUDIO VISUAL COLLECTION

There are over 23,000 volumes in audio visual collection. It includes CDs, DVDs, VCDs and CD-ROMs, etc. All materials are located at 6/F Learning Commons.

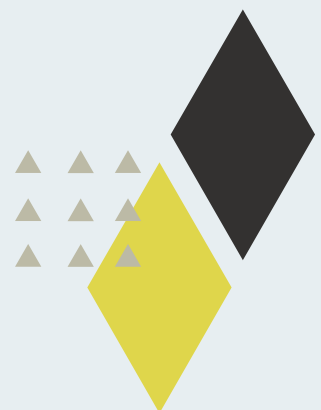


The following prefixes on spine labels and catalogue entries stand for different types of materials:

- AVC - audio CDs, VCDs, and CD-ROMs
- AVD - DVDs and DVD-ROMs
- AVK - kits
- AVR - reference AV materials
- LTV - local TV programmes
- MC - language learning kits



Non-print materials accompanied with books are kept at G/F Circulation Counter.





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 license.

HKSYUtube

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.

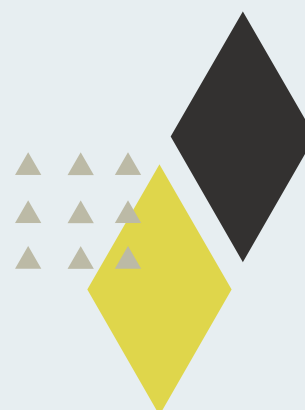
For effective preservation and easier access for Library users, some licensed episodes produced are converted into online streaming videos. DVD copies (archive up to June 2015) can be found on the 6/F Learning Commons, or users may login to access restricted resources through HKSYUtube for online viewings.

ELECTRONIC RESOURCES

Currently, there are over 2.5 million e-books and over 72,000 e-journal titles available for on and off campus access.

Procedures of online database access


- Go to the Library homepage and click “[Online Databases](#)”.
- In the Lists, you can see a brief description of the selected database when you click the “Information icon”
- Input your barcode and PIN to authenticate your identity after clicking a database.
- 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.
- E-journals and e-books are accessible via [Library’s online catalogue](#).



List of Online Databases

1. 讀秀學術搜索
2. 四部叢刊
3. 瀚堂典藏古籍數據庫
4. 瀚堂近代報刊數據庫
5. 人民日報 (1946 - Present)
6. Academic Writer (formerly known as APA Style CENTRAL)
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 (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)
20. China and the Modern World (Module 1 & 2)
21. 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)
22. 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)
23. 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)
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)

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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 (Airiti Library)
 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: Humanities Source Ultimate
 48. EBSCO: Library, Information Science & Technology Abstracts with Full Text
 49. EBSCO: MAS Ultra - School Edition
 50. EBSCO: Military & Government Collection
 51. EBSCO: OpenDissertations
 52. EBSCO: Philosophers Index with Full Text
 53. EBSCO: Primary Search
 54. EBSCO: PsycARTICLES

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55. EBSCO: PsycBOOKS
 56. EBSCO: PsycEXTRA
 57. EBSCO: Psychology and Behavioral Sciences Collection
 58. EBSCO: PsycINFO
 59. EBSCO: Regional Business News
 60. EBSCO: Sociology Source Ultimate
 61. EBSCO: Teacher Reference Center (TRC)
 62. EBSCOhost Electronic Journals Service
 63. The Economist Historical Archive 1843-
 64. e-Duke Books Scholarly Collection
 65. Emerald Accounting, Finance and Economics eJournal Collection
 66. Emerald Library Studies eJournal Collection
 67. Emerald Marketing eJournal Collection
 68. EThOS: e-theses online service (open access)
 69. Financial Times Historical Archive, 1888-2016
 70. Gale Academic OneFile (Gale Reference Complete)
 71. Gale Business: Entrepreneurship (Gale Reference Complete)
 72. Gale General OneFile (Gale Reference Complete)
 73. Gale In Context: Environmental Studies (Gale Reference Complete)
 74. Gale In Context: Global Issues (Gale Reference Complete)
 75. Gale In Context: Opposing Viewpoints (Gale Reference Complete)
 76. Gale Literary Sources (Gale Reference Complete)
 77. Gale OneFile: News (Gale Reference Complete)
 78. Gale Virtual Reference Library
 79. History of Feminism
 80. Hong Kong Scholarship Online
 81. HyRead ebook
 82. ICLR Online
 83. INFOBANK Online Database Service (中國資訊行)

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84. International Herald Tribune Historical Archive 1887-2013
 85. iRead eBook 華藝電子書
 86. Journal Citation Reports Social Sciences Edition
 87. JSTOR: Arts & Science I
 88. Lexis Advance Hong Kong
 89. Literature Online
 90. McGraw-Hill eBook Library: Business Collection
 91. MR Portal
 92. National Geographic Virtual Library, 1888-current
 93. Naxos Spoken World Library
 94. The New York Times and The New York Times in Education
 95. Nexis Uni
 96. Oxford Bibliographies
 97. Oxford English Dictionary
 98. Oxford Scholarship Online
 99. Pep-Web Archive
 100. PQDT Open (open access)
 101. Project Muse-Social Science Collection
 102. ProQuest Central
 103. ProQuest Dissertations & Theses Global: The Humanities and Social Science Collection
 104. ProQuest Ebook Central
 105. ProQuest Entrepreneurship
 106. PsychiatryOnline
 107. PsycTESTS
 108. PsycTHERAPY
 109. RefWorks
 110. SAGE Research Methods Suite
 111. Scientific Research Publishing (open access)
 112. Scopus
 113. Social Science Research Network (open access)
 114. Social Theory
 115. Sociological Abstracts

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116. South China Morning Post Digital IP Access Program
 117. Statista
 118. Sunday Times Digital Archive 1822-2016
 119. Taylor & Francis Social Sciences & Humanities Library
 120. Thomson Reuter Eikon
 121. The Times Digital Archive 1785-
 122. The Times Literary Supplement Historical Archive 1902-
 123. Ulrichsweb
 124. University Press Scholarship Online: Sociology (California, Chicago, Policy Press)
 125. Wanfang Video 萬方視頻
 126. Wenyuange Siku Quanshu Electronic Edition Online Version 文淵閣四庫全書電子版(網上版)
 127. Westlaw Asia
 128. Westlaw China
 129. WiseEnterprise & WiseSearch
 130. World eBook Library (Academic Research, Rare & Special eBook Portal)

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. Please click “E-News” under pull-down menu “E-Resources” from Library webpage to access.

Other Online Resources

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



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 Collection Sharing and Information Discovery System (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.

Please find 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

INSTITUTIONAL REPOSITORY



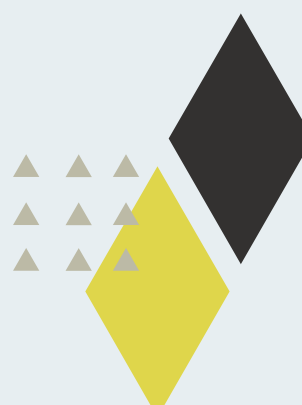
Institutional Repository (IR) is established by the Library, IR primarily collects, stores and distributes the digital scholarly works of faculty, students and staff at Hong Kong Shue Yan University. Now the IR houses more than 3,800 electronic theses and staff publications.

BOOK RECOMMENDATION



Staff and student can make recommendation for acquisitions to facilitate the teaching, learning, and research needs of the University community.

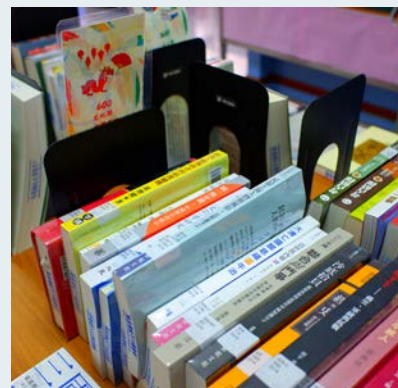
Recommendation can be made via Library website: [Book/AV Recommendation Service](#) (Login is required) or contact our Library staff.



LIBRARY EXHIBITIONS

New Titles Display

Library selects new Chinese and English books, Special Collections and Audio Visual titles to display on 2/F (Chinese), 3/F (Special Collection), 4/F (English) and 6/F (Audio Visual) regularly. Please refer to [Current Awareness](#) to get the new titles.



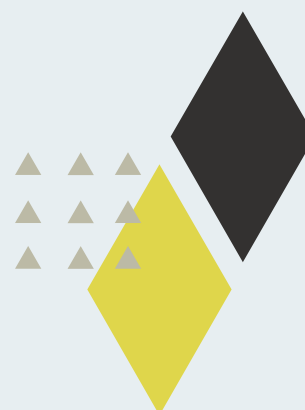
Topical Exhibition

The Library organizes topical exhibitions regularly to promote reading. The print books are displayed on 5/F Exhibition Bookshelf. To browse the list, please refer to [Topical Exhibition](#).



Reading Promotion (award-winning books)

We introduce to our users award-winning books regularly. Selected title covers shall be displayed on the board at 5/F. Please refer to [Reading Promotion](#) for current titles.



Permanent Exhibitions

Five Judicial Gowns by the Hon Mr. Justice Patrick Cha

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.

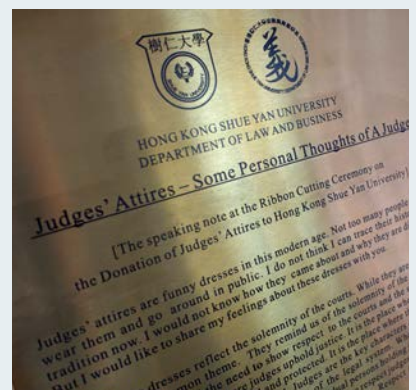
The five judicial gowns include:

- 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)

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>



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.



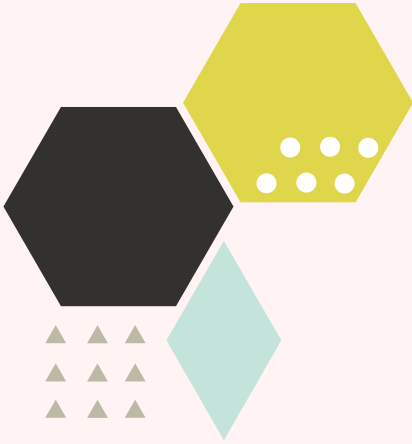
Twelve Chinese Animal Zodiac and Surname Bronze Wares

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.

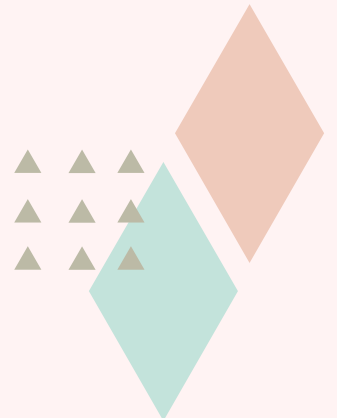


Not only are they high-quality replicas of the First Class National Treasures in limited distribution, but they are also contemporary significant bronze artifacts recording the cultural origins of various surnames. There are 2,000 sets made for each of the 300 Chinese surnames selected globally.

Please refer to Library website > [Permanent Exhibitions](#) for details.



Appendix





University Library Regulations

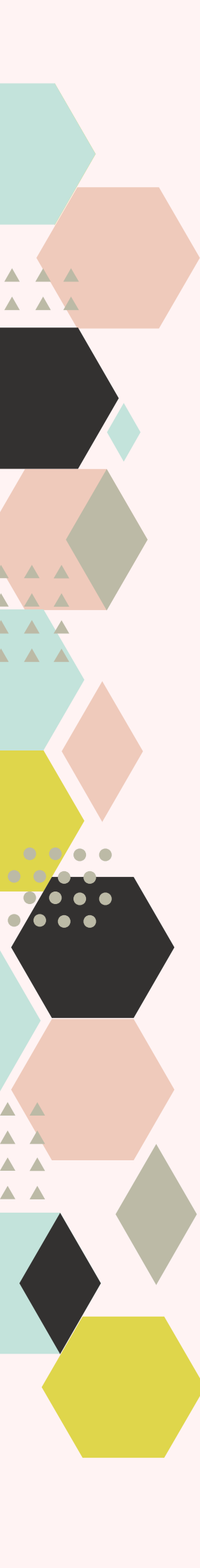
Admission to and use of the University Library (the Library) is conditional upon the observance of the Library regulations (the regulations) made by or with the authority of the Academic Board. All members of the Library staff are empowered to enforce the regulations. Anyone who is believed to have violated 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. Rules of Special Collection Room on 3/F should be observed.

2.16 External reader card for admission to another local library is

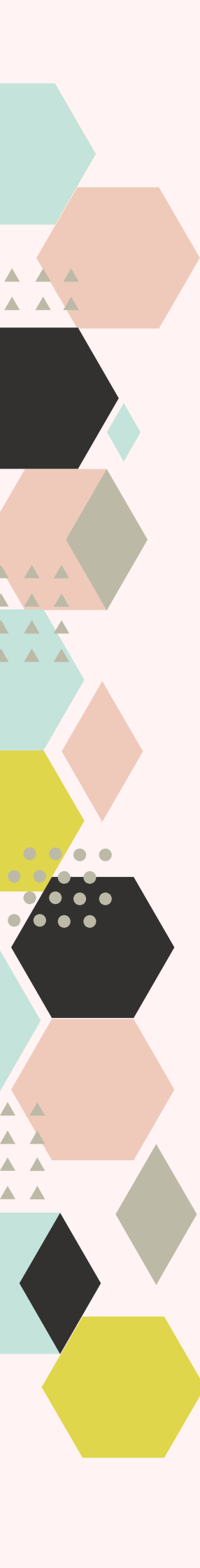
2.17 governed by the regulations of that card issuing library. Misuse of the card may lead to cancellation of permission to access to that university library. Serious offence will be referred to either the University Authority or the Student Disciplinary Committee for further action.

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)
- 3.6** Access to electronic resources is governed by license agreements. Under these 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.
- 4.2** 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. Information on copyright restrictions is posted next to the photocopiers in the Library.

Revised in June
2018



Classification Schemes

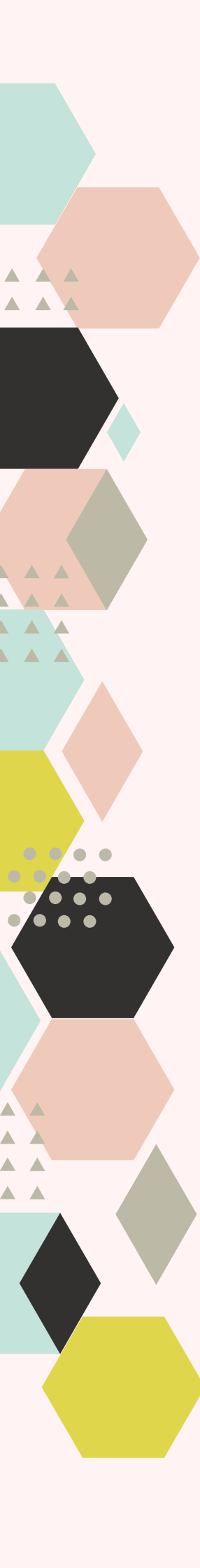
Users should understand the classification scheme in order to search a particular item in the Library. Please check the item on our online catalogue first before locating the Library materials.

Dewey Decimal Classification Scheme (DDC)

English books, Serials, Special Collection and Audio Visual materials are classified and shelved according to DDC.

A general class is listed below:

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

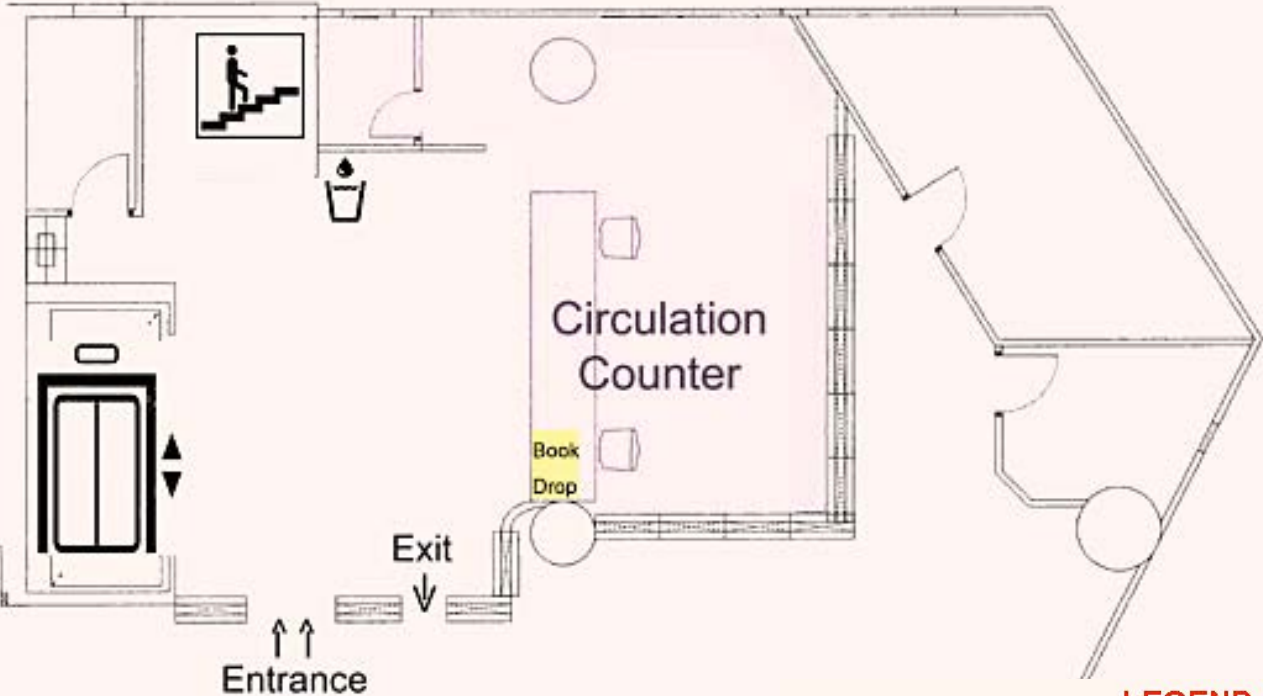
Location Guide

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	
	Law Books (English)		L	
	ACCA Collection		ACCA	Lib Use Only
	Reference (Chinese & English)		R	
	Law Reference (English)		RL	
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	
	Equipment (Remote, Rooms Key, Extension Sockets)			3 Hours Loan
Notebooks & Tablets			4 Hours Loan	

Floor Plans

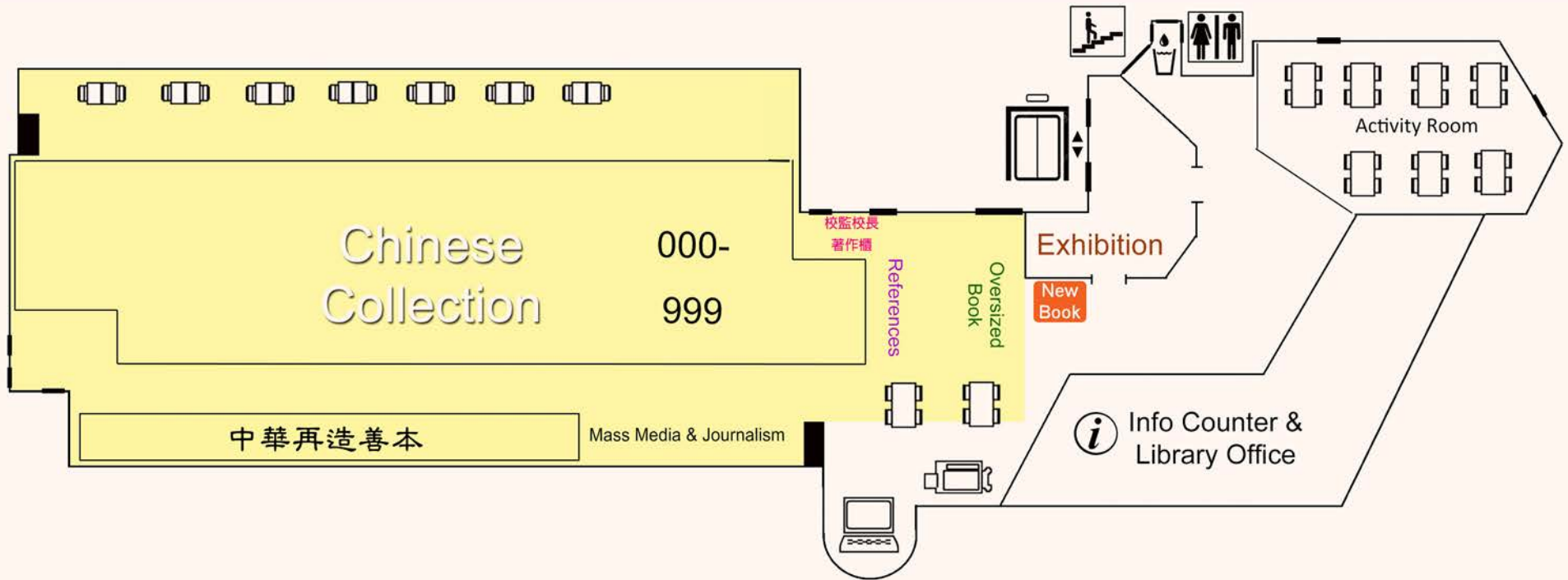
G/F



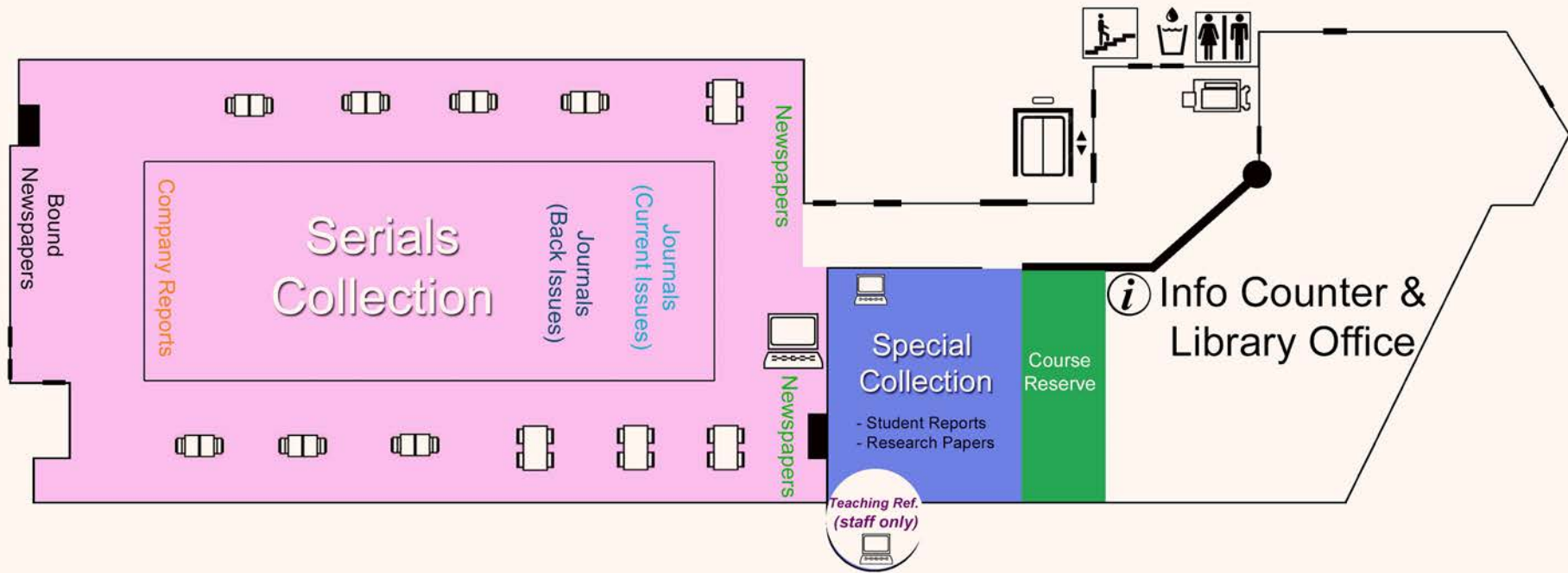
LEGEND

- | | |
|---|---|
|  Information Counter |  Computer |
|  Toilet |  iMac |
|  Stairs |  Multifunctional Printer |
|  Lift |  HDTV |
|  Drinking Fountain |  Round Table |
|  Individual Desk |  4-6 Seater Table |

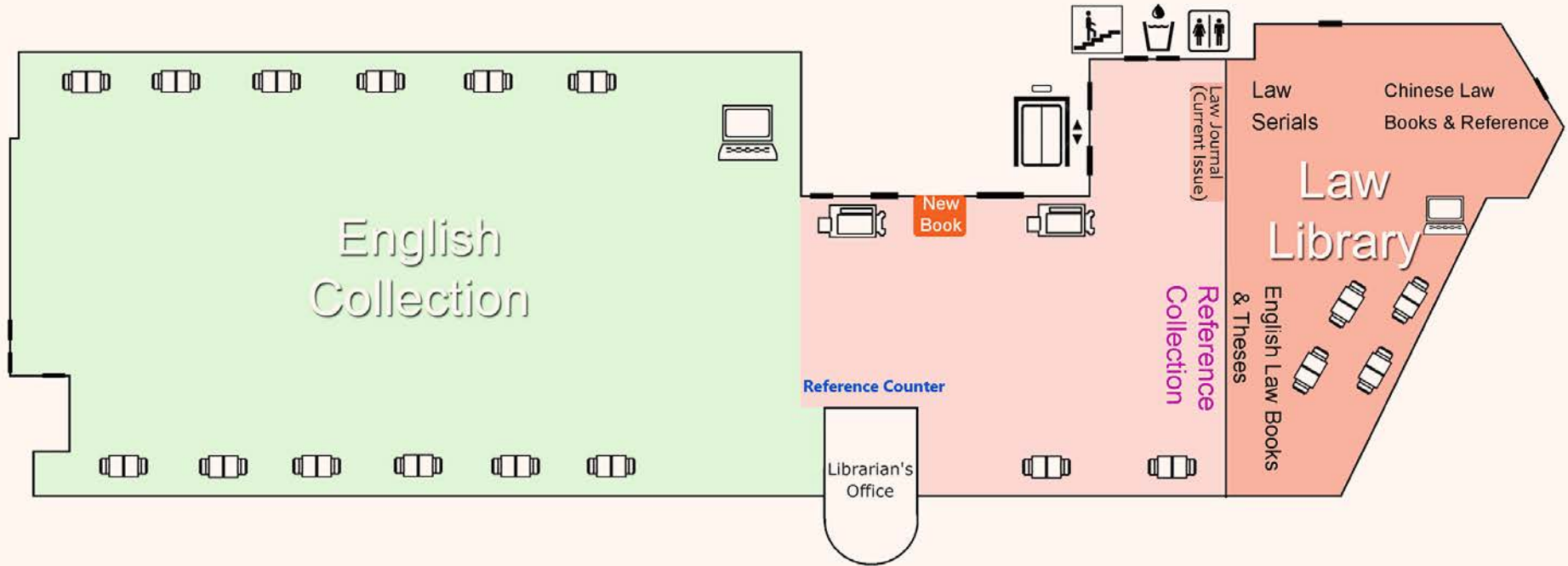
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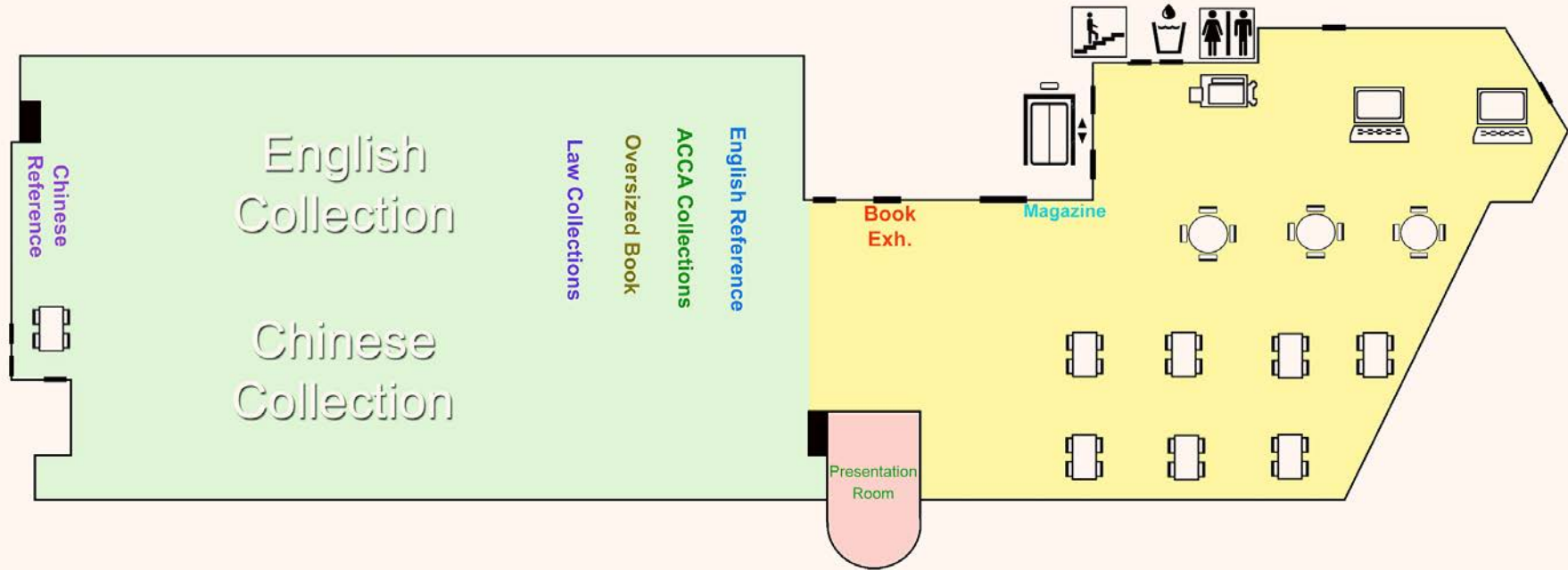
3/F



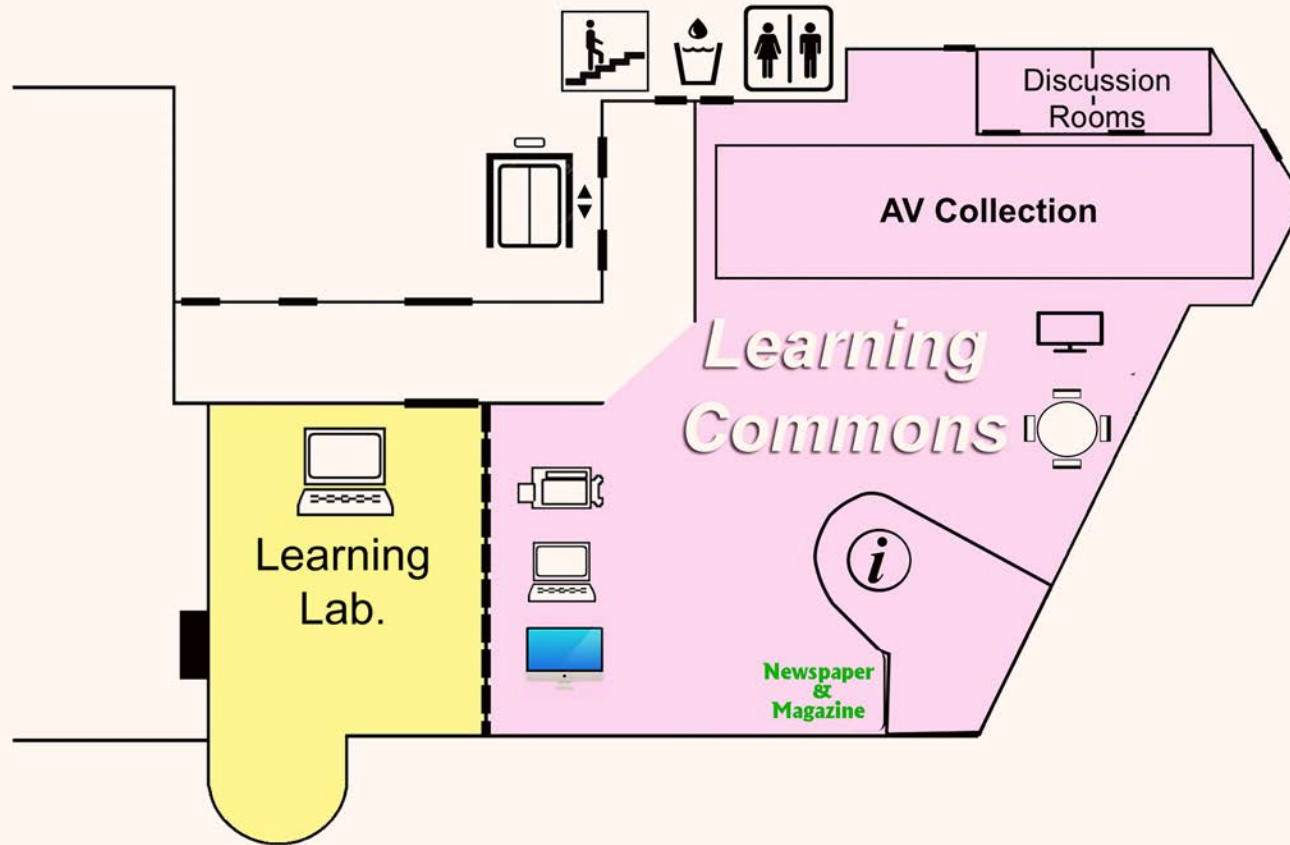
4/F

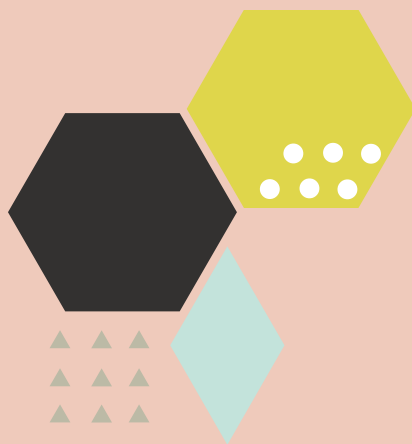


5/F



6/F





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