

Hong Kong Shue Yan University

LIBRARY HANDBOOK

2017-2018



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 | 8:30 am – 9:00 pm |
| | G/F Circulation Counter | 9:00 am – 8:45 pm |
| | 5/F | 8:30 am – 8:45 pm |
| | 6/F Learning Commons | 9:00 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 | 9:00 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_2017-18.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 2806-7320

libill@hksyu.edu

Address



Hong Kong Shue Yan University Library Complex

12 Wai Tsui Crescent, Braemar Hill

North Point, Hong Kong

Staff Directory

University Librarian

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dessyu@hksyu.edu

Acquisitions

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Cataloguing & Collections Development

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Gift & Exchange and Weeding

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ILL & Institutional Repository

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Multimedia & Digital Resources

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Reference & Instruction

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Serials

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Systems

Mr. Paul CHUI

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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 |

Contents

| | |
|--|-----------|
| Library Mission | 1 |
| Opening Hours | 2 |
| General Enquiry | 3 |
| Staff Directory | 4 |
| Liaison Librarians | 5 |
| Introduction | 10 |
| Library Services & Facilities | |
| 1. Service Counters | 12 |
| 1.1 Circulation Counter | |
| 1.2 Information Counters | |
| 1.3 Reference Service | |
| 1.4 Learning Commons | 13 |
| 2. Room Booking | 14 |
| 3. Lending Service | 15 |
| 3.1 Registration | |
| 3.2 Borrowing and Return | |
| 3.3 Borrowing Privileges | 16 |
| 3.4 Library Account | 18 |
| 3.5 Renewal | 19 |
| 3.6 Recalls | |
| 3.7 Reservations | 20 |
| 3.8 Fines | |
| 3.9 Book Drops | 21 |
| 3.10 Losses or Damage | |
| 4. Gift & Exchange | 21 |

| | | |
|------------|--|-----------|
| 5. | Access to Other Libraries | 22 |
| 5.1 | Borrower Card | |
| 5.2 | External Reader Cards | |
| 5.3 | Other Libraries | |
| 6. | Alumni Service | 23 |
| 7. | Interlibrary Loan Service | 24 |
| 8. | User Education Service | 25 |
| 8.1 | Orientation | |
| 8.2 | Faculty Requests for Instruction Classes | |
| 8.3 | Instruction Programs | |
| 8.4 | Research Consultation | |
| 9. | Study Areas | 26 |
| 9.1 | Study Carrels | |
| 9.2 | Discussion Areas | |
| 10. | IT Facilities | 27 |
| 10.1 | Wireless LAN | |
| 10.2 | Mobile Device Borrowing Service | |
| 10.3 | Desktop Computers | 28 |
| 10.4 | Photocopying, Printing and Scanning | |
| 10.5 | Express Printing Stations | |
| 11. | Other Services & Facilities | 29 |
| 11.1 | Drinking Fountains | |
| 11.2 | Locker Service | |

Library Collection & Resources

| | | |
|-----------|---------------------------------|-----------|
| 1. | Book Collection | 31 |
| 1.1 | General Collections | |
| 1.2 | Reference Tools | |
| 1.3 | Course Reserve Collection | |
| 1.4 | Rare Book Collection | |
| 2. | Serials Collection | 33 |
| 2.1 | Periodicals | |
| 2.2 | Newspapers | |
| 3. | Special Collection | 34 |
| 4. | Law Collection | 34 |
| 5. | Audio Visual Collection | 35 |
| 5.1 | Local TV Programmes | |
| 5.2 | HKSYUtube | 37 |
| 6. | Electronic Resources | 37 |
| 6.1 | Electronic Databases | |
| 6.2 | E-News | 41 |
| 6.3 | Other Online Resources | 42 |
| 7. | CSIDS E-book Resources | 42 |
| 8. | Institutional Repository | 42 |
| 9. | Material Exhibitions | 43 |
| 9.1 | New Book Display | |
| 9.2 | Topical Exhibition | |
| 9.3 | E-book Display | |
| 9.4 | Staff Publications | |
| 9.5 | Permanent Exhibitions | 44 |

| | |
|-----------------------------------|-----------|
| 10. Teaching References | 46 |
| 11. Resources for Research | 46 |
| 11.1 Reference Tools | |
| 11.2 Bibliographic Resources | |
| 11.3 Plagiarism | |
| 12. Book Recommendation | 47 |
| Classification Schemes | 48 |
| Regulations | 50 |
| Location Guide | 53 |
| Floor Plans | 55 |

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.



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*Library
Services &
Facilities*

1. Service Counters

1.1 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.

1.2 Information Counters

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

- ☼ Handling general enquiries
- ☼ Using the Library catalogue
- ☼ Using equipment such as multifunctional printers
- ☼ Accessing electronic resources
- ☼ Referral to Subject Librarians or other institutions



1.3 Reference Service

Users are welcome to use the Reference Counter enquiry service if they have questions in using the Library services and facilities. Reference Counter is located at 4/F Library. Service hours are listed as below.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|-------------|-------------|-------------|-------------|
| 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 live chat service during the following service hours:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|-------------|-------------|-------------|-------------|
| 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.

1.4 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 in the Learning Commons:




- ☀ Learning Laboratory with 25 computers
- ☀ 4 multimedia stations
- ☀ Multi-functional printer
- ☀ Leisure reading area
- ☀ AV collection
- ☀ TV corner
- ☀ Magazine corner
- ☀ 2 Discussion Rooms
- ☀ 1 Presentation Room (5/F)
- ☀ 1 Activity Room (2/F)



Please check-out and check-in all Audio visual equipment and materials at 6/F Information Counter.

2. Room Booking

There are 2 discussion rooms, 1 learning laboratory, 1 presentation room and 1 activity room available for use by patrons for group study and meeting.

| Facilities | Location | Equipment | Privilege |
|--|----------|--|---------------------------------------|
| Learning Laboratory x 1  | 6/F | 25 Computers Seats Projector Whiteboard Microphone | STAFF ONLY |
| Discussion Room x 2  | 6/F | 1 Computer 6 seats Whiteboard | ALL (Accommodate 3-6 people) |
| Presentation Room x 1  | 5/F | 1 Computer 10 seats Projector Whiteboard Microphone | ALL (Accommodate 7-10 people) |
| Activity Room x 1  | 2/F | 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.

3. Lending Service

3.1 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 please register at 2/F Information Counter.



3.2 Borrowing and Return

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 Information Counter. The card **must not** be transferred to other users.

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

3.3 Borrowing Privileges

| CATEGORIES | MATERIALS | QUOTA | LOAN PERIOD | RENEWAL | FINES |
|----------------|---|-------|-------------|----------------------|-----------|
| STAFF | Books | 140 | 180 days* | 90 days (6 times) | \$1.5/day |
| | Accompanied Materials | | | | \$2/day |
| | AV Materials | 20 | 21 days | 14 days (once) | \$2/day |
| | Reserves, Kits (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 | 110 | 90 days | 30 days (4 times) | \$1.5/day |
| | Accompanied Materials | | | | \$2/day |
| | AV Materials | 20 | 14 days | 7 days (once) | \$2/day |
| | Reserves, Kits (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 | 80 | 60 days | 30 days (4 times) | \$1.5/day |
| | Accompanied Materials | | | | \$2/day |
| | AV Materials | 20 | 7 days | 7 days (once) | \$2/day |
| | Reserves, Kits (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, 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 (3 times) | \$1.5/day |
| | Accompanied Materials | | | | \$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 |

3.4 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.

Please input your name, barcode and PIN (Personal Identified Number) to log-in your Library account. 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?](#)

3.5 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

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.

IV. Check the new due date. If the new due date is not shown, please contact the Library staff as soon as possible.

V. Then, click "Sign out" to leave the page.

3.6 Recalls

Books with normal loan period (staff: 180 days; postgraduates: 90 days; undergraduates: 60 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 |
|-------|---------|
| 20 | 10 |

3.7 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

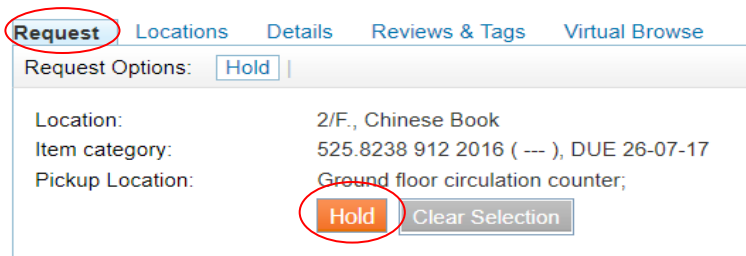
(http://primo.csids.edu.hk/primo_library/libweb/action/search.do?vid=HKSYU) to search an item.

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.



The screenshot shows a web interface with a navigation bar containing the following tabs: **Request**, Locations, Details, Reviews & Tags, and Virtual Browse. The 'Request' tab is highlighted with a red circle. Below the navigation bar, there is a 'Request Options:' section with a 'Hold' button. The main content area displays the following information:

| | |
|------------------|---|
| Location: | 2/F., Chinese Book |
| Item category: | 525.8238 912 2016 (---), DUE 26-07-17 |
| Pickup Location: | Ground floor circulation counter; |

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

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

3.8 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 16-17.

3.9 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.**



3.10 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.

4. 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.

5. Access to Other Libraries

| Library | No. of Cards | Privilege / Loan Period | Fines |
|--|--------------|---------------------------------------|-------------|
| Central Resources Centre (Education Bureau) <i>*with borrowing privilege</i> | 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 post-graduate / 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.

5.1 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.

5.2 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.

5.3 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/index.cfm>.

A temporary Pass (a duration of 3 days) 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.

6. *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 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 HK\$800 per two years. Card holders can access the HKSJU 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. For more information, please visit <http://www.hksyu.edu.hk/lib/site/services.htm>.



7. Interlibrary Loan Service

Interlibrary Loan Service (ILL) is provided for HKSJU 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 want to use this service can submit their requests online at <https://hksyu.relais-host.com/user/login.html?group=patron&LS=HKSJU&PL=ENG> or submit an ILL Request Form to 3/F Information Counter. For further information, please email libill@hksyu.edu or call 2806-7320 for assistance.

8. User Education Service

8.1 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.

8.2 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.

8.3 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 Workshops” page at Library website <http://www.hksyu.edu.hk/lib/workshop/> for further information.



8.4 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/>.

9. 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

9.1 Study Carrels

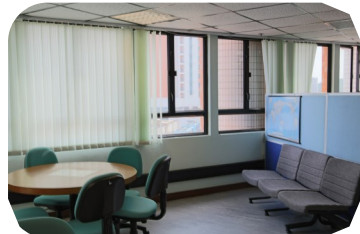
Library has provided some individual study carrels for private study. They are located on 2/F, 3/F and 4/F.



9.2 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 14 for details of **Room Booking**.



10. IT Facilities




10.1 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>

10.2 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 | Fines |
|---|--|-------|-------------------------|----------------|
| Notebook (Lenovo 15" Laptop) | 1. Power Adaptor 2. Mouse 3. Carrying Bag | 1 | 4 hours (no renewal) | \$30 / hour |
| Tablet (Apple iPad Air 2)  | 1. Smart Cover 2. Lightning to USB Cable 3. 1 Set of Power Adaptor 4. Paper box | | | |

10.3 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.

10.4 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

| 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.

10.5 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.

11. Other Services & Facilities

11.1 Drinking Fountains

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



11.2 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.





*Library
Collections &
Resources*

1. Book Collection

The Library collects over 330,000 physical items of various types of materials, covering a wide range of subjects and reference tools.

1.1 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.

1.2 Reference Tools

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

1.3 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.

1.4 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. For information, please consult Library staff at the 2/F Information Counter.

2. Serials Collection

The Serials Collection is located on 3/F, 4/F Law Library and 6/F Closed Stacks. It includes 878 printed titles in both English and Chinese periodicals, covering a variety of disciplines.

2.1 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 use. For the



Borrowing Privileges of Bound Journals, please refer to page 16-17 for details.

2.2 Newspapers

Library collects 27 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.



3. *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.

4. *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.

5. *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 are located at 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 prefix AVC(C), AVD(C), AVS(C) and AVV(C) are kept at the G/F Circulation Counter.

5.1 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 license.

| 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 | 星期五檔案 Friday 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) closed in 2016.

5.2 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 Learning Commons, or users may login to access restricted resources through **HKSUtube** for online viewings.



6. *Electronic Resources*

6.1 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 70,000 e-journal titles available.

List of Online Databases.

1. 讀秀學術搜索  iRead eBook 華藝電子書
2. 四部叢刊
3. ACLS Humanities E-Book
4. AiritiBooks 華藝中文電子書

5. APA Video Introduction to Psychotherapy Systems
6. Asia-Studies Full-text Online
7. Associated Press Collections Online: News Features & Internal Communications
8. Britannica Academic
9. Britannica ImageQuest
10. Cabell's directory of publishing opportunities: Business, Psychology & Psychiatry
11. Cambridge Journals Online: Humanities and Social Sciences (HSS)
12. CHANT 漢達文庫
13. 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)
14. 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)
15. 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)
16. 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)
17. Chinese Anti-Rightist Campaign Database, 1957 – (中國反右運動數據庫, 1957)
18. Chinese Cultural Revolution Database, 1957 – (中國文化大革命文庫)
19. Chinese Great Leap Forward and Great Famine Database, 1958-1962 中國大躍進---大饑荒數據庫,1958-1962
20. Chinese Electronic Periodical Services 中文電子期刊服務
21. Clarity English
22. Counseling and Psychotherapy Transcripts, Client Narratives, and Reference Works
23. Counseling and Therapy Online: Current Practices
24. 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)
25. DOAB (Directory of Open Access Books)

26. DOAJ (Directory of Open Access Journals)
27. Ebrary
28. EBSCO: Academic Search Ultimate
29. EBSCO: American Doctoral Dissertations, 1933 – 1955
30. EBSCO: ATLA Religion Database with ATLASerials
31. EBSCO: Bibliography of Asian Studies
32. EBSCO: Business Source Ultimate (will be upgraded from Sept. 2017)
33. EBSCO: Communication & Mass Media Complete
34. EBSCO: EconLit with Full Text
35. EBSCO: ERIC
36. EBSCO: European Views of the Americas: 1493 to 1750
37. EBSCO: Family Studies Abstracts
38. EBSCO: Funk & Wagnalls New World Encyclopedia
39. EBSCO: GreenFile
40. EBSCO: Historical Abstracts with Full Text
41. EBSCO: History Reference Centre
42. EBSCO: Humanities Source Ultimate
43. EBSCO: Library, Information Science & Technology Abstracts with Full Text
44. EBSCO: MAS Ultra - School Edition
45. EBSCO: Military & Government Collection
46. EBSCO: Primary Search
47. EBSCO: PsycARTICLES
48. EBSCO: PsycBOOKS
49. EBSCO: PsycEXTRA
50. EBSCO: Psychology and Behavioral Sciences Collection
51. EBSCO: PsycINFO
52. EBSCO: Regional Business News
53. EBSCO: Sociology Source Ultimate
54. EBSCO: Teacher Reference Center (TRC)
55. EBSCOhost Electronic Journals Service
56. The Economist Historical Archive 1843-
57. Emerald Accounting, Finance and Economics eJournal Collection
58. Emerald Library Studies eJournal Collection
59. Emerald Marketing eJournal Collection
60. EThOS: e-theses online service (open access)
61. Financial Times Historical Archive, 1888-2010
62. Gale Virtual Reference Library




63. Hong Kong Scholarship Online
64. HyRead ebook
65. Hytung Books 瀚堂典藏古籍數據庫
66. ICLR Online
67. IMF eLibrary (will be available soon)
68. INFOBANK Online Database Service (中國資訊行)
Remarks: Web/PC versions are available.
69. IngentaConnect (Staff only)
70. Journal Citation Reports Social Sciences Edition
71. JSTOR: Arts & Science I
72. Lexis HK
73. Literature Online
74. McGraw-Hill eBook Library : Business Collection
75. MR Portal
76. National Geographic Magazine Archive, 1888-2010
77. Naxos Spoken Word Library
78. The New York Times and The New York Times in Education
79. Oxford Bibliographies
80. Oxford English Dictionary
81. Oxford Scholarship Online
82. Pep-Web Archive
83. PQDT Open
84. Project MUSE Journals (Social Science Collection)
85. ProQuest Central
86. ProQuest Digital Dissertations (Full Text/Image) Subset A
(Humanities & Social Sciences)
87. ProQuest Entrepreneurship
88. PsycCRITIQUES
89. PsychiatryOnline
90. PsycTESTS
91. PsycTHERAPY
92. RefWorks
93. SAGE Research Methods Suite
94. Scientific Research Publishing (open access)
95. Scopus
96. Social Science Research Network
97. Social Theory



98. Sociological Abstracts
99. South China Morning Post Digital IP Access Program
100. Taylor & Francis Social Sciences & Humanities Library
101. Thomson Reuters Eikon
102. University Press Scholarship Online: Sociology
103. Ulrichsweb
104. Wanfang Video 萬方視頻
105. Wenyuange Siku Quanshu Electronic Edition - Online Version
《文淵閣四庫全書電子版》網上版
106. Westlaw China (萬律)
107. Westlaw Asia
108. WiseEnterprise & Wisers Information Portal
109. 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 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.

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

6.3 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.

7. *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. 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

8. *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 3,300 electronic theses and staff publications. For access, please click the item under "Quick Link" to start at the Library webpages.

9. Material Exhibitions

9.1 New Book Display

Every week the Library selects new Chinese and English books to display on 2/F and 4/F respectively. Please refer this link for the list <http://www.hksyu.edu.hk/lib/display/newbooklist.php>

9.2 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 <http://www.hksyu.edu.hk/lib/site/display/index.htm>

9.3 E-book Display

Library selected some e-books to display on the board at 5/F. The title list will be posted on **Library Blog**.



9.4 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/>

9.5 Permanent Exhibitions

- 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). HKSYU 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>



- 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>

10. 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.



11. Resources for Research

11.1 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.

11.2 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 dissertation: a step-by-step handbook** / John Biggam. (2008)
- **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)

11.3 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.



12. 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/site/students/br/br_login.php or contact our Library staff.

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 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

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
- 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

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.

Revised 2015

For more details of Library **Regulations**, please refer to Library webpage.

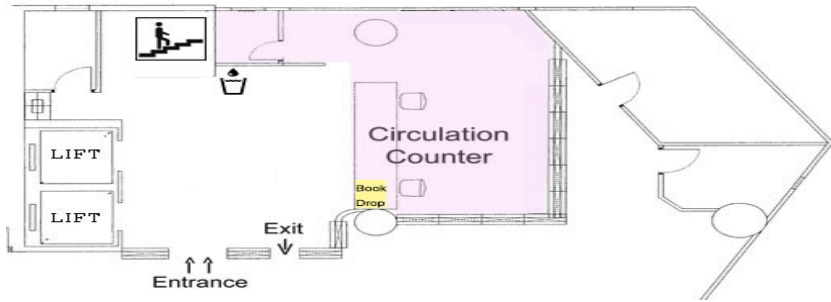
Location Guide

| Location | Materials | | Prefix | Loan Period |
|------------|---------------------------|--|--------|----------------------------|
| G/F | G/F Collection (Book) | | | NORMAL / 3 DAY LOAN |
| | Accompanied Materials | | | NORMAL |
| | External Reader Card | | | 14 DAYS or 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 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 |

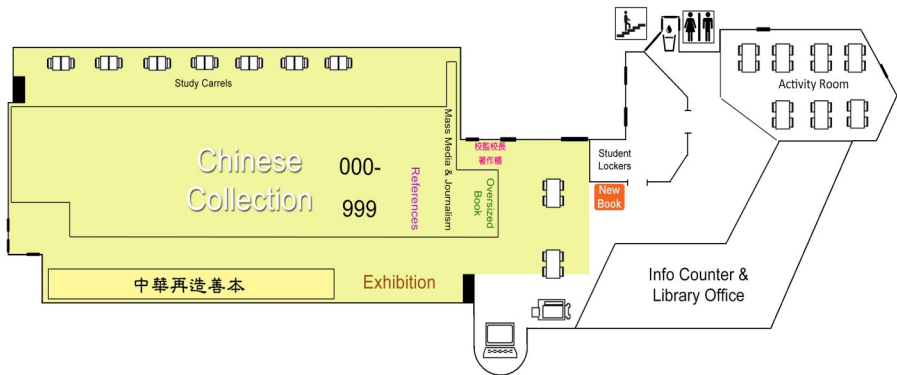
| Location | Materials | | Prefix | Loan Period |
|-----------------|--|---|-------------|--------------|
| 4/F | English Collection | Book | | NORMAL |
| | | Oversized Book | O | |
| | | Reference | R | LIB USE ONLY |
| | Law Collection | Book (Chinese) | CL | NORMAL |
| | | Book (English) | L | |
| | | Law Reference | RL | LIB USE ONLY |
| | | Law Theses | CC / CCB | |
| Law Periodicals | LP | | | |
| 5/F | Book (Chinese & English) | | | NORMAL |
| | Oversized (English) | | O | |
| | Law Books (English) | | L | |
| | Reference (Chinese & English) | | R | LIB USE ONLY |
| | Reference Law (English) | | RL | |
| | ACCA Collection | | ACCA | NORMAL |
| 6/F | Multimedia Collections | CD-ROMs, Audio CDs, VCDs & 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 | |
| | | Local TV Programmes | LTV | |
| | Equipment (Remote, Rooms Key, Extension Sockets) | | | 3 HOUR LOAN |
| | Notebook Computers & Tablets | | | 4 HOUR LOAN |

Floor Plans

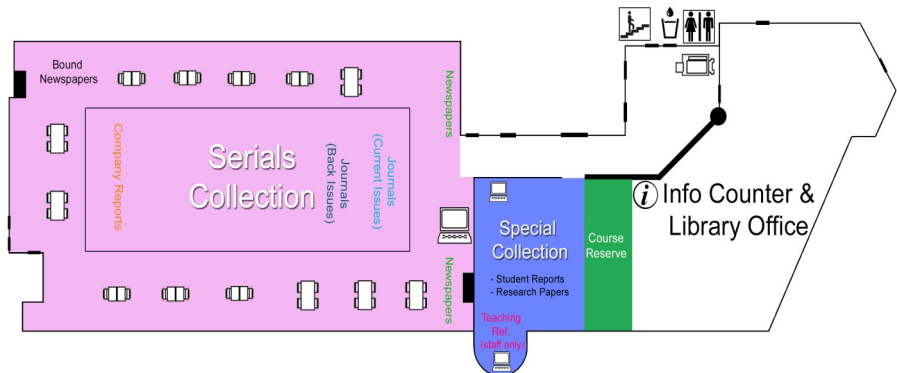
G/F



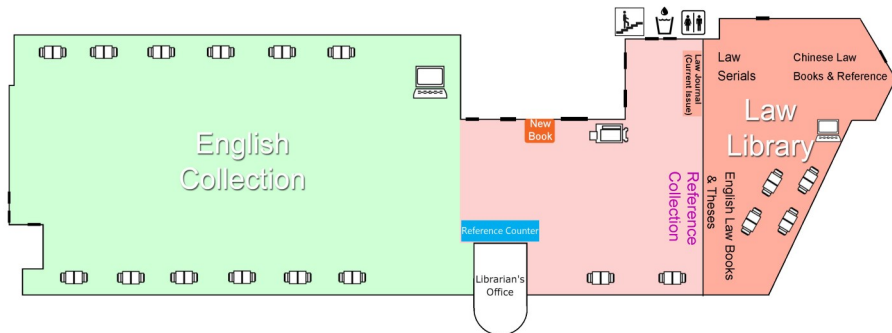
2/F



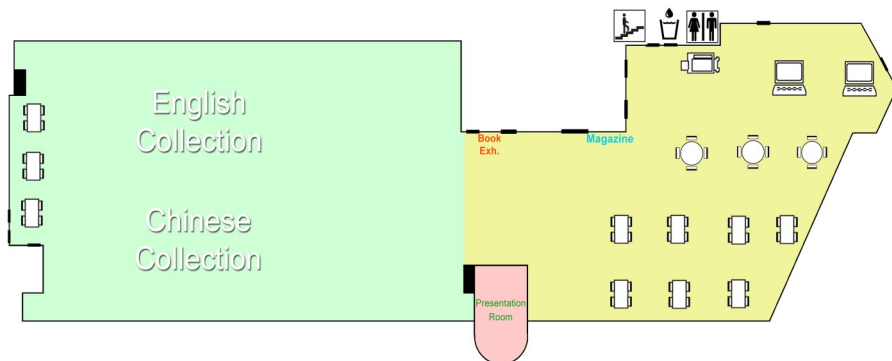
3/F













4/F



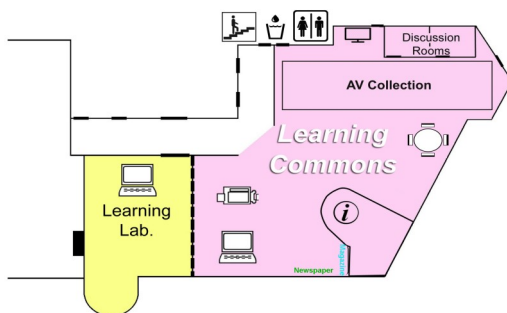
5/F



LEGEND

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

6/F



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