Hong Kong Shue Yan University

Library Handbook
2007-2008

圖書館手冊

二零零七至零八

Hong Kong Shue Yan University

Mission

Library

The mission of Hong Kong Shue Yan University Library is to facilitate teaching and promote research in the campus. Its main functions are to act as:

- A resource centre for learning, teaching and research, by the acquisition and management of print and non-print items;

- A learning centre for learning, teaching and research through the provision of reading areas, resources collection, electronic databases and reference service;

- A user education centre to familiarize users with different means of information search and retrieval to enable them to become effective self-learners;

- A service centre for providing users with effective, efficient and satisfying library services.

Library Opening Hours

Date	Library Opens	Circulation Counter	
		Open	*Closed*
Monday-Friday	9:00AM-9:00PM	9:15AM	8:45PM
Saturday	9:00AM-5:00PM	9:15AM	4:45PM
Sunday & Public Holidays	Closed	Closed	

Announcement of holidays & special opening hours will be posted on the library's notice board at 2/F entrance and library's web site.

The Library web site is

http://www.hksyu.edu.hk/lib/

Service Hotline

General Enquiries :   (852) 2806-5112 /

(852) 2806-5113

Ask a Librarian

E-mail address   : libinfo@hksyu.edu.hk

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INTRODUCTION

The Hong Kong Shue Yan University (Former: Hong Kong Shue Yan College) was established in 1971. The aims of the University are to enhance the standards of higher education in Hong Kong & increase international academic co-operation with overseas higher education institutions. To meet this mission, a new library complex building was built and opened on 15 November 1995 next to the campus at Wai Tsui Crescent, Braemar Hill Road.

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

DIGITAL LIBRARY

A. Library Catalogue

Online Public Access Catalogue (OPAC)

The library's online catalogues are available on 2/F to 6/F. Readers can search both English and Chinese materials from the OPACs. There are help sheets which explain how to use the catalogues.

B. Library Home Page

Hong Kong Shue Yan University Library Homepage

http://www.hksyu.edu.hk/lib

C. Remote Access to Electronic Resources

Procedures to create your PIN number, renew your borrowed items, reserve borrowed items and access online databases subscribed by the Library.

To renew your items, reserve any borrowed items or access online databases at home, you need to type your name, barcode and PIN for authentication. The PIN is a password that you can create and amend directly.

I. Create your own PIN if you are first time user

1. Type www.hksyu.edu.hk/lib to the library's homepage and click "View My Circulation Record & Online Renewal".
2. Type your name and barcode as shown on your staff card or student card. Please OMIT the PIN, and press the button "Submit"
3. A new page will be shown and please type your PIN twice on the area "Enter your PIN" and "Enter your PIN again". It is better to create your PIN number with at least 8 characters. Please press the button "submit" and your PIN number has been created.

II. Renew your items:

1. Go to the library's homepage, and click "View My Circulation Record & Online Renewal".
2. Type your name, barcode, and your PIN that has been created, then press "Submit" on the left hand side, you will see " My Circulation Record -- login ". (You can also modify your PIN or E-mail address).
3. Select a particular item you need to renew, or press the button "Renew all" to get all your items renewed. Click "Logout" to leave.
4. Please remember that overdue items cannot be renewed online.
5. Check the new due date. If the new due date is not shown, please contact library staff as soon as possible.

III. Reserve your item:

1. Go to the library's homepage or the library's online catalog (lib.hksyu.edu.hk) to search an item.
2. If you see the "Status" column has a due date displayed, this means the item is on loan and you can reserve it.   Please press the "Request" button at the upper left hand side.
3. Type your name, barcode, and your PIN that has been created, then press "Submit".
4. Select the item you will request and press the button "REQUEST SELECTED ITEM".
5. A new page "Your request is successful" is displayed. You will receive a pickup notice through E-mail when the item is returned.
6. Please remember that it is your responsibility to validate your correct E-mail address provided in your circulation record.

IV. *Access online databases at home*

1. Go to the library's homepage and click the hyperlink "Online Databases". Then select the database you want to search.
2. You can see a brief description of the selected database. Please note that you can only use the online databases on 6/F in the Library ONLY if the word "PC" is displayed. Otherwise you can use the database at home if "Web" is displayed.
3. Type your name, barcode number and PIN number to authenticate your identity after clicking "Online Access".
4. You have to install electronic readers like CAJ Viewer, Adobe Acrobat Reader or Ebrary reader before you access some databases such as "China Academic Journals full-text database" and "Ebrary".
5. The E-Journals & E-book titles can also be searched in the library catalogue. You can click the link in the record to access specific titles through the above steps.

（中譯本）

如在家中進行網上續借手續、預約圖書或透過圖書館網頁連接網上資料庫時，必須輸入姓名、證件條碼號及個人密碼，以便核實身份。個人密碼可自由設定或自由更改。

I. 首次設定個人密碼

1. 開啟瀏覽器輸入 http://www.hksyu.edu.hk/lib 到本館網頁，然後點選 "View My Circulation Record & Online Renewal"。
2. 進入核實畫面後，輸入英文姓名(Name)及證件條碼號 (Barcode)，輸入資料必須與學生證/職員證上相同，PIN項請暫時留空，按 "Submit" 繼續。
3. 在另一個新畫面的 "Enter your PIN" 及 "Enter your PIN again" 輸入個人密碼兩次。為了保安起見，請使用8位或以上的英文字母，或英文字母＋數字組合作為你的個人密碼。然後按 "Submit"，完成整個設定個人密碼程序。

II. 網上續借手續（已設定個人密碼）

1. 開啟瀏覽器到本館網頁，可移動鼠標到右上方 "Quick links" 位置，然後選擇 "Online renewal"。
2. 在新畫面輸入英文姓名(Name)，證件條碼號(Barcode)及個人密碼(PIN)，然後按 "Submit"。之後便會看到 "My circulation records -- login" 字樣。在此畫面，讀者可以更改自己的密碼或電郵地址。
3. 在需要續借書目資料旁邊的小方格打勾，再按 "Renew selected" 按鈕。如需要續借所有借出資料，請按 "Renew all"檢查新到期日，完成續借手續後請按 "Logout" 離開。
4. 請留意所有過期資料不能在網上進行續借。
5. 緊記查核一下是否有顯示新的到期日,如果沒有可向圖書館職員查詢。

III. 預約圖書館館藏（註: 只限中英文圖書）

1. 開啟瀏覽器到本館網頁或本館之網上目錄 (http://lib.hksyu.edu.hk)檢索圖書。
2. 畫面會顯示書籍的作者名稱、書名、出版資料等,請留意 Status 一項,如 "Status" 一欄顯示了還書到期日,表示此書已被其他讀者借走,可以進行預約,預約時請按畫面上 "Request" 按鈕。
3. 在新畫面輸入姓名,條碼號及個人密碼,然後按 "Submit"按鈕。
4. 選定圖書,按 "Request selected item" 按鈕。
5. 如看見新畫面顯示 "Your request is successful" 字樣,則表示閣下已經成功預約圖書,待讀者歸還有關圖書後,圖書館將透過電子郵件通知閣下到館領取書籍。
6. 請提供有效的電子郵件地址,圖書館職員方能通過電郵,知會閣下到館提取預約書籍。若因電子郵件地址錯誤而不能收到預約通知書,則讀者需要負責此失誤。

IV. 在家使用本館訂購之網上資料庫

1. 開啟瀏覽器到本館網頁，移動鼠標到 "Online databases"，然後按資料庫名稱(title)或學科(subject)選擇閣下想使用的網上資料庫。

2. 在新畫面會有不同網上資料庫的簡單介紹及使用限制，如有"PC"字樣，該網上資料庫只限於圖書館範圍使用；反之如顯示"Web"字樣時，即表示閣下可於圖書館以外地方，使用本館訂購之網上資料庫。

3. 點擊〝Online access〞後，請輸入姓名，證件條碼號及個人密碼以便通過核實。

4. 部份網上資料庫如中國期刊網或Ebrary需使用指定之電子文件閱讀器以閱讀資料庫內文章，使用有關網上資料庫前請確定電腦已安裝相關之電子文件閱讀器。

5. 電子期刊及電子書均可透過本館目錄檢索。讀者只要點選書目內的連結即可登入。

ELECTRONIC RESOURCES

A. Electronic Databases & Online Information

Most of the electronic databases and online services to which the library subscribes are accessible both in the library and at home. Some restricted databases, however, can only be used via the designated computers on the 6/F. To get access to them, users have to place a request at the service counter.

Printer and photocopier are available at each floor, satisfying users' need to print out articles from online databases as follows:

1. 中國期刊全文數據庫（文史哲及經濟政治與法律專輯）
2. 中國優秀博碩士學位論文全文數據庫（文史哲專輯）
3. China InfoBank *[Access in Library 6/F only]*
4. Ebrary
5. EBSCO: Academic Search Premier
6. EBSCO: Business Source Premier
7. EBSCO: Communication & Mass Media Complete
8. EBSCO: ERIC
9. EBSCO: History & Reference Centre
10. EBSCO: Library, Information Science & Technology Abstracts (LISTA)
11. EBSCO: MAS Ultra - School Edition
12. EBSCO: Military & Government Collection
13. EBSCO: PsycARTICLES
14. EBSCO: PsycEXTRA
15. EBSCO: PsycINFO
16. EBSCO: Regional Business News
17. EBSCO: SocINDEX with Fulltext
18. EBSCO: Teacher Reference Center
19. EBSCO: World History Fulltext
20. EBSCOhost Electronic Journals Service
21. Emerald Fulltext
22. Encyclopædia Britannica Online
23. LexisNexis.com
24. Literature Online
25. Naxos Spoken Word Library
26. Oxford English Dictionary (OED) Online
27. ProQuest 5000 (Include 15 databases subset)
   - ABI/INFORM Global
   - ProQuest Accounting & Tax Database
   - ProQuest Banking Information Source
   - ProQuest Asian Business and Reference
   - ProQuest European Business
   - ProQuest Health & Medical Complete
   - Pharmaceutical News Index
   - ProQuest Academic Research Library
   - ProQuest Science Journals

- ➢ ProQuest Education Journals
- ➢ ProQuest Telecommunications
- ➢ ProQuest Computing
- ➢ ProQuest Career & Technical Education
- ➢ ProQuest Social Science Journals
- ➢ ProQuest Religion
28. ProQuest: Psychology Journals
29. Wisenews

B. Introduction to Subscribed Databases

1. 中國期刊全文數據庫（文史哲及經濟政治與法律專輯）

中國期刊全文數據庫是一個大規模集成中國大陸各學科中、英文專業核心期刊和專業特色期刊的全文數據庫。收錄期刊數目目前已達5,000餘種，學科內容分為九個專輯，本館訂閱 文史哲 及 經濟政治與法律 兩個專輯。收錄時間由1994年開始。

2. 中國優秀博碩士學位論文全文數據庫（文史哲專輯）

博碩士論文數據庫收錄全文博碩士學位論文，分成9個專輯，內容包括理工A、理工B、理工C、農業、醫藥衛生、文史哲、經濟政治與法律專輯、教育與社會科學專輯、電子技術及信息科學。本館現訂購 文史哲 專輯。收錄時間由2005年開始。

3. China InfoBank [Library Use Only]

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

4. Ebrary

The database, consists of more than 30,000 titles of eBooks from the world's leading publishers, provides access under a subscription or perpetual model. The eBooks span all academic subject areas and can be searched and accessed via the library catalogue.

5.   EBSCO: Academic Search Premier

The world's largest multi-disciplinary academic database, Academic Search Premier provides full text for nearly 4,650 serials, including full text for more than 3,600 peer-reviewed titles under social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, ethnic studies, and more.

6.   EBSCO: Business Source Premier

This database is the industry's most used business research database, providing the full text for more than 8,800 serials.   It provides full text back to 1965 and searchable cited references back as far as 1998.   Coverage includes virtually all subject areas related to business.

7.   EBSCO: Communication & Mass Media Complete

This database, covering more than 200 full text titles, provides the most robust, quality research solution in areas related to communication and mass media.

8.   EBSCO: ERIC

ERIC, the Educational Resource Information Center, contains more than 2,200 digests along with references for additional information and citations and abstracts from over 1,000 educational and education-related journals. Some full-text articles are linked to Academic Search Premier.

9.   EBSCO: History & Reference Centre

This database offers full text from more than 1,000 reference books, encyclopedias and non-fiction books, full text for 60 history magazines, 58,000 historical documents, 43,000 biographies of historical figures, more than 12,000 historical photos and maps, and more than 80 hours of historical videos.

10. EBSCO: Library, Information Science & Technology Abstracts (LISTA)

This database indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

11. EBSCO: MAS Ultra - School Edition

This database provides full text for more than 700 popular general interest and current events publications. It also provides more than 500 full text pamphlets, more than 350 full text reference books, 84,011 biographies, 83,472 primary source documents, and an Image Collection of 192,999 photos, maps and flags.

12. EBSCO: Military & Government Collection

This database offers current news pertaining to all branches of the military and government; it offers a thorough collection of periodicals, academic journals. It provides cover-to-cover full text for nearly 300 journals and periodicals and indexing and abstracts for nearly 400 titles.

13. EBSCO: PsycARTICLES

This database is a definitive source of full-text, peer-reviewed scholarly and scientific articles in psychology.   It contains more than 45,000 articles from 57 journals. It includes all journal articles, letters to the editor and errata from each journal.   Coverage spans 1985 to present.

14. PsycEXTRA

PsycEXTRA, produced by the American Psychological Association (APA), is a bibliographic and full-text companion to the scholarly PsycINFO database. It contains more than 85,000 records with nearly a quarter million full-text pages

15. EBSCO: PsycINFO

This database contains nearly 2.3 million citations and summaries of scholarly journal articles, book chapters, books, and dissertations, all in psychology and
related disciplines, dating as far back as the 1800s.   Some full-text articles are linked to Academic Search Premier.

16. EBSCO: Regional Business News

This database provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.

17. EBSCO: SocINDEX with Fulltext

SocINDEX with FullText is the world's most comprehensive and highest quality sociology research database. The database features more than 1,660,000 records with subject headings from a 19,300 term sociological thesaurus designed by subject experts and expert lexicographers. SocINDEX with contains full text for 344 "core" coverage journals dating back to 1895, and 129 "priority" coverage journals. This database also includes full text for more than 700 books and monographs, and full text for 6,800 conference papers.

18. EBSCO: Teacher Reference Center

This database provides coverage on key education topics such as Assessment, Continuing Education, Current Pedagogical Research, Curriculum Development, Instructional Media, Language Arts, Literacy Standards, Science & Mathematics, and more.

19. EBSCO: World History Fulltext

This database offers a global look at history with content from Africa, Asia, North and South America, Europe and the Middle East. It contains cover-to-cover full text for nearly 150 titles, including many peer-reviewed journals.   Full text dates as far back as 1964.

20. EBSCOhost Electronic Journals Service

This database includes 13 electronic journals as following: American Historical Review, American Journal of Psychology, Contemporary Accounting Research, Industrial & Labor Relations Review, Journal of Computer-Mediated Communication, Journal of Global History, Journal of Management Studies, Journal of Offender Counseling Services and Rehabilitation, Journal of Offender Rehabilitation, Modern Intellectual History, Program: Electronic Library & Information Systems, Qualitative Social Work, T'oung Pao.

21. Emerald Fulltext

This database is a collection of over 42,000 articles from over 100 of the most prestigious management journals. This database covers all major management disciplines from marketing, human resources management, library and information management and quality to operations management and more.

22. Encyclopaedia Britannica Online

Encyclopædia Britannica Online Academic Edition brings together the world-renowned content of the encyclopedia, with the speed and convenience of the Internet.

23. LexisNexis.com

This database covers the sources for legal, business, financial and news information. Comprehensive content from Hong Kong, the Commonwealth and China consisting of cases and legislation throughout UK, Canada, Australia, New Zealand, Singapore, Malaysia, India, South Africa and more. For example:
- ✓ All Hong Kong Cases
- ✓ Hong Kong Unreported Judgments
- ✓ Annotated Ordinances of Hong Kong
- ✓ Halsbury's Laws of Hong Kong
- ✓ The Law Reports (ICLR)
- ✓ All England Law Reports
- ✓ All Commonwealth Legal Journals
- ✓ PRC Judicial Cases & Legislation (English)
- ✓ Asia Pacific regional news and financial journals

24. Literature Online

This database is a fully searchable database of more than 350,000 works of English and American poetry, drama and prose, 182 full-text literature journals, and other key criticism and reference resources.

25. Naxos Spoken Word Library

This audio book database covers vast range of content: Literature and poetry dating from medieval times to the twentieth century, and many newly written texts supplement and an ever-expanding range of non-fiction. Individuals, teachers and students may all benefit from this variety, and from the skillfully abridged versions of classic texts.

26. Oxford English Dictionary (OED) Online

This database contains the complete text of the 20 volumes Second Edition of the printed Oxford English Dictionary. The Dictionary presents the English vocabulary from the time of earliest records down to the present day, giving all the relevant facts concerning their form, sense history, pronunciation and etymology.

27. ProQuest 5000 (Includes 15 database subsets)

This database provides access to nearly 10,000 journals with over 4,800 available in full text. Together, these titles constitute a complete core collection of journals and periodicals in all key academic areas. It is designed to provide in-depth coverage of a wide range of disciplines and includes current journals in more than 130 subject areas including business and economics, consumer education and protection, environmental studies, geography, library and information sciences, literature, medical sciences, political science, public administration, sciences, technology and many more.

28. ProQuest: Psychology Journals

This database provides over 380 titles available in full text. Not only psychology and psychosomatic publications, this database is also including clinical and social psychology, genetics, psychology of business and

economics, communication, criminology, addiction, neurology, social welfare, and more.

29. **Wisenews**

This is one of Asia's largest news database produced by Wisers Information Ltd. that covers Hong Kong, China and Taiwan news. It covers over 500 newspapers and over 10,000 of news articles added daily.

For the further information of above databases, please visit
http://www.hksyu.edu.hk/lib/db_campus/bytitle.htm

Trial Databases

To fulfill the information needs on study and research, Library always extracts new online databases for Shue Yan Community to try and comment.   Please visit http://www.hksyu.edu.hk/lib/db_campus/trial/ to get the update information.

C. E-BOOK

To cope better with the users' information needs, and to keep the library collection up-to-date under the rapid expansion of publications in every discipline worldwide, the library establishes an eBook collection that is searchable in the library catalogue and can be accessed both inside the library, at the dormitory or at home.

COLLECTIONS

The resource currently consists of 220,000 volumes. The library collection covers a wide range of subjects and many reference sources are now available on databases.

A. Book and Reference Collection

The Chinese collection is kept on 2/F and 5/F and the English collection is on 4/F and 5/F.   On 2/F, main reference tools are put on the front shelves. On 4/F, the reference collection is mainly on the low-level bookshelves near the information counter.   The reference collection contains works such as encyclopedia, dictionaries, directories, yearbooks, almanacs and bibliographies. The shelf-mark of reference collection is shown as **R**.

B. Serials

Both serials and special collection are located on 3/F.

Serials Collection

This collection includes 785 printed titles, in English or Chinese, covering varies disciplines.   Current issues of journals are displayed on the front racks. Older issues are bound and the collection carries the prefix **P** on spine-labels and catalogue entries. Besides, the library has current subscription to more than 30,000 titles of electronic/online journals. Unbound issues of periodicals cannot be borrowed and are for use in the library only. Some bound periodicals can be borrowed out for 3 days.

C. Newspapers

This collection includes 24 local and overseas newspapers.

Current and back issues are located at 3/F. Some older issues are available on request at G/F circulation counter. All newspapers are for library use only.

D. Special Collections

This collection includes annual reports, research papers and student reports. Annual reports are shelved on open stack. Research papers and student reports are kept inside 3/F information counter. Please note that research papers and student reports are three-hour-loan materials and must be requested at **3/F information counter.**

- ✓ Annual reports
- ✓ Research papers
- ✓ Student reports

E. Law Collections

On 4/F, you will find the LAW Collection kept separately in a special law library. This collection includes English/Chinese monographs, bound and current issue of journals and reference materials. English collection (**classified numbers 340-349**) carries the prefix **L ;** Chinese collection (**classified numbers 579-589**) carries the prefix **CL ;** Journals carry the prefix **LP**.

Beijing University (Law Theses)

Our Law Library has Beijing University Theses. They are for use in library only. Law theses carry the prefix **CCB PKU (Bachelor Degree) and CC PKU (Master Degree).**

F. Reserve Collection

Some textbooks, supplementary materials or highly demanded materials are put to reserve collection upon requested by academic staff. Usually, this reserve collection is available for **three-hour-loan** and can only be used in the library. Users can borrow these materials at **G/F circulation counter**.

G. AV Collection

Collection includes audiocassettes, videotapes, CD-ROMs, DVDs, floppy disks that can be requested on the 6/F Learning Commons. Prefix on the spine labels and the catalogue entries carries capital letters **AVC** for CD-ROMs, audio CDs, video CDs and floppy discs, **AVD** for DVDs, **AVK** for kit set, **AVS** for audiocassettes and **AVV** for videotapes respectively for local TV programmes, **LTV** and **AVR** for reference tools.

Monographs accompanied with AV materials (Prefix:**AVC(C)**, **AVD(C)**,

AVS(C) and **AVV(C)**) are kept at G/F circulation counter.

For the details, please refer:

http://www.hksyu.edu.hk/lib/media/ltvp.htm

Local TV Programmes

To enhance the media collection, Hong Kong Shue Yan University Library has accomplished agreement with ATV and TVB to record their TV programmes for academic and research use.

Students and staff can borrow and watch the programmes in **6/F Learning Commons** in the Library for **3 hours**.

TVB	ATV	RTHK
星期二檔案	Newsline (時事縱橫)	頭條新聞
星期日檔案	文化風情	議事論事
財經透視	金錢世界	鏗鏘集
新聞透視	香港風華	
	時事追擊	
	慧眼商機	

H. Rare Book Collection

香港樹仁大學榮獲國家教育部贈送逾一萬冊《中華再造善本》叢書，並於2007年2月5日~3月9日在圖書館二樓『中華文化特展』展出部份藏書。《中華再造善本》叢書現已存放在圖書館二樓專櫃，書籍只供館內閱讀，不可外借。

《中華再造善本》叢書簡介

　　《中華再造善本工程》於 2002 年 5 月起正式立項建設的中國國家重點文化工程，由文化部、財政部共同主持，國家圖書館具體承辦，北京圖書館出版社獨家編輯、印製、發行，並集中了國內一批頂尖專家、學者，專門成立了規劃指導委員會，每年投入資金 2000 萬元，分兩期進行，一期實施週期為 2001-2006 年，歷時 6 年，計劃正式印製出版由唐迄清的重要古籍善本，分為《唐宋編》、《金元編》、《明清編》善本三部分，所選書目共 751 種 9212 冊。擬將分藏於國家圖書館和各省、自治區、直轄市圖書館以及高校、科研系統圖書館，乃至博物館的珍貴古籍善本，有計劃地利用現代印刷技術複製，適量出版。其目的是通過大規模、有系統地複製出版，合理保護、開發、利用善本古籍，為學界所應用，為大眾所共享。

　　《中華再造善本》叢書分為五編進行，自唐迄清為《唐宋編》、《金元編》、《明代編》、《清代編》、《少數民族文字文獻編》，每編下以經、史、子、集、叢編次。《中華再造善本》整個工程入選的善本書大致有 1300 餘種，其中一期宋元古籍善本選目就達 750 餘種。還有更重要的一點，就是《中華再造善本》要為收入的每一種古籍善本書撰寫提要，介紹作者生平，考辨版本源流，評述其學術價值。《中華再造善本》全部採用影印形式，依據原書版式，拍攝制版印刷收藏。大部份善本所選用紙是選擇質地優良、經過反復酸性測試的宣紙，小部份採用由瑞典進口的世界著名的蒙肯紙，這些

紙可以有千年以上的"壽命"。 統一為八開線裝本，封面顏色為仿清代內閣大庫藏書封面磁青色，函套為藍布四合套。

『……我相信這套叢書將會成為老師和同學們更好了解中國燦爛文化的窗口，幫助學校教學和科研工作的開展……』袁貴仁 先生（國家教育部副部長）
2007/01/23

LIBRARY SERVICES

A. Lending Service

1. Registration

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

2. Borrowing and Returning Library Items

A valid staff/student identity card must be presented to library staff when borrowing materials. Most of the library materials can be borrowed or returned at G/F circulation counter. While those audio-visual materials located at the 6/F should be borrowed or returned at 6/F service counter. Please note that your card cannot be transferred to other users.

- **STAFF** may borrow a maximum of **50 items** and the loan periods are listed as below.
- **STUDENTS** may borrow a maximum of **35 items** and the loan periods are listed as below.

CATEGORIES	STAFF				STUDENTS				ALUMNI			
	Quota		*Renewal*		*Quota*		*Renewal*		*Quota*		*Renewal*	
Books	50	30 days	30 days (2 times)	$1.5 per day	35	14 days	14 days (3 times)	$1.5 per day	5	14 days	14 days (2 times)	$1.5 per day
AV Materials (accompanied with books)				$2.0 per day				$2.0 per day				$2.0 per day
AV Materials	10	14 days	7 days (once)	$2.0 per day	8	7 days	7 days (once)	$2.0 per day	N/A			
Kits (AV) and Local TV Programme		3 hours	N/A	$2.0 per hour		3 hours	N/A	$2.0 per hour	3	3 hours	N/A	$2.0 per hour
Bound Serials	10	3 days	N/A	$2.0 per day	8	3 days	N/A	$2.0 per day	N/A			
Reserves (AV, Books and SC)		3 hours		$2.0 per hour		3 hours		$2.0 per hour	5	3 hours	N/A	$2.0 per hour
Teaching Reference Materials	8	150 days	N/A	$1.5 per day	N/A				N/A			
External Reader Card (BU)	1	3 days	N/A	$5.0 per day	1	3 days	N/A	$5.0 per day	N/A			
External Reader Cards (HKU, CUHK, HKIEd)		14days										
External Reader Card (OUHK)												
Central Resources Centre (EMB) Borrower Card		3 days			N/A							

3. Reference & Reserve

All reference items are non-circulating. They are for use in the library only.

Reserve collection covers books, articles, supplementary reading materials recommended by the academic staff. Some textbooks or materials which are in very high demand will also be put to reserve collection.   The loan period is **Three Hours and CANNOT be renewed.**   Users have to request at G/F circulation counter.

4. Serials Collection (Current / Unbound Periodicals) and special collection

The current periodicals and special collection are non-circulating. They are for use in the library only.

Some bound periodicals can be borrowed at G/F circulation counter. The loan period is **Three Days and CANNOT be renewed**.

5. Fines

Overdue fines may be charged according to different items. If the items have not been returned more than 30 days from the due date, the user borrowing privilege may be suspended. Please be considerate to other readers.

6. Loss of Damaged Items

Users are responsible for taking care the materials that they have borrowed.   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 HK$30.00 administration fee per item. Loss of Out of print materials will be charged depending on the evaluating costs.

7. Renewals and Recalls

Loans may be renewed provided that no other borrower has reserved them.   Please note that if an item is overdue, you may not be able to renew it. All borrowed items are subject to recall by other users of the library. You can renew your items through OPACs in the library.

8. Reserving Books

If a book is on loan, you can reserve it through library OPACs or remote access.

B. Alumni Service

HKSYU awarded local graduates (HKSYU four-year Higher Diploma, Honours Diploma, Degree) are eligible to apply for Alumni Reader / Alumni Borrower Card.

The admission fee of Alumni Reader Card is $100 per year. Card holders can **only** access the HKSYU Library and use its collection (including Course Reserve materials, Special Collection, Local TV Programs and databases) without borrowing privileges throughout the entire valid period.

The admission fee of Alumni Borrower Card is $1,000 per two years. Card holders can access the HKSYU Library with borrowing privileges (5 items of books for 14 days) throughout the entire valid period. Also, remote access of databases ProQuest, Emerald Management Xtra is permitted. (subject to database providers terms and conditions)

Applicants should bring the graduation certificate, two 1.5x2 inch recent photographs and the admission fee to 3/F information counter to apply for the Alumni cards. For more information, please visit the Library website. (**http://www.hksyu.edu.hk/lib/services**)

C. User Education Service

1. Faculty Requests for Library Instruction Classes

The Library provides course-related instruction classes upon request. If faculty members want to set up a customized library instruction session for their students, please email us at libinfo@hksyu.edu.hk or call at **2806-5115.**

2. Library Instruction Program

Seminars on using different library resources are held for regularly. Students in group may also request a library seminar to suit their information needs.

3. Library Orientation

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

D. Reference Service

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

E. Interlibrary Loan Service

Interlibrary loan service is provided for lecturers, postgraduate, year 1-4 students who request the materials not acquired by the library. Library staff search the requested items through the inter-library

OPACs of local institutions. If the items are found, library staff will either give a referral or suggest local ILL request.

Please refer to our Interlibrary Loan Policy on the Library website. (http://www.hksyu.edu.hk/lib/ill)

F. Document Delivery Service

If the local searching fails, ILL & document delivery service from overseas institutions can be offered. Please note that ILL is a **fee-based service.** Readers can contact us via email libill@hksyu.edu.hk or call 2806-5115 for further information.

Readers can inquire at 3/F information counter.

G. Access to Other Libraries Service

External Readers' Card

The below academic libraries provide External Reader/Borrower Cards service for the HKSYU staff and students.

Name of the Libraries	No. of Cards Available	Reader Groups
The Chinese University of Hong Kong	3	Year 1-4 students or above and staff
Hong Kong Baptist University	1	Year 4 students or above and staff
The Hong Kong Institute of Education	3	Postgraduate students and staff
The Open University of Hong Kong	3	Staff only
The University of Hong Kong	8	Year 3, 4 students or above and staff
Central Resources Centre (EMB) Borrower Card	1	Staff only (with borrowing privilege)

Readers can go to G/F circulation counter to borrow. Please note that External Reader Cards provide access to the libraries only but the materials which are not allowed to borrow. Also, the Hong

Kong Central Library issues the Temporary Pass (a duration of 3 days) of The University of Hong Kong Libraries for the users. Please visit the Hong Kong Public Libraries Website:

http://www.hkpl.gov.hk/cindex.html or **call 2921-0222** for further information.

H. Others Services

1. For Staff

In our library website, it has a special area named **"For staff"**.

http://www.hksyu.edu.hk/lib/staff/

This area is established to enhance the communication between the teaching staff and our library staff. The following information provided in "For staff" area includes:

- ◇ Welcome & Special Notice
- ◇ Modify Your Information
- ◇ Liaison Librarian & Departmental Coordinator
- ◇ Library Collection Development Policy
- ◇ Interlibrary Loan Service
- ◇ External Readers' Cards
- ◇ Library Policy
- ◇ Library Form
    - ✓ Online Recommendation Form
    - ✓ Online Interlibrary Loan Form
    - ✓ Online Suggestion Form
    - ✓ Interlibrary Loan Form (PDF / MS Word)
    - ✓ Short Loan Request Form (PDF / MS Word)
    - ✓ Thesis / Honor Project / Internship Report Submission Form (PDF / MS Word)
- ◇ Library Document

The above content will be updated accordingly in library website.

2. Current Awareness

Library always provides the latest information in the related subject fields. New books are displayed on sloping shelves on the 2nd or 4/F. Lists of new book entries can be found on the library web page. Content pages of the latest issues of those serials publications can be delivered upon requested by faculty staff. Latest publication catalogues will be regularly sent to departments for reference.

3. Library Exhibition Series

A. Permanent Exhibition

✧ 國寶青銅名器展覽

【十大國寶】簡介

中國國家博物館絕版限量發行的"十大國寶"青銅名器大系，是館藏青銅器精品中其中十件最具代表性的青銅器複仿製品，也是中國國家博物館自建館以來首次以館藏青銅名器複仿製藝術品面世。它們再現了自商代至戰國時之青銅器演化歷史和傑出成就。

"十大國寶青銅名器大系"共向全球發行兩千套，香港地區僅配售一百套，極為珍貴。每套名器系列均附有由中國國家博物館編號並蓋上官方銅印和由博物館館長簽名的收藏證書，為"十大國寶"的珍貴提供恆久的明證，這更加明確了民間收藏的合法性和文物價值。

【十二生肖姓氏青銅名器】簡介

"十二生肖姓氏青銅名器"紀念文物是中國國家博物館(原中國歷史博物館)於二千年為了紀念建館八十八周年，迎接千禧來臨推出的一套具有重大歷史意義的紀念文物，特點是將國家文物和百家姓溶於一體，它既是國家一級文物的高仿複製品，又是一套當代記載各個姓氏文化淵源的重要青銅文物。
此套生肖姓氏青銅名器為國家限量仿製，絕版發行。每姓氏發行二千套，共選擇全球華人三百個大姓氏，其中國家博物館永久館藏了各姓氏的第2000號。

B. Topic Exhibition

For the details, please refer to our Library Exhibition Series on our website:

http://www.hksyu.edu.hk/lib/display/#staff_pub

4. Staff Publication

Staff Publications of Hong Kong Shue Yan University are displayed in the Library 2/F. Some titles can also be borrowed by users, please check the list in below link:

http://www.hksyu.edu.hk/lib/display/staffpublications/

5. New Book Display

The Library selects new books to display at 2/F, 3/F and 4/F on a regular basis. Titles are also uploaded on the Library's Homepage. Please access http://www.hksyu.edu.hk/lib/feature_list.htm to browse the new titles.

6. Special Library Talk

The Library works with the Departments to organize subject talks in order to enhance the academic co-operation. Details of the talks are posted on the Library's Homepage.

LIBRARY FACILITIES

A. Circulation Desk

The circulation desk is where you can borrow and return the library materials. When you want to borrow the library materials, please bring them together with valid student / staff I.D. card to the service counter.

B. Information Desk

Our library staff provide assistance on the following aspects:
- ✧ Handling reference enquiries
- ✧ Using the library catalogue
- ✧ Using equirement such as printers, photocopiers, etc.
- ✧ Accessing Electronic resources
- ✧ Referral to Subject Librarians or other institutions and organizations.

You can submit your enquiry by email:

libinfo@hksyu.edu.hk or by phone: (852) 2806-5114.

The Information Desk are located at 2/F and 3/F.

C. Learning Commons

Learning Commons brings together in one location services that enhance self-learning, language learning, research, study and leisure at the University. Located on the 6/F of Library, this visible and accessible space recognizes the role of the Library as the gathering place for students to study, engage in writing and research, and learn in collaborative settings. The mission of Learning Commons is :

A defining characteristic of the Learning Commons is its ability to apply the combined expertise from librarians and teaching staff to meet the learning, writing, and research needs of students. By working in collaboration, Learning Commons partners are able to offer students a more coherent and integrated approach to support services. Learning Commons is able to provide not only the tools, but also the skills, to support students in the effective use of learning technologies in their academic studies.

The major facilities in the Learning Commons include:

- ➢ *Language Learning and Library Information Laboratory with 25 PC Workstations*
- ➢ *2 Multi-purpose Discussion Rooms*
- ➢ *1 Language Clinic Room*
- ➢ *6 Multimedia Booths*
- ➢ *Leisure Reading Area*
- ➢ *AV Collection*
- ➢ *Magazine Corner*

1. Audiovisual Carrel / Multimedia Stations

Listening and viewing facilities for library audio-visual materials are available in the Learning Commons on 6th floor. Please book a place at 6/F service counter.

2. Language Learning Laboratory / Discussion Rooms / Group Viewing Room

The Learning Commons on 6/F has 1 Language Learning Laboratory and 2 discussion rooms. The 5/F also has 1 Group Viewing Room.

The Language Learning Laboratory includes around 25 individual study carrels equiped with multimedia computer for private learning. Please note that booking is necessary.

The Group Viewing Room is also a group study area. Equipment such as white boards, Audio-Visual equipment, tables and chairs are provided for collaborative work.

D. Teaching Development Centre

The purpose of the Teaching Development Centre at 3/F is to support our University staff on teaching development. It includes some university publications for reference. The centre also reserves computers and printers for teaching staff.

E. IT Facilities

1. Wireless LAN

Hong Kong Shue Yan University Library is please to offer wireless Internet access to patrons with wireless-enabled devices. Patrons can access the Internet with their notebook computers on the 2/F - 6/F of the library. Our network supports both 802.11b or 802.11g Wi-Fi devices. For the details, please refer Wireless LAN Area home page.

http://0-www.hksyu.edu.hk.lib.hksyu.edu.hk/pdf/wireless.htm

2. PC Workstations

There are over 81 workstations on 2/F to 6/F that offer free access to the internet, printing and access online databases. Library users can make use of Microsoft Office to create Word, Excel and PowerPoint documents.Printers are available on the 2/F - 4/F of Library Complex. Please note that photocopiers on 2/F - 4/F can provide both copying and printing functions. Printing costs 40 cents per page.

3. Photocopier

There are card-inserting photocopiers, with printing functions on 2/F to 4/F.

Payment for all copying and printing is made by copy-card and copying is self-help. Copy-card can be purchased from 2/F information counter. Please note that at your first time purchase, each copy-card is valued as HK$20.00 for 50 copies / HK$40.00 for 100 copies of A4 paper, plus HK$20.00 deposit of the card which is refundable.   In addition, please note that copying of materials in any formats may be illegal without the permission of the copyright owner.

F. Study Facilities

1. Study Carrels

Library has provided some individual study carrels for private study. It is located on the 2/F, 4/F & Law Library.

2. Discussion Areas

The Discussion areas is located on the 2/F of the Library. It is a separate area and provide some large table for group discussion.

G. Others

Drinking Fountains

Three drinking fountains are installed near the toilets on G/F, 3/F & 4/F. It is the library regulation that users are not allowed to bring water/drink bottles in the library.

LIAISON LIBRARIAN

In order to liaise with departmental staff more efficiently, individual Assistant Librarian is responsible for the liaison with your Departments. If Department have any suggestion / recommendation on library services, policies or collection development, please contact the Liaison Librarians.

LIBRARY STAFF DIRECTORY

	Telephone
University Librarian	
Mr. Lee Wai Lun, Desmond	**2806-5116**
Email: dessyc@hksyu.edu.hk	

Acquisitions Section
Ms. Chan Nga Yan, Ada   **2806-5115**
Email: libada@hksyu.edu.hk

Cataloguing Section
Mr. Cheung Man Hon, Matthew   **2806-5114**
Email: libmat@hksyu.edu.hk

Circulation and Information Services
Ms. Man Tsz Mei, Terese   **2806-5113**
Email: libman@hksyu.edu.hk

Multimedia & Digital Resources Section
Mr. Chow Wai Ming, Joe   **2806-5113**
Email: libjoe@hksyu.edu.hk

Serials Section
Ms. Lam Yuk Ling, Lyn   **2806-5115**
Email: liblyn@hksyu.edu.hk

Systems Section
Mr. Fong Chun Wai, Cyrus   **2806-5114**
Email: libcyrus@hksyu.edu.hk

LIBRARY REGULATIONS / USERS' CODE OF CONDUCT

A. Admission to the use of the University Library is conditional upon the observance of these regulations made by or with the authority of the Library Committee. The Library Committee has power to exclude from the Library buildings or services any person whom is believed to violate the library regulations or harm the Library readers or materials. All users of the Library are presumed to know its regulations and rules before using the Library services and facilities.

B. All members of the Library staff are empowered to enforce Library regulations.

C. All readers using the library may be requested to produce their valid Library membership card to enter the Library building.

D. The librarian has discretion to restrict certain categories of material held by the Library from being borrowed.

E. Do not consume food and drink, or to smoke and play in the Library.

F. Please keep quiet in the Library. If you have group project work to do, please use the suitable areas provided in the library.

G. Readers must not change the disposition of any Library furniture or equipment.

H. Please report lost books or damaged Library facilities to Library staff.

I. Please remember to keep your valuables with you at all times. The Library assumes no responsibility for personal belongings left in the Library.

J. Do not take out any library items which have not been properly checked out at the circulation counter or other information counters. If readers found leaving the Library with materials that have not been properly checked out and intentional violation is proved, a report will be submitted to the Student Disciplinary Committee for necessary disciplinary action.

K. Please return all loaned materials upon graduation, withdrawal or cessation of employment from the University.

L. Please treat Library staff and fellow users with respect and courtesy.

M. Do not reserve or hide the Library materials intentionally so that other readers cannot use or find the materials.

N. Please take good care of all the Library materials as users are responsible for their checked out items.

O. Do not use your belongings, textbooks or notebooks to occupy a reading seat. Items left unattended on desk more than half hour will be cleared away.

P. Lockers are provided at the 2/F entrance.

Q. Readers are not permitted to use mobile phones or any apparatus production of sound. Mobile phones, pagers or the apparatus must be switched off in the Library. A public telephone is located near the Library entrance on ground floor. Photograph or video shooting in the library should be applied beforehand.

R. Notices must not be displayed or distributed by readers in any part of the Library.

S. Do not sleep in the library.

T. Users may be referred to the University Authority if they are found guilty of infringement of the Library regulations.

圖書館規則及服務（中文摘要）

一．讀者如進入本圖書館須遵守以下規則：
1. 請攜帶本校有效之學生證(或讀者證)，憑證入館。
2. 保持館內寧靜，不可高聲喧嘩或交談，以免影響其他讀者。
3. 保持館內整潔，請勿攜帶飲品或食物入內。禁止在館內飲食、吸煙、賭博或任意移動桌椅等設施。
4. 讀者請勿利用書籍及其他物品佔用座位超過半小時。
5. 請小心保管自己財物，愛護公物，切勿亂拋垃圾，維護良好的學習環境。

二．借閱服務：
1. 不可用他人證件辦理借書手續。
2. 所有外借書籍請在地下大堂流通處辦理借出手續。

使用者	借閱冊數	借閱時間	續借	期限
教職員	50冊	30天	2次	每次30天
學生	35冊	14天	3次	每次14天

3. 逾期罰款: 普通書籍逾期罰款每冊每日 1.5 元，"短暫借閱"資料限借 3 小時，逾期未辦續借手續者，每小時罰款 2 元。期刊訂裝本限借 3 日，逾期罰款每冊每日 2 元。
4. 所有參考書、現刊期刊只限在館內使用，不可借出。
5. 借閱書籍不得閱點、塗點、撕毀，否則按損壞程度賠償，如發現書籍有損壞，應即時告知本館圖書館職員。
6. 本館己安裝書籍防盜探測器，請讀者務必自重，辦妥借書手續方可將書籍攜出館外，以免觸動警報器，有失體面。
7. 學生畢業或退學、休學，請將所借書籍繳還。
8. 如有損壞，遺失書籍須按時價賠償，另加手續費 30 元，絕版書另行處理。

三．借用儲物櫃規則：
1. 可用本人有效學生證借用儲物櫃鎖匙。
2. 離館時須取出所有寄存物，交回鎖匙。
3. 如發現佔用儲物櫃過夜者，每日罰款 10 元。

四．影印機服務：

1. 本館在二、三、四樓各設影印機一部(二樓及四樓影印機附打印功能)，影印或打印須用本館影印儲值咭。
2. 購買儲值咭請到二樓櫃位，每張儲值咭面值為港幣 20 元或 40 元兩種。
3. 首次購買儲值咭收費為 40 元或 60 元(當中已包含 20 元磁咭按金，可在不再另購新咭時退還)。
4. 儲值用完後，可繳回舊咭，如無損壞，可再另購新咭繼續使用。
5. 影印每張收費 4 毫。
6. 請小心使用及保管儲值咭，如有損壞將沒收按金。
7. 影印時發生故障，請即時通知本館工作人員，切勿自行處理，否則後果自負。

五. 功課或網上資料打印服務
1. 讀者可使用本館於二至六樓已安裝Microsoft Office 套裝軟件之電腦進行編輯或修改功課。圖書館其他上網電腦亦安裝Microsoft Word Viewer，Microsoft Excel，Viewer，Microsoft PowerPoint，Viewer等軟件，以便讀者開啟不同類型的文件。
2. 讀者如長期使用電腦修改功課，本館建議同學向學校申請使用校內電腦中心之設備。
3. 影印機之儲值咭亦適用於學校其他電腦打印設施之用。
        **   本館有權處理或追究任何違反以上各規則之讀者。
        **   讀者如被確定違反圖書館規則，將會按《學生獎懲條例》第四條辦理，或交本校學生紀律委員會處理，幸勿自誤!

CLASSIFICATION SCHEMES

Users should understand the classification scheme in order to search a particular item in the library. Users should first check the item on our Online Catalogue. Then you have to write down the call number to locate the material with the help of sign labels or library layouts.

A.   English Materials

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

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

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

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

300   The social sciences
310	Statistics
320	Political science
330	Economics
340	Law
350	Public administration
360	Social pathology & services

370	Education
380	Commerce
390	Customs & folklore

400   Language

410	Linguistics
420	English & Anglo-Saxon Languages
430	Germanic languages, German
440	Romance languages, French
450	Italian, Romanian, Rhacto-Romanic
460	Spanish & Portuguese Languages
470	Italic languages, Latin
480	Hellenic Classical Greek
490	Other languages

500   Pure sciences

510	Mathematics
520	Astronomy & allied sciences
530	Physics
540	Chemistry & allied sciences
550	Sciences of earth & other worlds
560	Paleontology
570	Life sciences
580	Botanical sciences
590	Zoological sciences

600   Technology (Applied sciences)

610	Medical sciences
620	Engineering & allied operations
630	Agriculture & related
640	Domestic arts & sciences
650	Managerial services
660	Chemical & related technologies
670	Manufactures
680	Miscellaneous manufactures
690	Buildings

700   The arts

710	Civic & landscape art
720	Architecture
730	Plastic arts Sculpture
740	Drawing, decorative & minor arts
750	Painting & paintings
760	Graphic arts Prints
770	Photography & photographs
780	Music
790	Recreational & performing arts

800   Literature (Belles-lettres)

810	American literature in English
820	English & Anglo-Saxon literature's
830	Literature's of Germanic languages
840	Literature's of Romance languages
850	Italian, Romanian, Rhaeto-Romanic
860	Spanish & Portuguese literature
870	Italic languages literature Latin
880	Hellenic languages literature
890	Literature of other languages

900   General geography & history

910	General geography Travel
920	General biography & genealogy
930	General history of ancient world
940	General history of Europe
950	General history of Asia
960	General history of Africa
970	General history of North America
980	General history of South America
990	General history of other areas

B. Chinese Materials

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

總類
000	特藏
010	目錄學
020	圖書館學
030	國學
040	類書 ; 百科全書
050	普通雜誌
060	普通社會出版物
070	普通論叢
080	普通叢書
090	群經

哲學類
100	總論
110	思想
120	中國哲學
130	東方哲學
140	西方哲學
150	論理學
160	形而上學 ; 玄學
170	心理學
180	美學
190	倫理學

宗教類
200	總類
210	比較宗教學
220	佛教
230	道教
240	基督教
250	回教
260	猶太教
270	群小宗教
280	神話
290	術數 ; 迷信

自然科學類
300	總論
310	數學
320	天文
330	物理
340	化學
350	地質
360	生物 ; 博物
370	植物
380	動物
390	人類學

應用科學類
400	總論
410	醫學
420	家事
430	農業
440	工程
450	礦冶
460	應用科學 ; 化學工藝
470	製造

480　　商業 ； 各種營業
490　　商學 ； 經營學

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

史地類
600　　史地總論
　　中國
610　　通史
620　　斷代史
630　　文化史
640　　外交史
650　　史科
660　　地理
670　　方志
680　　類志
690　　遊記
　　世界
710　　世界史地
720　　海洋
730　　東洋 ； 亞洲
740　　西洋 ； 歐洲
750　　美洲
760　　非洲
770　　澳洲及其他各地
780　　傳記
790　　古物 ； 考古

語文類
800　　語言
810　　文學
820　　中國文學
830　　總集
840　　別集
850　　特種文學
860　　東洋文學
870　　西洋文學
880　　西方諸小國文學
890　　新聞學

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

Writing Research Papers

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

- ✧ *Almanacs*
- ✧ *Atlas*
- ✧ *Dictionaries*
- ✧ *Directories*
- ✧ *Encyclopedia*
- ✧ *Yearbooks*

Using Reference Tools

Titles about writing research papers include:

1. **Writing the research paper : a handbook** / by Winkler, Anthony C. (2003)
2. **Improve your writing**   / by Ron Fry (2005)
3. **Writing an assignment: effective ways to improve your research and presentation skills** / by Pauline Smith (2000)
4. **Writing research papers: a complete guide /** by James D. Lester (2007)
5. **Guide to the successful thesis and dissertation: a handbook for students and faculty /** James E. Mauch, Namgi Park.
6. **Library web information:**
   a) http://www.hksyu.edu.hk/lib/download/Dissertation.ppt
   b) http://www.hksyu.edu.hk/lib/download/RefBk.ppt

LIBRARY MATERIALS' LOCATION

Library Materials Locations

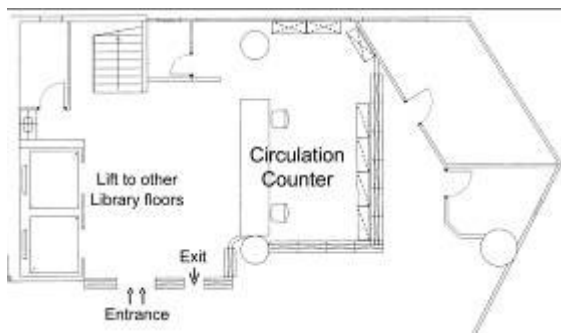| Materials	OPAC	Location	Checkout	Example
Monographs (English)		4/F & 5/F, English Book	**Yes**	940.5421421 FOR 2004 D-Day 1944 : Sword Beach and the …
Monographs (Chinese)		2/F & 5/F, Chinese Book	**Yes**	731.272 711 明治維新 ： 日 本 …
Oversize (English)	*O*	4/F & 5/F, Oversized Book	**Yes**	O 299.56113 PIG Japanese mythology
Oversize (Chinese)	*L*	2/F, Oversized Book	**LIB USE ONLY**	L 300.81 709 大自然一千個爲什麼
Serials	*P*	3/F & 6/F, Periodicals (Current & bound issues)	**LIB USE ONLY *or* THREE DAY LOAN**	P 361.3 BJSW British Journal of Social Work
Law Monographs (English)	*L* **340-349**	4/F & 5/F, Law Library (English Book)	**Yes**	L 346.42020264 BEA Contract : case and materials
Law Monographs (Chinese)	*CL* **579-589**	4/F, Law Library (Chinese Book)	**Yes**	CL 580 1508 法學總論
Law Serials (English)	*LP*	4/F & 6/F, Law Library (Current & Bound journals)	**LIB USE ONLY *or* THREE DAY LOAN**	LP 340.05 LQR Law Quarterly Review
Reference : general (English)	*R*	4/F & 5/F, English Reference	**LIB USE ONLY**	R 951.25 HON Hong Kong 2003
Reference : dictionaries (English)	*R*	4/F & 5/F, English Dictionary Reference	**LIB USE ONLY**	R 423 OXF Oxford English Dictionary

Materials	OPAC	Location	Checkout	Example
Reference : encyclopedia (English)	*R*	4/F & 5/F, English Encyclopedia Reference	**LIB USE ONLY**	R 809.891724 ENC 2001 Encyclopedia of post-colonial studies
Reference (Chinese)	*R*	2/F, Chinese Reference	**LIB USE ONLY**	R 660.4 412 中國縣情大全 : 東北卷
3 day loan (English) 3 day loan (Chinese)		4/F, English Books 2/F, Chinese Books	**Yes** **Yes**	337 APP 3 DAYS LOAN International economics : trade theory and policy 121.261 1307 3 DAYS LOAN 孟子譯注
Reserve Collection (3 hours loan)		G/F, Counter Reserve Collection	**LIB USE ONLY** *or* **THREE HOUR LOAN**	791.4395125 TEO ASK LIBRARIAN Hong Kong cinema : the extra dimension SOC CHAN C30 ASK LIBRARIAN 中國的孝敬與印度 …
Special Collection (annual reports)		3/F, Special Collection 6/F, Special Collection (Request at Circulation Counter)	**LIB USE ONLY** **LIB USE ONLY (Close Stack)**	328.5125 LEG(C) 1996-97 HK.LC 立法局1996至97年度年報 328.5125 LEG(C) 1996-97 HK.LC .c.2 立法局1996至97年度年報

Materials	OPAC	Location	Checkout	Example
Special Collection (research reports, thesis)		3/F & 6/F, Special Collection	**THREE HOUR LOAN**	306.736 HUN .CHK ASK LIBRARIAN 婚外情問題熱線統計. .. 380.1 KEO .CUHK ASK LIBRARIAN Launching a new American…
		4/F, Law Library **(北大樹仁法律系畢業論文)**	**LIB USE ONLY**	CCB PKU 346.048 LI 論互聯網對知識產權的侵犯
ACCA items		4/F & 5/F, ACCA Items	**Yes**	658.15076 ACCA/AFL 2002 Revision 3.7(3) ACCA revision series. Part 3, paper 3.7, Strategic Financial Management
CD-ROMs (with floppy disks)	*AVC*	6/F, AVD CD/CDROM (counter request)	**Yes**	AVC 307.105 HKRC ASK LIBRARIAN Regional Council Annual Report …
DVDs	*AVD*	6/F, DVD, AVD (counter request)	**Yes**	AVD 791.43 PRI 2004 Pride & prejudice
Audiocassettes	*AVS*	6/F, Sound Recording (counter request)	**Yes**	AVS 121.8 SI 思入風雲
Videocassettes	*AVV*	6/F, Videocassette (counter request)	**Yes**	AVV 658.406 DEA Dealing with crisis and …

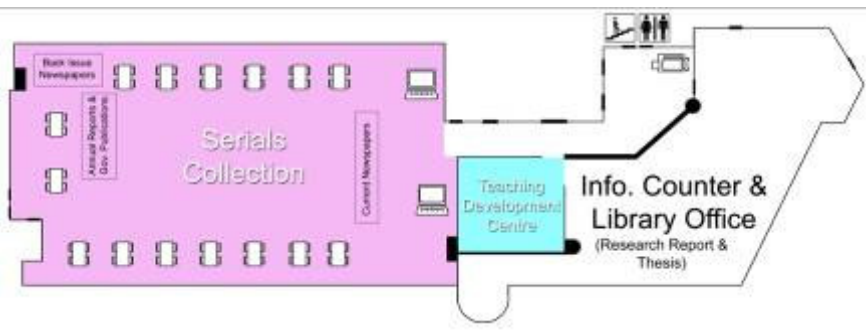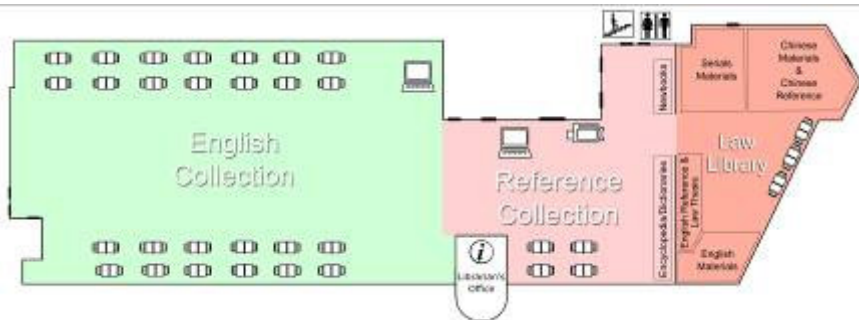| Materials	OPAC	Location	Checkout	Example
CD-ROM (with floppy disks)	*AVC (C)*	G/F, Counter CD/CDROM (counter request)	**Yes**	AVC(C) 658.4038 TIM 05563 The knowledge management toolkit …
Audiocassettes	*AVS (C)*	G/F, Counter Sound Recording (counter request)	**Yes**	
Videocassettes	*AVV (C)*	G/F, Counter Videocassette	**Yes**	
Audio-visual	*MC*	6/F, Learning Commons	**LIB USE ONLY *or* THREE HOUR LOAN**	495.68 RI 日語入門：日語通自修課本
Sewn Books	*S*	2/F (Counter Request)	**LIB USE ONLY**	S282 708 山海經地理今釋
Teaching references		All "LIBRARY USE ONLY" materials	**FOR TEACHERS ONLY**	802.58025 816 2005 漢語普通話語音教學示意圖書館
References (Chinese)	*R*	2/F, Special Chinese Reference	**LIB USE ONLY**	R 309.82 610 1996
References		History Teaching Support and Research Centre	**NOT CIRCULATED**	
Kit sets	*AVK*	6/F, Learning Commons	**LIB USE ONLY *or* THREE HOUR LOAN**	HK.LC 328.5125 LEG c.2 當生命遇上生命教材套
Local TV Programme	*LTV*	6/F, Learning Commons	**LIB USE ONLY *or* THREE HOUR LOAN**	LTV 306.095125 WEN 2006/03/05-19 ASK LIBRARIAN 瑞士及佛山剪報聯展

LIBRARY FLOOR PLAN

G/F

2/F

3/F

4/F

5/F

6/F

Legend

⊡ - Individual Study Carrel
🗄 - 4-seater table
🖨 - Photocopier (with printing function in 2/F & 4/F)
🖥 - Computer Workstations
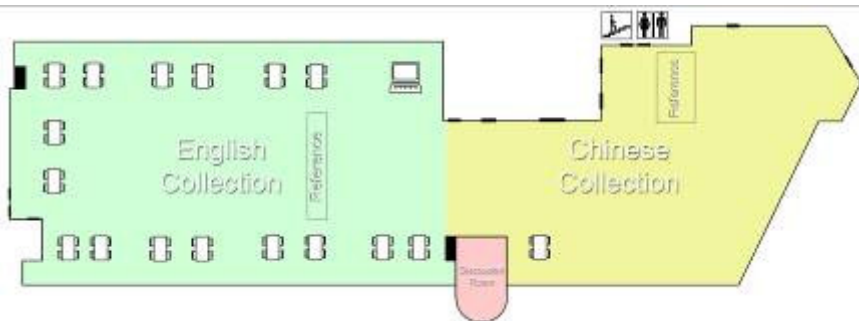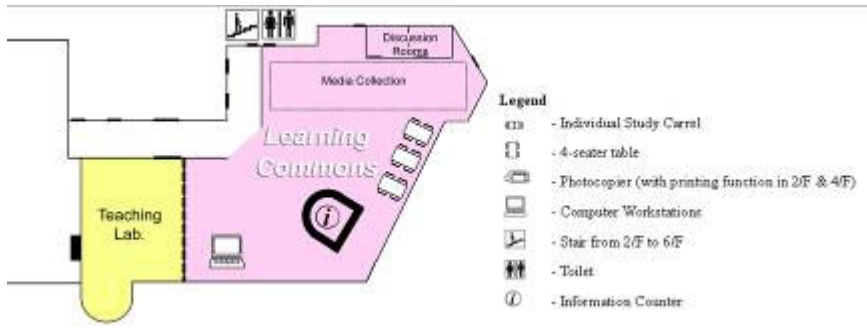🔁 - Stair from 2/F to 6/F
🚻 - Toilet
ⓘ - Information Counter
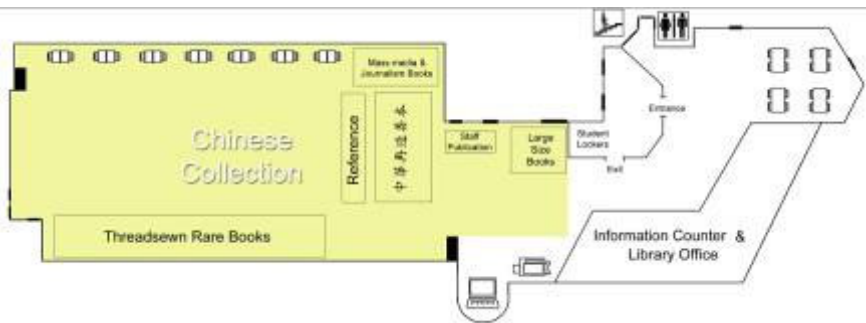
學習空間

生活

Knowledge

Live

Information

資訊中心

知識共享

網上資源

Internet

Learning