Library Handbook
2009-2010

圖書館手冊

RSS enabled

simplified

BLOG

more interactive

simplified

Revamped

RSS enabled

more interactive

Lib2.0

better organised

SMS

Revamped

Google maps

better organised

Hong Kong Shue Yan University
香港樹仁大學

樹仁大學
SHUE YAN UNIVERSITY

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 materials;

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

- 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.

1

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 G/F entrance and Library web site.

The Library web site is

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

Service Hotline

General Enquiries :   (852) 2806-5113

Ask a Librarian

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

Address

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

CONTENTS

4

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 and increase international academic co-operation with overseas higher education institutions. To meet this mission, a new library complex building was built and opened on 15 November 1995 next to the campus at Wai Tsui Crescent, Braemar Hill 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 can be reached through the Internet. All computers located in library can be used by readers to 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 HKSYU Library

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 input 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. Input www.hksyu.edu.hk/lib access to the library's homepage and click "My Circulation Record".
2. Input 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 appears and please input your PIN twice at the field "Enter your PIN" and "Enter your PIN again". The PIN is a password created by yourselves. 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 (PIN has been created):

1. Go to the library's homepage, and click "My Circulation Record".
2. Input 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. Then, 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 (For English and Chinese books only):

1. Go to the library's homepage or the library's online catalogue (http://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. Input your name, barcode, and your PIN that has been created, then press "Submit".
4. Select the item you 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".
2. In alphabetical or subject lists, you can see a brief description of the selected database when you click "Detail". Please note that you can use the online databases within the Library ONLY if the word "PC" is displayed. Otherwise you can use the databases at home if "Web" is displayed.
3. Input your name, barcode and PIN to authenticate your identity after clicking the name of a database.
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 "My Circulation Record"。
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，可點擊左上方"My Circulation Record"。
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 Record" -- 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. 緊記查核是否有顯示新的到期日,如果到期日沒有更新，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(alphabetical list)或學科(subject list)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. 如經校外網路進入使用，在點擊"資料庫名稱"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 3/F. To get access to them, users have to place a request at the 3/F service counter.

Users can also print out the articles from databases.

B. Introduction to Online Databases

1. 中國期刊全文數據庫（文史哲、政治軍事與法律、經濟與管理）

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8,000餘種，學科內容分為10個專輯，本館訂閱文史哲、政治軍事與法律及經濟與管理三個專輯, 收錄期刊數約1,900種。論文摘要由1994年開始(部分刊物回溯至創刊），文史哲全文由2000年開始，政治軍事與法律及經濟與管理全文由2003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10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、政治軍事與法律、教育與社會科學專輯、電子技術及信息科學、經濟與管理。本館現訂購文史哲專輯。論文索引由1999年開始, 全文由2005年開始。

3. AP Interactives

Covering notable people and major events, AP Interactives explores current news and educational topics in details through interactive compilations of multimedia content. Integrating video, images, audio and text, it provides instant access to a wealth of information on an ever-growing range of topics gathered from The Associated Press venerable resources.

4. CHANT (漢達文庫)

漢達文庫收錄出土文獻（包括甲骨文,金文,竹簡帛書)及傳世文獻(包括先秦兩漢, 魏晉南北朝)。

5. China InfoBank (中國資訊行)

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

6. Ebrary

The database, consists of more than 39,000 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.

7. EBSCO: Academic Search Complete

The world's largest multi-disciplinary academic database, Academic Search Complete provides more than 6,100 full-text periodicals, including full text for more than 5,100 peer-reviewed titles under anthropology, area studies, astronomy, biology, chemistry, civil engineering, electrical engineering, ethnic & multicultural studies, food science & technology, general science, geography, geology, law, materials science, mathematics, psychology,etc.

8. EBSCO: Business Source Complete

This database is the overwhelmingly superior database for all subject areas related to business, covering marketing, management, MIS, POM, accounting, finance and economics. It provides the full text for over 3,200 scholarly business journals and more than 25,000 publications, including financial data, books, monographs, major reference works, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, and SWOT analyses.

9. EBSCO: Communication & Mass Media Complete

This database, covering more than 350 full text titles, provides the most robust, quality research solution in areas related to communication and mass media.

10. EBSCO: ERIC

ERIC, the Educational Resource Information Center, contains more than 1,300,000 records and links to more than 317,000 full text documents from over 800 educational and education-related journals.

11. EBSCO: Funk & Wagnalls New World Encyclopedia

This database provides over 25,000 encyclopedic entries covering a variety of subject areas.

12. EBSCO: GreenFILE

GreenFILE offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.

13. EBSCO: History Reference Centre

This database offers full text from more than 2,500 reference books, encyclopedias and non-fiction books, full text for 170 history magazines, 112,000 historical documents, 119,000 biographies of historical figures, more than 113,000 historical photos and maps, and more than 80 hours of historical videos.

14. EBSCO: Library, Information Science & Technology Abstracts with Full Text (LISTA with Full Text)

This database indexes more than 600 periodicals, plus books, research reports and proceedings. Over 240 titles are available in full text. 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.

15. EBSCO: MAS Ultra - School Edition

This database provides full text for more than 500 popular, high school magazines. It also provides more than 360 full text reference books, 85,670 biographies, 105,786 primary source documents, and an Image Collection of over 440,000 photos, maps & flags.

16. 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.

17. EBSCO: Primary Search

This database provides full text for nearly 70 popular, magazines for elementary school research. All full text articles included in the database are assigned a reading level indicator (Lexiles), and full text information dates as far back as 1990.

18. EBSCO: PsycARTICLES

This database is a definitive source of full-text, peer-reviewed scholarly and scientific articles in psychology. It contains more than 140,000 articles from over 60 journals. It includes all journal articles, letters to the editor and errata from each journal. Coverage spans 1894 to present.

19. EBSCO: Psychology and Behavioral Sciences Collection

This database provides nearly 600 full text journals. Psychology & Behavioral Sciences Collection covers topics such as emotional and behavioral characteristics, psychiatry & psychology, mental processes, anthropology, and observational and experimental methods. Nearly every full text title included in this database is indexed in PsycINFO.

20.   EBSCO: PsycINFO

This database contains over 2.5 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.

21.   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.

22.   EBSCO: SocINDEX with Fulltext

SocINDEX with FullText is the world's most comprehensive and highest quality sociology research database. The database features more than 2,035,000 records with subject headings from a 19,600+ term sociological thesaurus designed by subject experts and expert lexicographers. SocINDEX with Full Text contains full text for 746 journals dating back to 1908. It also includes full text for more than 800 books and monographs, and full text for 11,991 conference papers.

23.   EBSCO: Teacher Reference Center (TRC)

This database provides indexing and abstracts for more than 270 periodicals. Topics include Assessment, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics and more.

24.   EBSCO: World History Collection

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.

25. EBSCOhost Electronic Journals Service

This database is a gateway to access nearly 100 full-text electronic journals from different publishers via one website.

26. Encyclopaedia Britannica Online

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

27. Gale Virtual Reference Library

Gale Virtual Reference Library is a database of encyclopedias and specialized reference sources for multidisciplinary research. E-book titles includes: Child Development ; Encyclopedia of Multicultural Psychology ; International Dictionary of Psychoanalysis ; International Encyclopedia of Marriage and Family ; Macmillan Encyclopedia of Death and Dying.

28. iSinolaw

This database is included bilingual full text PRC laws and regulations, judicial interpretations, court judgments and information on Chinese legal systems, statutes, arbitration, trademarks and patents plus import, export and intellectual property laws.

29. Literature Online

This database is a fully searchable database of more than 350,000 works of English and American poetry, drama and prose, 243 full-text literature journals, and other key criticism and reference resources.

30. 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.

31. 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.

32. ProQuest 5000 (It will be upgraded to ProQuest Central on 1 Jan 2010)

This database provides access to nearly 10,000 journals with over 4,800 available in full text. It provides 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 and more.

33. ProQuest Central (Upgrade version from Proquest 5000 and Proquest Psychology Journals which will start on 1 Jan 2010)

This database provides nearly 11,000 journals with over 8,800 available in full text. It boasts over 160 subjects including core subject areas: business and economics, health and medical, news and world affairs, science, education, technology, humanities, social sciences, psychology, literature, law, women's studies and more. It also provides access to over 400 full text U.S., Canadian and international newspapers; Nearly 30,000 full text dissertations in the areas of business, psychology, physical sciences, health, education and more; Concise business information from nearly 9,000 market reports across 43 industries in 40 countries.

34. ProQuest: Psychology Journals (It will be upgraded to ProQuest Central on 1 Jan 2010)

This database provides over 540 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.

35. WestLaw International

This database is an online legal research service which provides a unique collection of legal and regulatory information by combining materials from renowned content providers such as Sweet & Maxwell, Thomson West, ELLIS Publications, Lawbook Co and Carswell. The collection includes case law, legislation, law reviews, treaties, and directories.

36. 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

C. E-BOOKS

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 e-book collection that is searchable in the library catalogue and can be accessed inside the library, at the dormitory or at home. Currently, there are over 40,000 titles available.

COLLECTIONS

The collection currently consists of 240,000 volumes. It covers a wide range of subjects and many reference sources are now available on databases.
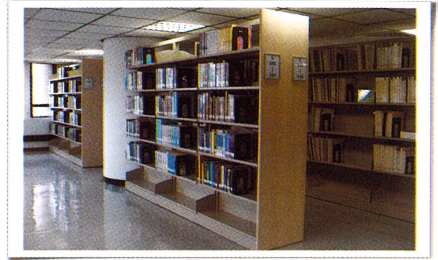
A. Book and Reference Collection

The Chinese collection is kept on 2/F, 5/F and 6/F close stack and the English collection is on 4/F and 5/F. The reference collection contains works such as encyclopedia, dictionaries, directories, yearbooks, almanacs and bibliographies. The shelf-mark of reference collection is shown as **R**. All reference materials are for use in Library only.

B. Serials

Both serials and special collections are kept at 3/F and 4/F. Some bound serials are kept at 6/F close stack.

Serials Collection

This collection includes about 800 subscribed and 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 40,000 titles of electronic/online journals across about 34 online databases. 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 25 local and overseas newspapers.

Current and back issues are located at 3/F. Some older issues are available on request at 2/F counter. All newspapers are for library use only.

D. Special Collection

The Special Collections include annual reports, research papers, overseas documents, student reports and teaching references that are kept on 3/F. Annual reports are shelved on open stack located at the end of the bound journal area. Research papers, overseas documents and student reports are kept in Special Collections next to the information counter. These materials are three-hour-loan and to be used in the Library. All teaching reference materials are for staff use only.

✓   Annual reports
✓   Research papers
✓   Student reports
✓   Overseas documents
✓   Teaching references

E. Law Collection

Law Collections are kept separately in a special law library at 4/F. Collections include English/Chinese monographs, bound and current issues of journals and reference materials. English collection (**classified numbers 340-349**) carries the prefix **L** ; Chinese collection

(**classified numbers 570-589**) carries the prefix **CL** ; Journals carry the prefix **LP**. ; Reference materials carries the prefix **RL**.

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. Reserve collection is available for three-hour-loan with no renewal with no renewal and can only be used in the library. Users can borrow these materials at G/F circulation counter.

G. AV Collection

Collections include audiocassettes, videotapes, CD-ROMs, VCDs, 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, AVR for reference AV materials, **AVS** for audiocassettes and **AVV** for videotapes, **LTV** for local TV programmes, and **MC** for language learning kits.

Non-print materials accompanied with books (Prefix:**AVC(C)**, **AVD(C)**, **AVS(C)** and **AVV(C)**) are kept at G/F circulation counter.

Local TV Programmes

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

Students and staff can borrow local TV programmes in **6/F Learning Commons** 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	

For further details, please refer to the below link:

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

22

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。該套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 and services provided by the Library with your valid staff/students identity cards. Other joint-courses and postgraduate students need to register at G/F circulation counter.

2. Borrowing and Returning Library materials

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. AV materials located at Learning Commons should be borrowed at 6/F service counter. Please note that your card cannot be transferred to other users.

- **STAFF** may borrow a maximum of **60 items**, and the loan periods are listed as below.

- **STUDENTS** may borrow a maximum of **40 items** the loan periods are listed as below.

CATEGORIES	STAFF				STUDENTS			
	Quota	*Loan period*	*Renewal*	*Fines*	*Quota*	*Loan period*	*Renewal*	*Fines*
Books	60	*30 days	30 days (3 times)	$1.5 per day	40	14 days	14 days (4 times)	$1.5 per day
AV Materials (accompanied with books)				$2.0 per day				$2.0 per day
AV Materials	12	14 days	7 days (once)	$2.0 per day	12	7 days	7 days (once)	$2.0 per day
Kits (AV) and Local TV Programme		3 hours	N/A	$2.0 per hour		3 hours	N/A	$2.0 per hour
Bound Serials (Prefix P)	10	3 days	N/A	$2.0 per day	8	3 days	N/A	$2.0 per day
Reserves (AV, Books and SC)		3 hours		$2.0 per hour		3 hours		$2.0 per hour
Teaching Reference Materials	8	30 days	N/A	$1.5 per day	N/A			
External Reader Card (BU)	1	3 days	N/A	$5.0 per day	1	3 days	N/A	$5.0 per day
External Reader Cards (CityU, CUHK, HKIEd, HKU))		14 days						
External Reader Card (OUHK, Lingnan U)					N/A			
Central Resources Centre (EDB) Borrower Card		3 days						

*Academic staff can request for 150 days (no renewal) for teaching purpose.

CATEGORIES	ALUMNI				STAFF FAMILY			
	Quota	*Loan period*	*Renewal*	*Fines*	*Quota*	*Loan period*	*Renewal*	*Fines*
Books	5	14 days	14 days (4 times)	$1.5 per day	10	14 days	14 days (4 times)	$1.5 per day
AV Materials (accompanied with books)				$2.0 per day				$2.0 per day
AV Materials	N/A				N/A			
Kits (AV) and Local TV Programme	3	3 hours	N/A	$2.0 per hour	3	3 hours	N/A	$2.0 per hour
Bound Serials (Prefix P)	N/A				N/A			
Reserves (AV, Books and SC)	5	3 hours	N/A	$2.0 per hour	5	3 hours	N/A	$2.0 per hour
Teaching Reference Materials	N/A				N/A			
External Reader Card (BU)	N/A				1	3 days	N/A	$5.0 per day
External Reader Cards (CityU, CUHK, HKIEd, HKU))								
External Reader Card (OUHK, Lingnan U)					N/A			
Central Resources Centre (EDB) Borrower Card								

3. Bookdrop service

Library materials can be returned to the book drop located at the Library entrance after the library closes. An express book drop is available at the circulation counter when the Library opens. The service hour is Monday to Friday (9:00am

to 7:30pm) and Saturday (9:00am to 4:00pm). Please note that the overdue books, non-print materials, ILL items and bound journals can not be returned to the book drop.

4. Circulation Notice

All overdue, courtesy and hold pick-up/cancel notices are sent to users' email address or mobile phone by SMS. When registering the SMS Alert service, users have to create a Google account with the email address referenced in Library system. Please access the following link for further details:

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

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's borrowing privilege may be suspended. Please refer to page 25-26 for details.

6. Lost or 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 <u>Out of print materials</u> will be charged depending on the evaluating costs.

7. Renewals

Borrowed items may be renewed via the Library's Homepage provided that no other borrower has reserved them and not overdue. Please note that if an item is overdue, you may not be able to renew it online.

8. Reserving Books

All books checked out can be reserved at the Library's online catalogue. You will be notified once the book is available.

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. Other joint courses graduates will be considered in individual cases.

The admission fee of Alumni Reader Card is $100 per year. Card holders can only access the HKSYU Library and use the collections (including Course Reserve materials, Special Collections, Local TV Programs and databases) within the Library. Please note that Alumni Reader Card does not include any 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 database ProQuest is permitted. (subject to database providers terms and conditions)

Applicants should bring the graduation certificate or other equivalent documents, 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.htm#A)

C. User Education Service

1. Faculty Requests for Library 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 us at libinfo@hksyu.edu.hk or call at **2806-5115.**

2. Library Instruction Program

Workshops on using different library resources are run regularly. Students in group may also request a workshop that fulfills their information needs. Please visit the "Library Instruction Class" page at http://www.hksyu.edu.hk/lib/php/form/work shop.htm for further information.
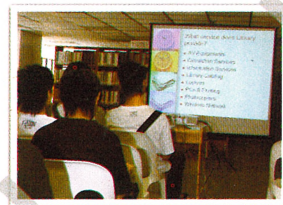
3. Library Orientation

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 our library staff for help. Information or instruction leaflets on the usage of library materials are available at information counters.

E. Interlibrary Loan Service

Interlibrary loan service is provided to all registered library patrons 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 provide a referral or suggest local ILL request.

Please note that ILL is a **fee-based service.** Readers can contact via email libill@hksyu.edu.hk or call 2806-5114 for further information. You can also visit the Interlibrary Loan Policy on the Library website. (http://www.hksyu.edu.hk/lib/ill)

F. Access to Other Libraries

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
Central Resources Centre (EDB) Borrower Card	1	Staff only (with borrowing privilege)
The Chinese University of Hong Kong	3	Year 1-4 students or above and staff
The City 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 Lingnan University	3	Staff only
The Open University of Hong Kong	3	Staff only
The University of Hong Kong	8	Year 1-4 students or above and staff

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 for further information:

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

31

G. Other Services

1. For Staff

The Library Homepage has a **"For staff"** link (**http://www.hksyu.edu.hk/lib/staff/**) which is to enhance the communication between teaching staff and Library. 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 Forms
  - ✓ Interlibrary Loan Form (Online / PDF / MS Word)
  - ✓ Online Suggestion Form
  - ✓ 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 and 4th floors. Lists of new titles can be found on the library web page (see page 34 New Titles). Content pages of the latest issues of 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

3.1. 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。

3.2. Topical Book Exhibition

The Library organizes topical book exhibitions regularly. For details, please refer to our Library Exhibition Series link:

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

4. Staff Publication

Staff Publications of Hong Kong Shue Yan University are displayed at 2/F.

Some titles can be borrowed. Please access *http://www.hksyu.edu.hk/lib/display/staffpublications/* to browse the list.

5. New Titles

The Library selects new books to display at 2/F to 4/F every week. Titles are also uploaded to the Library's Homepage. Please access http://www.hksyu.edu.hk/lib/feature_list.htm to browse the new titles.

6. Subject Talks

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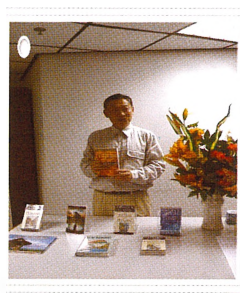
LIBRARY FACILITIES

A. Circulation Desk

The circulation desk is located at G/F where you can borrow and return the library materials. When you 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 equipement 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) 2806-5113.

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

C. Learning Commons

The Learning Commons is located at 6/F. It brings together in one location services that enhance self-learning, language learning, research, study and leisure at the University. 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*

➤ *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. Please register at 6/F service counter.

2. Language Learning Laboratory / Discussion Rooms

The Learning Commons has 1 Language Learning Laboratory and 2 discussion rooms. The 2 discussion rooms are available for library patrons for group study or group meeting. You can access http://www.hksyu.edu.hk/lib/lc/ to view the room booking status before register at 6/F service counter.

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

37

D. Teaching Reference

The Special Collections Area has a small corner that collects Teacher Reference materials. Facilities such as computers and printers are provided for teaching staff only.

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 G/F and 2/F - 6/F of the library. Our network supports both 802.11b or 802.11g Wi-Fi devices. For the details, please refer to 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 with printing function on 2/F to 6/F that offer free access to the internet, online databases and library catalogue. Library users can make use of Microsoft Office to create Word, Excel and PowerPoint documents. Data analysis and accounting softwares such as SPSS, DacEasy, MYOB are installed in workstations. The printing guideline could be found near the photocopying/printing machine.

For details, please refer to "Frequently Asked Questions":

LIBRARY HONG KONG SHUE YAN UNIVERSITY

http://www.hksyu.edu.hk/lib/faq/index.php?View=entry&CategoryID=2&EntryID=14

3. Photocopying / printing / scanning

♦ Card-inserting photocopiers or printers are located at 2/F-6/F.

	Photocopying		Printing		Scanning
	BW	Color	BW	Color	
2/F	√		√		√
3/F	√				
4/F	√		√		√
5/F			√	√	
6/F	√	√	√	√	

Copy-card is available at 2/F information counter for copying and network printing in the Library. Each copy-card is valued as HK$20.00 or HK$40.00, plus HK$20.00 deposit of the card which is refundable.

Please note that copying of materials in any formats may be illegal without the permission of the copyright owner.

Charging of photocopying and printing is as below:

	A4 @2F-6F	A3 @3/F, 6F
Black & White	$0.4	$0.8
Colour	$2.8	$5.6
Scanning	Free of charge	

F. Study Facilities

1. Study Carrels

Library has provided some individual study carrels for private study. They are located at 2/F, 4/F & Law Library.

2. Discussion Areas

The discussion areas are located at 2/F and 5/F of the library. It is a separate area and provide some large tables for group discussion.

There are also two multi-purpose discussion rooms located at 6/F Learnning Commons. Please refer to page 37 Language Learning Laboratory / Discussion Rooms for details.

G. Others

Drinking Fountains

Four drinking fountains are installed on G/F, 3/F, 4/F & 6/F. Please note that users are not allowed to bring water/drinks into the library.

LIAISON LIBRARIANS

In order to enhance the communication between departmental staff and Library, individual Assistant Librarian is responsible for the liaison with the Departments. Departments have any suggestion / recommendation on library services, policies or collection development, they can contact their Liaison Librarians directly.

Department	Liaison Librarian
Dept. of Accounting	Mr. Desmond Lee
Dept. of Business Administration	Ms. Lyn Lam
Dept. of Chinese Language & Literature	Mr. Matthew Cheung
Dept. of Counselling & Psychology	Ms. Ada Chan
Dept. of Economics & Finance	Ms. Lyn Lam
Dept. of English Language & Literature	Ms. Ada Chan
Dept. of History	Mr. Matthew Cheung
Dept. of Journalism & Communication	Ms. Sarah Chow
Dept. of Law & Business	Ms. Terese Man
Dept. of Social Work	Ms. Terese Man
Dept. of Sociology	Ms. Sarah Chow

LIBRARY STAFF DIRECTORY

University Librarian   *Telephone*

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

Acquisitions

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

Cataloguing

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

Ms. Chow Yuet Yu, Sarah   **2104-8286**
Email: libchow@hksyu.edu.hk

Serials

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

Systems

Mr. Fong Chun Wai, Cyrus   **2806-5115**
Email: libcyrus@hksyu.edu.hk

42

LIBRARY REGULATIONS / USERS' CODE OF CONDUCT

1. 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. Anyone who is believed to violate the library regulations, disturb readers or mutilate the library materials may be excluded from the library and all privileges of using the library services may be suspended. All users of the Library are presumed to know its regulations and rules before using the Library services and facilities.
2. All members of the Library staff are empowered to enforce Library regulations.
3. All readers using the library must produce their valid Library membership card before entering the Library building.
4. The librarian has discretion to restrict certain categories of material held by the Library from being borrowed.
5. Food and drinks must not be brought into the library.
6. Smoking is not permitted in the library.
7. No games of any form are allowed in the library.
8. No umbrellas or raincoats may be brought into the library.
9. Reproduction or duplication of audio visual materials or computer software without permission from the copyright owner is strictly prohibited.
10. Photocopying of library materials should be made in compliance with the Copyright Ordinance. Library 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 group project work to do, please use the discussion areas/rooms in the library.
12. Readers must not change the disposition of any Library furniture or equipment.
13. Please report lost books or damaged Library facilities to Library staff.
14. Please keep your valuables with you at all times. The Library assumes no responsibility for personal belongings left in the Library.
15. 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.
16. Please return all loaned materials upon graduation, withdrawal or cessation of employment from the University.
17. Please treat Library staff and fellow users with respect and courtesy.
18. Do not reserve or hide the Library materials intentionally so that other readers cannot use or find the materials.
19. Please take good care of all the Library materials, as users are responsible for their checked out items.
20. Do not use your belongings, textbooks or notebooks to occupy a reading seat. Items left unattended on desk more than half an hour will be cleared away.
21. Lockers are provided at the 2/F entrance.
22. 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.
23. Notices must not be displayed or distributed by readers in any part of the Library.
24. Do not sleep in the library.
25. 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	60冊	30天	3次	每次30天
學生	40冊	14天	4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，光碟逾期罰款為每張每日2元，"短暫借閱"資料限借3小時，逾期罰款每冊每小時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. 本館已安裝書籍防盜探測器，請讀者務必自重，辦妥借書手續方可將書籍攜出館外。
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. 可用本校發出有效之個人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、四及六樓各設影印機一部(二樓,四及六樓影印機附打印功能),五樓則設有打印機, 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<u>港幣 20 元或 40 元兩種</u>。
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. 影印黑白 A4 每張收費 4 毫,黑白 A3 8 毫,彩色 A4 2.8 元,彩色 A3 5.6 元。
6. 請小心使用及保管儲值咭,如有損壞將沒收按金。
7. 當影印機發生故障,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 套裝軟件之電腦編輯文件。圖書館其他上網電腦亦安裝 SPSS, DacEasy, MYOB 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。
   ** 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,將會交本校學生紀律委員會處理,幸勿自誤!

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

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

including access and borrowing privileges

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

Improper acts and Penalties

Incident 1

Improper Acts	Disciplinary action
(a) A HKSYU library user found leaving the library exit with uncharged library material(s), either in hand or in a bag, for the first time within an academic year; or (b) Lending/borrowing of Library Card between two library users for gaining access to the Library and/or borrowing library material(s) for the first time within an academic year	(i) Name will be recorded by the Library (ii) Verbal warning to be given to the offender(s) by the professional staff member

Incident 2

Improper Acts	Disciplinary action
(a) A HKSYU library user found committing Incident 1 improper acts within an academic year, or (b) A HKSYU library user found mutilating library material(s) at any time;	(i) Name will be recorded by library staff (ii) Suspension of all library privileges for one month (iii) Library user is required to pay for the damaged materials (iv) A warning letter will be issued to the offender(s), and for HKSYU students, the warning letter will be copied to: 1.Registry; 2.Dean of OSA

Incident 3

Improper Acts	Disciplinary action
A HKSYU library user found committing Incident 2 improper acts within an academic year,	(i) Librarian shall have discretion to suspend all library privileges of the user for a period of **_3 months_** or longer, depending on the seriousness of the offences. For student, the case may also be referred to the Student Disciplinary Committee for further action. (ii) Library user is required to pay for the damaged materials

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 Computer science, information & general works
010   Bibliographies
020   Library & information sciences
030   Encyclopedia & books of facts
040
050   Magazines, journals & serials
060   Associations, organizations & museums
070   News media, journalism & publishing
080   Quotations
090   Manuscripts & rare books

100 Philosophy & psychology
100   Philosophy
110   Metaphysics
120   Epistemology
130   Parapsychology & occultism
140   Philosophical schools of thought
150   Psychology
160   Logic
170   Ethics
180   Ancient, medieval & eastern philosophy
190   Modern western philosophy

200 Religion
200   Religion
210   Philosophy & theory of religion
220   The Bible
230   Christianity & Christian theology
240   Christian practice & observance
250   Christian pastoral practice & religious orders
260   Christian organization, social work & worship
270   History of Christianity
280   Christian denominations
290   Other religions

300 Social sciences
300   Social sciences, sociology & anthropology
310   Statistics
320   Political science
330   Economics
340   Law
350   Public administration & military science
360   Social problems & social services
370   Education
380   Commerce, communication & transportation
390   Customs etiquette & folklore

48

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

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

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

700 Arts and recreation
- 700 Arts
- 710 Landscaping & area planning
- 720 Architecture
- 730 Sculpture, ceramics & metalwork
- 740 Drawing & decorative arts
- 750 Painting
- 760 Graphic arts
- 770 Photography & computer art
- 780 Music
- 790 Sports, games & entertainment

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

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

49

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	圖書館與資料科學
030	漢學
040	類書 ；百科全書
050	連續性出版品 ；期刊
060	普通會社
070	普通論叢
080	普通叢書
090	群經 ；經學

哲學類

100	哲學總論
110	思想學問
120	中國哲學
130	東方哲學
140	西洋哲學
150	論理學
160	形上學
170	心理學
180	美學
190	倫理學

宗教類

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

科學類

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

應用科學類

400	應用科學總論
410	醫學
420	家事 ；家政
430	農業
440	工程學
450	礦冶
460	化學工業
470	製造

| 480 | 商業 ；各種營業 |
| 490 | 商學 ；經營學 |

社會科學類
500	社會科學總類
510	統計學
520	教育學
530	禮俗
540	社會學
550	經濟學
560	財政學
570	政治學
580	法律
590	軍事

史地類
| 600 | 史地總論 |

中國史地
610	中國通史
620	中國斷代史
630	中國文化史
640	中國外交史
650	中國史科
660	中國地理
670	中國地方志
680	中國類志

世界史地
710	世界史地
720	海洋誌
730	亞洲史地
740	西洋史地 ；歐洲史地
750	美洲史地
760	非洲史地
770	大洋洲史地
780	傳記
790	古器物 ；考古學 ；古物學

語文類
800	語言文字學總論
810	文學總論
820	中國文學
830	中國文學總集
840	中國文學別集
850	中國各種文學
860	東方文學
870	西洋文學
890	新聞學

藝術類
900	藝術總類
910	音樂
920	建築美術
930	雕塑
940	書畫
950	攝影
960	應用美術
970	技藝
980	戲劇
990	遊藝 ；娛樂 ；休閒活動

C. Writing Research Papers

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

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

D. Useful resources about writing research papers:

1. **Form & style : research papers, reports, theses** / Carole Slade, Robert Perrin. (2008)
2. **Improve your writing** / by Ron Fry (2005)
3. **Succeeding with your master's dissertation : a step-by-step handbook** / John Biggam. **(2008)**
4. **Writing research papers: a complete guide** / by James D. Lester (2007)
5. **Surviving your thesis** / edited by Suzan Burton and Peter Steane. (2004)
6. **Library web information:**
   a) http://www.hksyu.edu.hk/lib/download/Dissertation.ppt

   b) http://www.hksyu.edu.hk/lib/download/RefBk.ppt

E. Plagiarism

Please note that plagiarism is an act of stealing others' originality that is a serious 'crime' in academic field. It may lead to disqualification or penalty on your research work or degree attainment. Please refer to the below link about dissertation format and plagiarism :

http://www.hksyu.edu.hk/lib/download/html_folder/Dissertation/index.htm

LIBRARY MATERIAL LOCATIONS

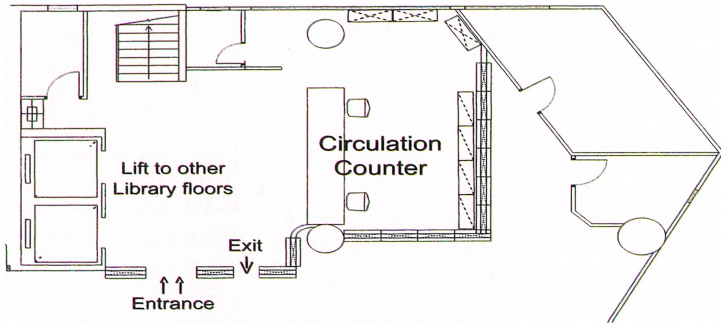| Materials	OPAC	Location	Checkout	Example
Monographs (English)		4/F & 5/F, English Book	**Yes**	940.5421421 FOR 2004 D-Day 1944 : Sword Beach and the …
Monographs (Chinese)		2/F & 5/F, Chinese Book	**Yes**	731.272 711 1994 明治維新 ： 日本…
Oversize (English)	*O*	4/F & 5/F, Oversized Book	**Yes**	O 299.56113 PIG Japanese mythology
Oversize (Chinese)	*L*	2/F & 6/F Oversized Book	**Yes** **(Books at 6/F** **LIB-USE** **ONLY)**	L 300.81 709 1985 大自然一千個爲什麼
Serials	*P* *RP*	3/F & 6/F, Periodicals (current & bound issues)	**LIB USE ONLY** *or* **THREE DAYS 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 1995 Contract : case and materials
Law Monographs (Chinese)	*CL* **570-589**	4/F & 5/F Law Library (Chinese book)	**Yes**	CL 580 1508 法學總論
Law Serials	*LP*	4/F & 6/F, Law Library (current & bound journals)	**LIBRARY USE** **ONLY**	LP 340.05 LQR Law Quarterly Review
Law Reference	*RL*	4/F & 5/F, Law Library	**LIB USE** **ONLY**	RL 346.2048 PEN 2006 Intellectual Property Rights : HKSAR …
Reference : general (English)	*R*	4/F & 5/F, English Reference	**LIB USE** **ONLY**	R 951.25 HON Hong Kong 2006
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 150.3 GAL 2001 The Encyclopedia of Psychology
Reference (Chinese)	*R*	2/F, Chinese Reference ; Wanchai Campus	**LIB USE ONLY or NOT CIRCULATED**	R 802.3 1004 2008 朗文中文新詞典
3 day loan (English)		G/F & 4/F, English Books	**Yes THREE DAYS LOAN**	337 APP 1998 International economics: trade theory and policy
3 day loan (Chinese)		2/F, Chinese Books	**Yes THREE DAYS LOAN**	121.261 1307 2000 孟子譯注
Reserve Collection (3 hours loan)		G/F, Counter Reserve Collection	**LIB USE ONLY and THREE HOURS LOAN**	791.4395125 TEO ASK G/F STAFF Hong Kong cinema : the extra dimension Soc. 105 ASK G/F STAFF 中國的孝敬與印度 …
Special Collections (annual reports)		3/F & 6/F, Special Collections	**LIB USE ONLY**	HK.LC 328.5125 LEG(C) 1996-97 立法局1996至97年度年報
			THREE HOURS LOAN	HK.LC 328.5125 LEG(C) 1996-97 .c.2 ASK 2/F STAFF 立法局1996至97年度年報

55

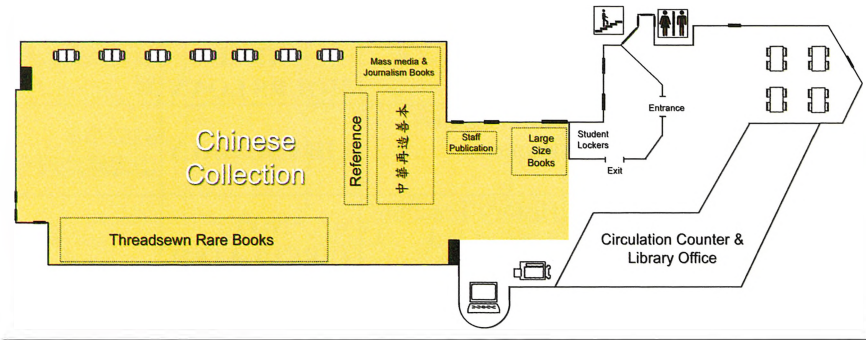| Materials	OPAC	Location	Checkout	Example
Special Collection (research reports, theses)		3/F & 6/F, Special Collections	**THREE HOURS LOAN**	.CHK 306.736 HUN 婚外情問題熱線統計... .CUHK 380.1 KEO ASK 2/F STAFF Launching a new American…
		4/F, Law Library (北大樹仁法律系畢業論文)	**LIB USE ONLY**	CCB PKU 346.048 LI 論互聯網對知識產權的侵犯
Teaching references	*TR*	3/F, Teaching Reference	**FOR TEACHERS ONLY**	TR 802.58025 816 2005 漢語普通話語音教學示意圖
ACCA items		5/F, ACCA Materials	**Yes**	658.15076 ACCA/AFL 002 Revision 3.7(3) ACCA revision series. Part 3, paper 3.7, Strategic Financial Management
CD-ROMs, Floppy disks	*AVC*	6/F, LC, CD/CD-ROM, AVC	**Yes**	AVC 307.105 HKRC Regional Council Annual Report …
DVDs	*AVD*	6/F, LC DVD, AVD	**Yes**	AVD 791.43 PRI Pride & prejudice
Audiocassettes	*AVS*	6/F, LC, Sound Recording, AVS	**Yes**	AVS 121.8 SI 思入風雲
Videocassettes	*AVV*	6/F, LC, Videocassette, AVV	**Yes**	AVV 658.406 DEA Dealing with crisis and …
CD-ROMs, Floppy disks	*AVC* *(C)*	G/F, Counter CD/CDROM (VCD, AUDIO CD.)	**Yes**	11793 ASK G/F STAFF 復興之路

Materials	OPAC	Location	Checkout	Example
Audiocassettes	*AVS* *(C)*	G/F, Counter Sound Recording, AVS(C)	**Yes**	01298 ASK G/F STAFF Building skills for the TOEFL test
Videocassettes	*AVV* *(C)*	G/F, Counter Videocassette, AVV(C)	**Yes**	08617 ASK G/F STAFF Student workbook and video for the art
Language Learning Kits	*MC*	6/F. LC, Language Learning, MC	**LIB USE** **ONLY** *and* **THREE** **HOURS LOAN**	495.183 SHANG 商貿普通法
Kit sets	*AVK*	6/F, LC, Kits, AVK	**LIB USE** **ONLY** *and* **THREE** **HOURS LOAN**	AVK 362.29 DANG folder 當生命遇上生命教 材套
Local TV Programme	*LTV*	6/F, LC, Local TV Prog., LTV	**LIB USE** **ONLY** *and* **THREE** **HOURS LOAN**	LTV 306.095125 WEN 2006/03/05-19 瑞士及佛山剪報聯 展
Sewn Books	*S*	2/F (Counter Request)	**LIB USE ONLY**	S282 708 山海經地理今釋
References		History Teaching Support and Research Centre	**NOT** **CIRCULATED**	

57

LIBRARY FLOOR PLANS

G/F

2/F

3/F

4/F

English Collection

Reference Collection

Law Library

Newbooks

Serials Materials

Chinese Materials & Chinese Reference

Encyclopedia/Dictionaries

English Reference & Law Thesis

English Materials

Librarian's Office

5/F

English Collection

Reference

Chinese Collection

Reference

Discussion Room

6/F

Discussion Rooms

Media Collection

Learning Commons

Teaching Lab.

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

59

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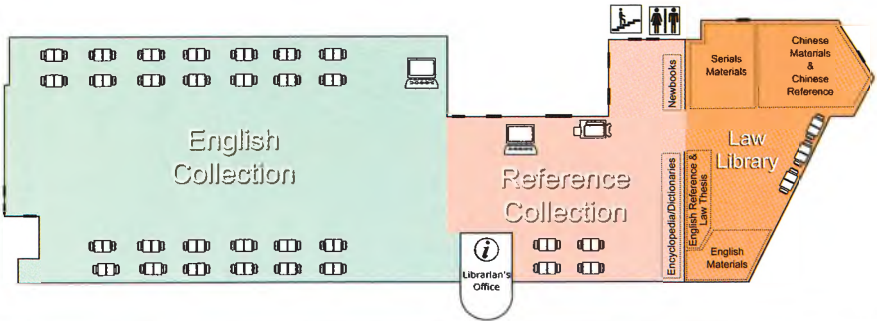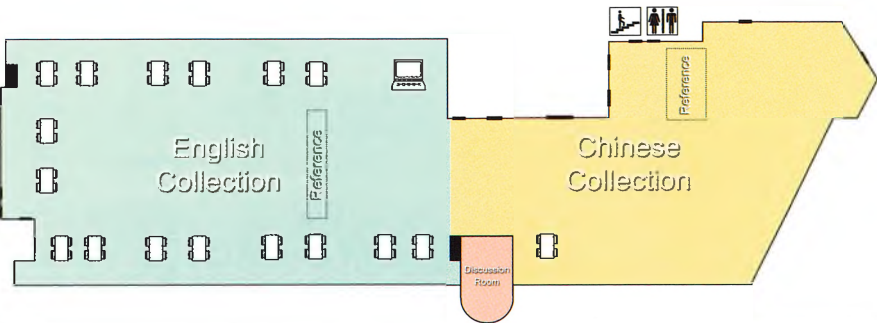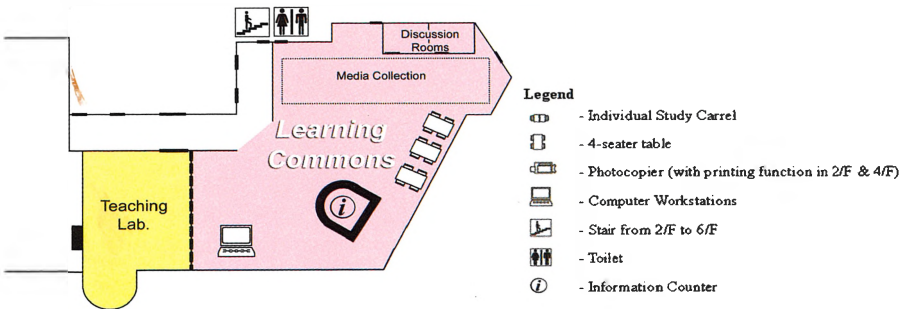
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