

# Hong Kong Shue Yan University



## Library Handbook

2018-2019



# Library Mission

The mission of the Hong Kong Shue Yan University Library is to facilitate teaching and promote research in the campus. To fulfil this mission, the Library commits itself to be:

- A resource center by organizing various types of materials for learning, teaching and research;
- A learning center by offering study areas, discussion rooms and reference services;
- A user education center by providing users with library literacy instructions;
- A service center by equipping the Library with multi-functional facilities;
- A library 2.0 center by interacting with users and designing user-centered services.



# Introduction

Hong Kong Shue Yan University (Former: Hong Kong Shue Yan College) was established in 1971. It aims at raising the level of higher education in Hong Kong and strengthening international academic cooperation with overseas higher education institutions. To support this mission, a new Library complex building was built and opened on 15 November 1995 next to the campus at Wai Tsui Crescent, Braemar Hill Road.

Hong Kong Shue Yan University Library Complex is a 19-storey multi-functional building. It contains a 6-storey library, seminar rooms, conference rooms, research centres, a podium, a car park, and accommodation for overseas scholars.



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# Opening Hours

Date	Location	Opening Hour
<b>Monday - Friday</b>	2/F - 4/F	8:30 am – 9:00 pm
	G/F Circulation Counter	9:00 am – 8:45 pm
	5/F	8:30 am – 8:45 pm
	6/F Learning Commons	9:00 am – 8:30 pm
<b>Saturday</b>	2/F - 4/F	8:45 am – 7:00 pm
	G/F Circulation Counter	9:00 am – 6:45 pm
	5/F	8:45 am – 6:45 pm
	6/F Learning Commons	9:00 am – 6:30 pm
<b>Sunday &amp; Public Holidays</b>	<b>CLOSED</b>	

Announcements of public holidays and special opening hours will be posted on the Library’s notice board at the G/F entrance, Library blog and on the Library homepage.



# General Enquiry

## Website



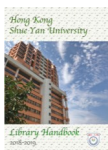
Library Homepage

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



Library Facebook

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



Library Handbook

[https://www.hksyu.edu.hk/lib/download/handbook\\_2018-19.pdf](https://www.hksyu.edu.hk/lib/download/handbook_2018-19.pdf)



## Email

[libinfo@hksyu.edu](mailto:libinfo@hksyu.edu)



## Service Hotlines

Circulation Counter 2104-8284, 2104-8285

Information Counter (2/F) 2806-5113

(3/F) 2806-5114

Learning Commons (6/F) 2104-8286

Interlibrary Loan Service 2806-7320

[libill@hksyu.edu](mailto:libill@hksyu.edu)



## Address

Hong Kong Shue Yan University Library Complex

12 Wai Tsui Crescent, Braemar Hill

North Point, Hong Kong



# Staff Directory

## ***University Librarian***

Mr. LEE Wai Lun, Desmond

(852) 2806 5116

[dessyu@hksyu.edu](mailto:dessyu@hksyu.edu)

## ***Acquisitions***

Mr. CHOW Yue Kai, Barry

(852) 2806 7318

[libbar@hksyu.edu](mailto:libbar@hksyu.edu)

## ***Cataloguing & Collections Development***

(Vacant)

## ***Circulation & Information Services***

Ms. CHUNG Yue Ching, Rain

(852) 2806 5112

[libchung@hksyu.edu](mailto:libchung@hksyu.edu)

## ***Gift & Exchange and Weeding***

Mr. FONG Kim Fai, Desmond

(852) 2806 7322

[libkffong@hksyu.edu](mailto:libkffong@hksyu.edu)

## ***ILL & Institutional Repository***

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(852) 2806 7320

[libcyn@hksyu.edu](mailto:libcyn@hksyu.edu)

## ***Multimedia & Digital Resources***

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(852) 2806 7323

[libchow@hksyu.edu](mailto:libchow@hksyu.edu)

## ***Reference & Instruction***

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[libmtchan@hksyu.edu](mailto:libmtchan@hksyu.edu)

## ***Serials***

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(852) 2806 7319

[liblyn@hksyu.edu](mailto:liblyn@hksyu.edu)

## ***Systems***

Mr. Paul CHUI

(852) 2806 7321

[libpaul@hksyu.edu](mailto:libpaul@hksyu.edu)



# Liaison Librarians

In order to enhance the communication between departmental staff and Library, individual Assistant Librarian is responsible for liaison with the assigned Departments. If Departments have any suggestions and recommendations on Library services, policies or collection development, please contact the Liaison Librarians directly.

<b>Department</b>	<b>Liaison Librarian</b>
Dept. of Accounting	Ms. Cynthia FONG
Dept. of Business Administration	Ms. Lyn LAM
Dept. of Chinese Language & Literature	Mr. Barry CHOW
Dept. of Counselling & Psychology	Ms. Cynthia FONG
Dept. of Economics & Finance	Ms. Lyn LAM
Dept. of English Language & Literature	Mr. Desmond FONG
Dept. of History	Mr. Benjamin CHAN
Dept. of Journalism & Communication	Ms. Sarah CHOW
Dept. of Law & Business	Mr. Benjamin CHAN
Dept. of Social Work	Ms. Rain CHUNG
Dept. of Sociology	Ms. Sarah CHOW



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# 1. Service Counters

## 1.1 Circulation Counter

The Circulation Counter is located on Library G/F where you can borrow and return the Library materials. Please present your valid student or staff identity card to the Circulation Counter when borrowing Library materials. AV items located in the 6/F Learning Commons should be borrowed and returned at the 6/F Information Counter.

## 1.2 Information Counters

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

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

## 1.3 Reference Service

Users are welcome to use the Reference Counter (4/F) enquiry service if they have questions in using Library services and facilities.





## **1.4 Learning Commons**

The Learning Commons is located on 6/F to enhance self-learning, language learning, research, study and leisure at the University. The space plays a role in the Library as the gathering place for students to study, research and make progress in collaborative settings.

Facilities in the Learning Commons:

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

Three notebook computers and four tablets are available for short loan at 6/F Information Counter. Please check-out and check-in all audio visual equipment and materials at 6/F counter.



## 2. Study Areas

Three areas in the Library are designed to meet the needs of different users:

**Silent Zone:** 2/F to 4/F (except discussion area on 2/F) for self- studying

**Quiet Zone:** 2/F (discussion area), 5/F and 6/F for group discussion

**Talking Zone:** Staircase, for quiet talking on mobile phones

### 2.1 Study Carrels

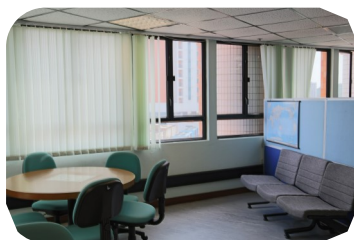
Library has provided some individual study carrels for private study. They are located on 2/F, 3/F and 4/F.



### 2.2 Discussion Areas


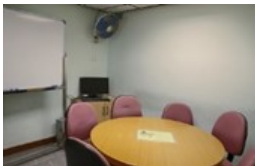


The discussion areas are located on 2/F, 5/F and 6/F. They are separate areas providing large tables for group discussion.

Also, two discussion rooms are located on 6/F Learning Commons, one presentation room on 5/F and one activity room on 2/F. Please refer to Page 14 for details of **Room Booking**.



### 3. Room Booking

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

Facilities	Location	Equipment	Privilege
Learning Laboratory x 1 	6/F	25 Computers Seats Projector Whiteboard Microphone	STAFF ONLY
Discussion Room x 2 	6/F	1 Computer 6 seats Whiteboard	ALL (Accommodate 3-6 people)
Presentation Room x 1 	5/F	1 Computer 10 seats Projector Whiteboard Microphone	ALL (Accommodate 7-10 people)
Activity Room x 1 	2/F	1 Computer Seats (15-26) Projector Whiteboard Microphone	ALL *need approval by Librarian

Patrons can place booking in person at the 6/F Information Counter or via online [Room Booking System](#). Please view the booking status and regulations before registration.

Patrons can make a reservation of Activity Room online or submit a completed application form at least five working days in advance for activity or teaching purposes. The application would be subject to the approval of University Librarian.

## 4. Lending Service

### 4.1 Registration

All staff and students are automatically entitled to use the services and facilities provided by the Library with their valid staff or student identity cards. Others please register at 2/F Information Counter.



### 4.2 Borrowing and Return

User must show a valid staff card or student identity card when borrowing materials. General Library materials can be borrowed or returned at the G/F Circulation Counter. AV materials located at the Learning Commons should be borrowed and returned at the 6/F Information Counter. The card **must not** be transferred to other users.

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



### 4.3 Borrowing Privileges

CATEGORIES	MATERIALS	QUOTA	LOAN PERIOD	RENEWAL	FINES
STAFF	Books	200	180 days*	90 days (6 times)	\$1.5/day
	Accompanied Materials				\$2/day
	AV Materials	20	21 days	14 days (once)	\$2/day
	Reserves, Kits (AV) & Local TV Programmes		3 hours	N/A	\$2/hour
	Bound Serials (Prefix P)	10	7 days	N/A	\$2/day
	Reserves (Books & Special Collection)		3 hours	N/A	\$2/hour
	Teaching References (Prefix TR)	10	30 days	N/A	\$1.5/day
	Notebook Computers & Tablets	1	4 hours	N/A	\$30/hour
POSTGRADUATES	Books	140	120 days	60 days (6 times)	\$1.5/day
	Accompanied Materials				\$2/day
	AV Materials	20	14 days	7 days (once)	\$2/day
	Reserves, Kits (AV) & Local TV Programmes		3 hours	N/A	\$2/hour
	Bound Serials (Prefix P)	10	7 days	N/A	\$2/day
	Reserves (Books & Special Collection)		3 hours	N/A	\$2/hour
	Notebook Computers & Tablets	1	4 hours	N/A	\$30/hour

**\*Academic staff can extend 180-day normal loan items to 365 days (with no renewal) for teaching purposes on up to 10 items.**

CATEGORIES	MATERIALS	QUOTA	LOAN PERIOD	RENEWAL	FINES
<b>UNDERGRADUATES</b>	Books	100	90 days	30 days (6 times)	\$1.5/day
	Accompanied Materials				\$2/day
	AV Materials	20	7 days	7 days (once)	\$2/day
	Reserves, Kits (AV) & Local TV Programmes		3 hours	N/A	\$2/hour
	Bound Serials (Prefix P)	8	5 days	N/A	\$2/day
	Reserves (Books & Special Collection)		3 hours	N/A	\$2/hour
	Notebook Computers & Tablets	1	4 hours	N/A	\$30/hour
<b>ALUMNI (BORROWER)</b>	Books	10	30 days	30 days (3 times)	\$1.5/day
	Accompanied Materials				\$2/day
	Reserves, Kits (AV) & Local TV Programmes	3	3 hours	N/A	\$2/hour
	Reserves (Books & Special Collection)	5	3 hours	N/A	\$2/hour
<b>STAFF FAMILY</b>	Books	10	30 days	30 days (3 times)	\$1.5/day
	Accompanied Materials				\$2/day
	Reserves, Kits (AV) & Local TV Programmes	3	3 hours	N/A	\$2/hour
	Reserves (Books & Special Collection)	5	3 hours	N/A	\$2/hour

## 4.4 Library Account

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

Please input your barcode and PIN (Personal Identified Number) to log-in your Library account. For first time log-in, please follow the procedure below:

Procedures of PIN creation



- I. Go to the [Library homepage](https://www.hksyu.edu.hk/lib/) (<https://www.hksyu.edu.hk/lib/>) and click “**My Circulation Record**”.
- II. Input your barcode as shown on your staff card or student card. Please leave the “Your PIN” field empty and press the “Submit” button as it is your **first-time** log-in.
- III. You will be asked to create your PIN. Please input your PIN twice at the fields “Enter your PIN” and “Enter your PIN again”. The PIN is a password created by yourself.
- IV. You are advised to create the PIN with at least 8 characters or a combination of characters and numbers.
- V. Press the “Submit” button.

Login

Please enter the following information:

Barcode:  E.g. 28123....

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

 Forget Your PIN?  What is PIN? How to create my PIN?

## 4.5 Renewal

Renewal of borrowed items can be made via online Library account. However, **overdue and hold items cannot** be renewed online; they should be brought to the Circulation Counter for renewal and returned on time.

Procedures of online renewal

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

## 4.6 Recalls

Books with normal loan period (staff: 180 days; postgraduates: 120 days; undergraduates: 90 days) are subject to recall once the item is reserved by another user. If books are recalled, the original loan period will be shortened.

The Library will send a recall notice to inform the current borrower about the change of due date. Please always check your email account. The Library will hold you personally responsible for the return of recalled items. Overdue fines will be charged if items returned after the new due date.

Maximum **HOLD** quota

STAFF	STUDENT
20	10

## 4.7 Reservations

All checked out books can be reserved at the Library's online catalogue. You will be notified by email when the book is available for borrowing.

Procedures of item request

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

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

**Request** Locations Details Reviews & Tags Virtual Browse

Request Options:

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

## 4.8 Fines

Overdue fines may be charged according to different items. If the item is not returned within 30 days from the due date, the borrowing privileges may be suspended. For fines details please refer to the Borrowing Privileges table on page 16-17.

## 4.9 Book Drops

Library materials can be returned to the book drop located at the Library entrance after the Library closes. An express book drop at the Circulation Counter is available when the Library opens.

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



## 4.10 Losses or Damage

Users are responsible for taking care of the borrowed materials. Books should never be written on, marked or damaged. For lost or damaged items, the user will be charged the full replacement cost at a current market price, plus \$50 processing fee per item and the accumulated overdue fine if any. Loss of any **out-of-print** material will be charged depending on the evaluated cost.

# 5. Gift & Exchange

Library welcomes teaching staff, administration staff, students, alumni and the public to donate books or audio-visual materials to the Library. These donation items should be relevant to our Library for study and research purposes. Library has the discretion to handle the items once they are accepted by the Library. Requests could be sent via [libinfo@hksyu.edu](mailto:libinfo@hksyu.edu).

## 6. Access to Other Libraries

Library	No. of Cards	Privilege / Loan Period	Fines
Central Resources Centre (Education Bureau) <b>*with borrowing privilege</b>	1	Staff only / 3 days	\$5/day
Caritas Bianchi College of Careers/ Caritas Institute of Higher Education	2	14 days (staff) / 3 days (student)	\$5/ day
Chinese University of Hong Kong	3		
Chu Hai College of Higher Education	3		
City University of Hong Kong	3		
Hang Seng Management College	3		
Hong Kong Academy for Performing Arts	3		
Hong Kong Nang Yan College of Higher Education	3		
Vocational Training Council Libraries	4		
Tung Wah College	3		
University of Hong Kong	12		
Institute for Tourism Studies (Macau)	2	14 days (staff) / 7 days (student)	
Hong Kong Baptist University	2	3 days	
Education University of Hong Kong	3	Staff and post-graduate / 14 days	
Lingnan University	3	Staff Only / 14 days	
Open University of Hong Kong	3		

**Remark:** Only one Reader Card / Borrower Card can be borrowed each time, and no renewal is allowed.



## **6.1 Borrower Card**

The Central Resources Centre of the Education Bureau provides one Borrower Card for our staff with borrowing privilege and access to all online databases on-site.

## **6.2 External Reader Cards**

15 academic libraries provide External Reader Cards for our staff and students. They are available for borrowing at the Library G/F Circulation Counter. External Reader Cards provide access to their own libraries without borrowing privilege. Online databases access is allowed on-site for some of the academic libraries.

## **6.3 Other Libraries**

HKSYU staff and students can present current and valid staff or student cards to access the Library of Savannah College of Art and Design (SCAD Hong Kong). For details, please visit the website <http://www.scad.edu/hong-kong/>

A temporary Pass (a duration of 3 days) of the University of Hong Kong Libraries can be issued through the Hong Kong Central Library for users, please contact the Hong Kong Public Libraries.

# **7. Alumni Service**

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

The application fee of Alumni Reader Card is HK\$100 per two years.

Card holders can only access the Library and use the collections (including Course Reserve materials, Special Collection, Local TV Programs and databases) within the Library. The Card does not provide any borrowing privileges throughout the entire valid period.

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

Applicants should bring the graduation certificate or other equivalent documents, one 1.5 x 2 inch recent photo and the application fee to the 2/F Information Counter to apply for the Alumni Cards. Please visit Library website for details.



## 8. Interlibrary Loan Service

Interlibrary Loan Service (ILL) is provided for HKSYU users to support the teaching, learning, research and other academic work by obtaining materials not owned by the Hong Kong Shue Yan University Library. ILL is a **fee-based service**. All academic staff and students are eligible to use this service.

Books and photocopies of journal articles are available for interlibrary loan. The requests will be sent to local academic libraries in Hong Kong or overseas institutions. For further information, please visit Library website or contact us via email [libill@hksyu.edu](mailto:libill@hksyu.edu) for assistance.

## 9. Research Support

The skill of using reference tools is very important in university study. Users are strongly recommended to acquire certain knowledge and skills of reference tools. The Library collects below reference tools for information purposes.

### 9.1 Research Consultation

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

Monday	Tuesday	Wednesday	Thursday	Friday
9:30-12:00	14:00-17:00	9:30-13:00	9:30-12:00	9:30-13:00
13:00-17:00	17:30-20:30	14:00-17:00	13:00-17:00	14:00-17:00

Users can also use Online Chat Service during the following service hours:

Monday	Tuesday	Wednesday	Thursday	Friday
14:00-17:00	14:00-17:00	10:00-12:30	14:00-17:00	10:00-12:30

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

### 9.2 Suggested Bibliography

- **Academic writing: a handbook for international students (4<sup>th</sup> ed.)** / Stephen Bailey. (2015)
- **Form & style: research papers, reports, theses** / Carole Slade, Robert Perrin. (2008)
- **How to write an assignment: proven techniques from a**

**chief examiner that really get results** / Pauline Smith. (2009)

- **Succeeding with your master's dissertation: a step-by-step handbook** / John Biggam. (2015)
- **Writing analytically (8<sup>th</sup> ed.)** / David Rosenwasser, Jill Stephen. (2019)
- **Writing essays for dummies** / Mary Page, Carrie Winstanley. (2009)
- **Writing research papers: a complete guide (15<sup>th</sup> ed.)** / James D. Lester, James D. Lester, Jr. (2015)
- **Writing with style: APA style made easy (6<sup>th</sup> ed.)** / Lenore T. Szuchman. (2014)

### 9.3 Plagiarism

Plagiarism is an act of stealing others' originality. It is a serious crime in the academic field, and may lead to disqualification or penalty on your research work or degree attainment.

Students are recommended to join the Library workshop of "Plagiarism and citing resources for research". The University has subscribed to "VeriGuide" system for checking cited sources.



## 10. User Education Service

### 10.1 Orientation

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

### 10.2 Faculty Requests for Instruction Classes

The Library provides course-related instruction classes upon request. If faculty members wish to set up a customized library instruction session for their students, please email [libinfo@hksyu.edu](mailto:libinfo@hksyu.edu) or call 2806-5114.

### 10.3 Instruction Programs

Workshops teaching how to use different Library resources are run regularly. Students in group can also request a workshop that fulfills their information needs. Please visit the “[Library Workshops](#)” page at Library website for further information.



# 11. IT Facilities




## 11.1 Wireless LAN

The Library offers wireless Internet access to patrons with wireless-enabled devices. Patrons can access the Internet with their notebooks or mobile devices on G/F, and 2/F to 6/F. Our network supports 802.11b/g/n Wi-Fi devices. For details, please refer to <https://o-www-hksyu-edu-hk.lib.hksyu.edu.hk/pdf/wireless.htm>

## 11.2 Mobile Device Borrowing Service

3 notebook computers and 4 tablets are available for short loan to Staff, Postgraduates and Undergraduates. They are available on a first come, first served basis. User can borrow one notebook or tablet each time at 6/F counter. The mobile device can only be used within the Library. The loan policy and specification are as below:

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

### 11.3 Desktop Computers

There are over 80 computers with printing function on 2/F to 6/F that offer access to the Internet and Library catalogue.

Users can also make use of Microsoft Office to create Word, Excel and PowerPoint documents. Data analysis and accounting software such as SPSS, DacEasy, and MYOB are available on 6/F. For details, please refer to the [“Inventory List”](#)

### 11.4 Photocopying, Printing and Scanning

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

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



#### **IMPORTANT**

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

### 11.5 Express Printing Stations

Express Printing Stations are installed on 3/F, 4/F, 5/F and 6/F next to the printer. They allow users to submit print job quickly and conveniently. Each user may use the station for 15 minutes on a first come, first served basis.



## 12. Other Services & Facilities

### 12.1 Drinking Fountains

6 drinking fountains are installed on each of Library floors.



### 12.2 Locker Service

Lockers are provided at the Library 2/F as a free service on a daily basis. Locker keys can be borrowed at the Library 2/F Information Counter by showing a valid student or staff identity card.



# 1. Book Collection

The Library collects over 332,000 physical items of various types of materials, covering a wide range of subjects and reference tools.

## 1.1 General Collections

All General Collection items are available for circulation, Chinese items are kept on 2/F, 5/F and 6/F (Closed Stacks), while English items are kept on 4/F and 5/F.

## 1.2 Reference Tools

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

## 1.3 Course Reserve Collection

Textbooks and principal reading materials are kept in the Reserve Collection. These items are available for **3-hour-loan** with no renewal and can only be used within the Library. Users can borrow them at the 3/F Information Counter.

## 1.4 Rare Book Collection

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



The Series is published by National Library of China starting from 2002 and reproduces around 1,300 categories of books. It has five parts: publications from Tang and Song Dynasties, Jin and Yuan Dynasties, Ming Dynasty, Qing Dynasty, and written documents of the Ethnic Minorities. Each of these five parts is further divided into Classics (jing 經), History (shi 史), Philosophy (zi 子), Belles-letters (ji 集) and Collection (cong 叢). This Rare Book Collection is treasured up in the Library.

The Series are all photocopied from the original in terms of size, publishing format and binding. The publications are printed on high quality Xuan paper (宣紙) and munken paper (蒙肯紙). All volumes are thread-bounded with green cover in imitation of that of Grand Secretariat Archives of the Qing Dynasty (清代內閣大庫藏書) and are grouped in a number of protective covering cases (四合式函套). Each category of rare book provides a summary and biographies of authors for research purposes.

At the presentation ceremony, Professor Yuan Guiren (袁貴仁), the Vice Minister of Education said “... I believe this series will be the best channel for teachers and students to understand Chinese culture. It also helps in the development of teaching and research in the university ...”



The Series is now kept in special cabinets on 2/F and is used in the Library only. For information, please consult Library staff at the 2/F Information Counter.

## 2. Serials Collection

The Serials Collection is located on 3/F, 4/F Law Library and 6/F Closed Stacks. It includes 860 printed titles in both English and Chinese periodicals, covering a variety of disciplines.



### 2.1 Periodicals

Current issues of journals are displayed with the cover page. Back issues are bound. They are carried with the prefix “**P**” or “**RP**” on spine labels. Unbound issues are only for Library use. For the Borrowing Privileges of Bound Journals, please refer to page 16-17 for details.

### 2.2 Newspapers

Library collects 27 local and overseas newspapers. Current issues are located on 3/F and 6/F Learning Commons. Some early issues are available on request at the 2/F Information Counter. All newspapers should be read within the Library.



### 3. Special Collection

The Special Collection includes annual reports, research papers, student reports, overseas documents and teaching references. Company annual reports are located at the end of the bound journal area. Most of the materials are kept in the Special Collection area on 3/F. A few very old materials are stored on 6/F Closed Stacks.

The Special Collection area on 3/F has a small corner that houses Teaching Reference materials. Facilities such as a computer and a scanner are provided for teaching staff only.

### 4. Law Collection

The Law Collection is located in the Law Library on 4/F. It consists of English books (Call No. 340-349 with Prefix L), Chinese books (Call No. 579-589 with Prefix CL), bounded and current issue of journals (Prefix LP), and reference materials (Prefix RL).



#### **Law Theses (Peking University)**

In particular, our Law Library houses a series of law theses of Peking University (PKU, 北京大學法律論文). The Call Numbers carry Prefix CCB PKU and CC PKU, representing Bachelor's Degree and Master's Degree respectively. The theses are reference materials and should be used in the Library only.



## 5. Audio Visual Collection

The audio visual collection provides users with multi-media resources including audiocassettes, video tapes, CD-ROMs, VCDs, DVDs and floppy disks. All the materials are located at 6/F Learning Commons.

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

**AVC** for audio CDs, VCDs, CD-ROMs, and floppy discs

**AVD** for DVDs and DVD-ROMs

**AVK** for kits

**AVR** for reference AV materials

**AVS** for audiocassettes

**AVV** for videotapes

**LTV** for local TV programmes

**MC** for language learning kits



Non-print materials accompanied with books which have the prefix AVC(C), AVD(C), AVS(C) and AVV(C) are kept at the G/F Circulation Counter.

### 5.1 Local TV Programmes

To enrich collection of media materials, the Library has accomplished agreements with Television Broadcasting Ltd. (TVB), Asia Television Ltd. (ATV) and Radio Television Hong Kong (RTHK) to record some TV programmes for academic and research use.

Students and staff can borrow and watch programmes for 3 hours at the 6/F Learning Commons. The recording, loan or circulation of each TV programme is subject to the official permission from the license.

ATV	TVB	RTHK
Newsline* (時事縱橫)	星期二檔案 Tuesday Report	議事論事 LegCo Review
文化風情* Cultural Program	星期五檔案 Friday Report	鏗鏘集 Hong Kong Connection
金錢世界* Money Talks	星期日檔案 Sunday Report	頭條新聞# Headliner
香港風華* Hong Kong Beats	財經透視 Financial Magazine	
時事追擊* News Magazine	新聞透視 News Magazine	
慧眼商機* Eyes On Mainland Business	Money Magazine	
香港百人* Hong Kong 100 VIPs		
感動香港*		

\*Closed

#Terminated

**Remark:** Asia Television Ltd. (ATV) closed in 2016.



## 5.2 HKSUtube

Since 2006, the Library provides recorded local TV programs from three free TV broadcast companies (ATV, TVB and RTHK). Programs are generally news and public affairs. For effective preservation and easier access for Library users, some licensed episodes produced are converted into online streaming videos. DVD copies (archive up to June 2015) can be found on the 6/F Learning Commons, or users may login to access restricted resources through **HKSUtube** for online viewings.



# 6. Electronic Resources

## 6.1 Electronic Databases

Most of the electronic databases and online services subscribed by the Library are accessible on and off campus.

The electronic items can be searched on the Library catalogue or e-database platforms. Currently, there are over 2.5 million e-books and over 56,000 e-journal titles available.

### List of Online Databases.

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



5. APA Style CENTRAL
6. APA Video Introduction to Psychotherapy Systems
7. Asia-Studies Full-text Online
8. Associated Press Collections Online: News Features & Internal Communications
9. Bloomsbury Food Library
10. Britannica Academic
11. Britannica Image Quest
12. Cabell's directory of publishing opportunities: Business, Psychology & Psychiatry
13. Cambridge Journals Online: Humanities and Social Sciences (HSS)
14. CHANT 漢達文庫
15. China Academic Journals Full-text Database 中國期刊全文數據庫 (文史哲、政治軍事與法律、教育與社會科學綜合、經濟與管理專輯)
16. China Doctoral Dissertations Full-text Database 中國博士學位論文全文數據庫 (哲學與人文科學專輯)
17. China from Empire to Republic
18. China Master Theses Full-text Database 中國優秀碩士學位論文全文數據庫 (文史哲專輯)
19. China Proceedings of Conference Full-text Database 中國重要會議論文全文數據庫 (文史哲、政治軍事與法律、教育與社會科學綜合、經濟與管理專輯)
20. Chinese Anti-Rightist Campaign Database, 1957- (中國反右運動數據庫, 1957-)
21. Chinese Cultural Revolution Database (中國文化大革命文庫)
22. Chinese Great Leap Forward and Great Famine Database, 1958-1962 中國大躍進---大饑荒數據庫,1958-1962
23. Chinese Electronic Periodical Services (CEPS)
24. Clarity English
25. Counseling and Psychotherapy Transcripts, Client Narratives, and Reference Works
26. Counseling and Therapy Online: Current Practices
27. Database of the Chinese Political Campaigns in the 1950s: From Land Reform to State-Private Partnership, 1949-1956 (中國五十年代初中期的政治運動數據庫：從土地改革到公私合營, 1946- 1956)
28. DOAB (Directory of Open Access Books)
29. DOAJ (Directory of Open Access Journals)
30. EBSCO: Academic Search Ultimate
31. EBSCO: ATLA Religion Database with ATLASerials PLUS
32. EBSCO: Bibliography of Asian Studies

33. EBSCO: Business Source Complete
34. EBSCO: Communication & Mass Media Complete
35. EBSCO: EconLit with Full Text
36. EBSCO: ERIC
37. EBSCO: European Views of the Americas: 1493 to 1750
38. EBSCO: Family Studies Abstracts
39. EBSCO: Funk & Wagnalls New World Encyclopedia
40. EBSCO: GreenFILE
41. EBSCO: Historical Abstracts with Full Text
42. EBSCO: History Reference Centre
43. EBSCO: Humanities Source Ultimate
44. EBSCO: Library, Information Science & Technology Abstracts with Full Text
45. EBSCO: MAS Ultra - School Edition
46. EBSCO: Military & Government Collection
47. EBSCO: OpenDissertations
48. EBSCO: Philosophers Index with Full Text
49. EBSCO: Primary Search
50. EBSCO: PsycARTICLES
51. EBSCO: PsycBOOKS
52. EBSCO: PsycEXTRA
53. EBSCO: Psychology and Behavioral Sciences Collection
54. EBSCO: PsycINFO
55. EBSCO: Regional Business News
56. EBSCO: Sociology Source Ultimate
57. EBSCO: Teacher Reference Center (TRC)
58. EBSCOhost Electronic Journals Service
59. The Economist Historical Archive 1843-
60. e-Duke Books Scholarly Collection
61. Emerald Accounting, Finance and Economics eJournal Collection
62. Emerald Library Studies eJournal Collection
63. Emerald Marketing eJournal Collection
64. EThOS: e-theses online service (open access)
65. Financial Times Historical Archive, 1888-2016
66. Gale Virtual Reference Library
67. History of Feminism
68. Hong Kong Scholarship Online
69. HyRead ebook
70. Hytung Books 瀚堂典藏古籍數據庫
71. ICLR Online
72. INFOBANK Online Database Service (中國資訊行)
73. IngentaConnect (Staff Only)
74. International Herald Tribune Historical Archive 1887-2013




75. Journal Citation Reports Social Sciences Edition
76. JSTOR: Arts & Science I
77. Lexis HK
78. Literature Online
79. McGraw-Hill eBook Library: Business Collection
80. MR Portal
81. National Geographic Magazine Archive (1888-current)
82. Naxos Spoken World Library
83. The New York Times and The New York Times in Education
84. Oxford Bibliographies
85. Oxford English Dictionary
86. Oxford Scholarship Online
87. Pep-Web Archive
88. PQDT Open (open access)
89. Project Muse-Social Science Collection
90. ProQuest Central
91. ProQuest Dissertations & Theses Global: The Humanities and Social Science Collection
92. ProQuest Ebook Central
93. ProQuest Entrepreneurship
94. PsychiatryOnline Premium
95. PsycTESTS
96. PsycTHERAPY
97. RefWorks
98. SAGE Research Methods Suite
99. Scientific Research Publishing (open access)
100. Scopus
101. Social Science Research Network (open access)
102. Social Theory
103. Sociological Abstracts
104. South China Morning Post Digital IP Access Program
105. Sunday Times Historical Archive 1822-2016
106. Taylor & Francis Social Sciences & Humanities Library
107. Thomson Reuter Eikon
108. The Times Digital Archive 1785-
109. The Times Literary Supplement Historical Archive 1902-
110. University Press Scholarship Online: Sociology (California, Chicago, Policy Press)
111. Ulrichsweb
112. Wanfang Video 萬方視頻
113. Wenyuange Siku Quanshu Electronic Edition Online Version 文淵閣四庫全書電子版 (網上版)
114. Westlaw China
115. Westlaw Asia



- 116. WiseEnterprise & Wisers Information Portal
- 117. World eBook Library

### Procedures of online database access

- I. Go to the Library homepage and click “Online Databases”.
- II. In the Lists, you can see a brief description of the selected database when you click the “Information icon” 
- III. Input your barcode and PIN to authenticate your identity after clicking a database.
- IV. You need to install electronic readers like CAJ Viewer or Adobe Acrobat Reader before accessing some databases such as China Academic Journals Full-text Database.
- V. E-journals and e-books are accessible via Library’s online catalogue.

## 6.2 E-News

The Library subscribes WiseEnterprise & Wisers Information Portal, South China Morning Post Digital IP Access Program, ProQuest and EBSCOHost for news articles in various subjects all over the world. Furthermore, a number of online news webpages are provided for access. Please click “E-News” under pull-down menu “E-Resources” from Library webpage to access.

## 6.3 Other Online Resources

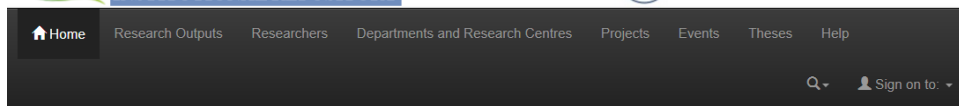
The Library collects a number of online resources for the purpose of study, language learning and specific information search. Please click “Dictionaries & Encyclopedia”, “Language Learning Online” and “Internet Resources” under pull-down menu “E-Resources” from Library webpages for details.

## 7. CSIDS E-book Resources

The five tertiary institutions including the Open University of Hong Kong, Caritas Institute of Higher Education, Chu Hai College of Higher Education, Tung Wah College and Shue Yan University have been approved a grant of over \$50 million under the Quality Enhancement Support Scheme (QESS) to support in building an online Collection Sharing and Information Discovery System (CSIDS) and a new e-book collection. CSIDS provides a next generation search and discovery tool to facilitate faculty members and students among the five libraries to access the Library. Please find the acquired e-book titles in the option “CSIDS Titles” under the pull-down menu “Collections” for access. For details, please visit the official website [www.csids.edu.hk](http://www.csids.edu.hk)

## 8. Institutional Repository

[Institutional Repository](#) (IR) is established by the Library, IR primarily collects, stores and distributes the digital scholarly works of faculty, students and staff at Hong Kong Shue Yan University. Now the IR houses more than 3,400 electronic theses and staff publications.



## 9. Book Recommendation

Staff and student can make recommendation for acquisitions to facilitate the teaching, learning, and research needs of the University community. Recommendation can be made via Library website>[Book/AV Recommendation Service](#) (Login is required) or contact our Library staff.

## 10. Material Exhibitions

### 10.1 New Titles Display

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

### 10.2 Topical Exhibition

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

### 10.3 Reading Promotion (award-winning books)

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



## 10.4 Permanent Exhibitions

### - Five Judicial Gowns by the Hon Mr. Justice Patrick Chan

On 21 November 2015, our University is honored to receive judicial gowns donated by the Honorable Patrick Chan (陳兆愷), Mr. Justice of the Court of Final Appeal (2000-2013). HKSYU becomes the second tertiary institute in Hong Kong to own judicial robes donated by a judge. The five judicial gowns include:

- I. District Court dress (區域法院法官袍)
- II. Court of First Instance ceremonial dress (原訟法庭法官禮儀袍)
- III. Court of Appeal dress (上訴法庭法官袍)
- IV. Court of Appeal ceremonial dress (上訴法庭法官禮儀袍)
- V. Court Master dress (聆案官袍)

These dresses are now exhibited at the 4/F Law Library. In the Ribbon Cutting Ceremony, Mr. Justice Patrick Chan delivered a speech “Judges’ Attires – Some Personal Thoughts of a Judge” to express his feeling about these dresses. For details, a printed version is placed at the exhibition area. Also, an online version can be referred at Shue Yan Newsletter issue 1, 2016 <http://stu.hksyu.edu/~newsletter/?p=3450>



## **- Ten Great National Treasures of Bronze Vessels**

The Highlights of the Bronze Vessels are limited to 2,000 sets issued by the National Museum of the Chinese History, the first time since its establishment. They are replicas of the ten most representative classical bronze vessels in the Museum Collection.

They reproduce the outstanding achievements of the bronze evolution history from the Shang Dynasty to the Warring States period. A numbered collection certificate from the National Museum of the Chinese History bearing the official copper stamp and signature of the Museum Director is attached to each set.

## **- Twelve Chinese Animal Zodiac and Surname Bronze Wares**

The Twelve Chinese Animal Zodiac and Surname Bronze Wares are memorial relics launched by the National Museum of the Chinese History (originally China History Museum) in 2000 to commemorate its 88<sup>th</sup> Anniversary and welcome the advent of the new millennium. Their characteristics are the mixture of the national relics and Chinese peoples' surnames.

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

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



# Classification Schemes

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

## 1. DDC Scheme (English books, Serials, Special Collection and Audio Visual materials)

English books, Serials, Special Collection and Audio Visual materials are classified and shelved according to Dewey Decimal Classification (DDC). A general class is listed below:

- 000 Computer Science, Information and General Works
- 100 Philosophy and Psychology
- 200 Religion
- 300 Social Sciences
- 400 Language
- 500 Science
- 600 Technology
- 700 Arts and Recreation
- 800 Literature
- 900 History and Geography



## 2. New Classification Scheme for Chinese Libraries

### (中文圖書分類法)

Chinese materials are classified and shelved according to the New Classification Scheme for Chinese Libraries (中文圖書分類法). The outline of the general class is listed below:

- 000 總類
- 100 哲學類
- 200 宗教類
- 300 科學類
- 400 應用科學類
- 500 社會科學類
- 600 史地類、中國史地
- 700 世界史地
- 800 語文類
- 900 藝術類



# University Library Regulations

Admission to and use of the University Library (the Library) is conditional upon the observance of the Library regulations (the regulations) made by or with the authority of the Academic Board. All members of the Library staff are empowered to enforce the regulations. Anyone who is believed to have violated the regulations, disturbed readers or mutilated Library materials items may be excluded from the Library and all privileges of using Library services may be suspended. All Library users are presumed to know the regulations before using the Library services and facilities. If users breach the regulations, serious cases may be referred to the relevant University Authority. In case of any discrepancy or inconsistency between the English version and the Chinese version of the regulations, the English version shall apply and prevail.

## **1 Admission**

- 1.1 All users must present valid University Identity Cards or any valid Library cards when entering the Library.
- 1.2 Loss of University Identity Cards or any valid Library cards must be reported to the Registry and the Library respectively without delay.

## **2 Conduct of Library Users**

- 2.1 Food and drinks are not allowed in the Library.
- 2.2 Smoking is prohibited in the Library.
- 2.3 No physical or online games of any form are allowed in the Library.
- 2.4 No sleeping in the Library.
- 2.5 No wet umbrellas or raincoats may be brought into the Library.
- 2.6 Notices must not be displayed or distributed in the Library.
- 2.7 Silence must be observed in the Library except in designated areas. Any user causing disturbance to others and ignoring the verbal warning of the University Librarian or his/her designated representative will be liable to disciplinary action, and may be excluded from the Library.
- 2.8 Mobile devices may be used only in silent mode except in designated areas. The use of headphones is allowed but the volume should be such that there is no noise leakage.
- 2.9 Users are not permitted to reserve seats in the Library. Any personal belongings or library books left unattended on Library desks may be considered as a "seat reservation". Any such seats may be taken up by



other users. In case of dispute, the University Librarian or his/her designated representative has absolute discretion to allocate seats or study places to users concerned. Any unattended belongings should be reported to library staff at 2/F Information Counter.

- 2.10 Unattended belongings may be removed by Library staff without prior notice to the owner. The Library will not be responsible for any loss or damage of personal property. Lockers are available on 2/F to store personal belongings.
- 2.11 Books and other items which are the property of the Library must not be mutilated or defaced. The full replacement cost will be charged for any damage caused by users.
- 2.12 Tables and chairs should not be misused or moved to new positions except as permitted by Library staff.
- 2.13 Prior permission must be sought for photo-taking or video shooting in the Library.
- 2.14 In case of fire alarm, users must follow the instructions of library staff to leave the building. (Escape route information is posted at each emergency exit)
- 2.15 For the purpose of security, CCTV monitoring is in use in the Library.
- 2.16 Rules of Special Collection Room on 3/F should be observed.
- 2.17 External reader card for admission to another local library is governed by the regulations of that card issuing library. Misuse of the card may lead to cancellation of permission to access to that university library. Serious offence will be referred to either the University Authority or the Student Disciplinary Committee for further action.

### **3 Borrowing Regulations**

- 3.1 Borrowers shall be held responsible for any loss, mutilation, damage or defacement of library materials by writing or other marks and shall be required to pay the full cost of replacing or repairing such materials.
- 3.2 The Librarian may, at his discretion, restrict the borrowing of certain categories of library materials.
- 3.3 Users must produce Student or Staff Identity Cards or any valid library card when borrowing library materials.
- 3.4 No library materials may be removed from the Library until their issue has been properly recorded at the appropriate counter or self-check



machine. The Library will submit a report to the Student Disciplinary Committee for necessary action in the case of students or to the University in the case of staff who have violated this regulation.

- 3.5 All loaned library items should be returned upon graduation, withdrawal or cessation of employment from the University.
- 3.6 Loan items should be returned on time. The loan period will be shortened when another user makes a request and the borrower informed. (Loan privilege information is posted at G/F Circulation Counter)
- 3.7 Access to electronic resources is governed by license agreements. Under these agreements, access to the resources is restricted to members of Hong Kong Shue Yan University. The resources are for education and research purposes only. Commercial use, systematic/excessive downloading and redistribution of electronic information outside the university are prohibited. Violation of the license terms may result in the loss of access to that resource for the entire university community.

#### **4 Copyright**

- 4.1 Reproduction or duplication of audio-visual materials or computer software without permission from the copyright owner is strictly prohibited.
- 4.2 Photocopying of library materials should be made in accordance with the Copyright Ordinance (Cap 528) of Hong Kong. Users are fully responsible for any legal consequences arising from infringement of applicable copyright laws. Information on copyright restrictions is posted next to the photocopiers in the Library.

Revised in June 2018



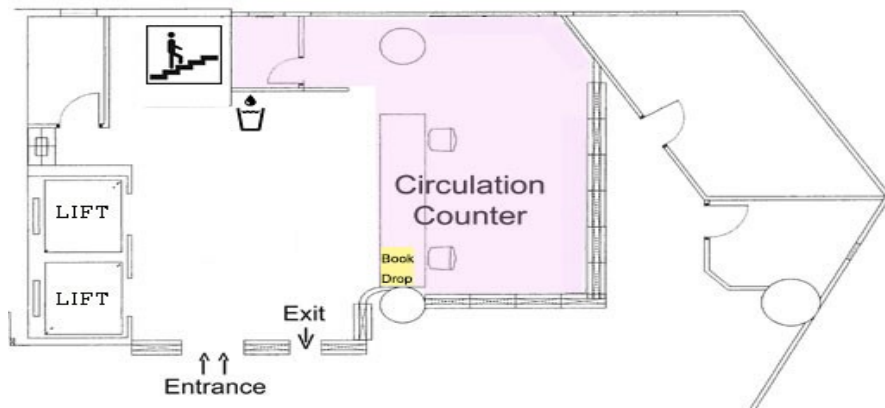
# Location Guide

Location	Materials		Prefix	Loan Period
<b>G/F</b>	G/F Collection (Book)			NORMAL / 3 DAY LOAN
	Accompanied Materials			NORMAL
	External Reader Card			14 DAYS or 3 DAYS
	Hold Items			RESERVED
<b>2/F</b>	Chinese Collection	Book		NORMAL
		Oversized Book	O	
		Reference	R	LIB USE ONLY
		中華再造善本		
<b>3/F</b>	Course Reserve Collection			3 HOUR LOAN
	Special Collection	Annual Reports, Research Papers, Dissertations, Company Report		3 HOUR LOAN (LIB USE ONLY)
		Teaching Reference	TR	30 DAYS (FOR STAFF ONLY)
	Periodicals		P / RP	5-7 DAY LOAN / LIB USE ONLY
	Newspapers			LIB USE ONLY

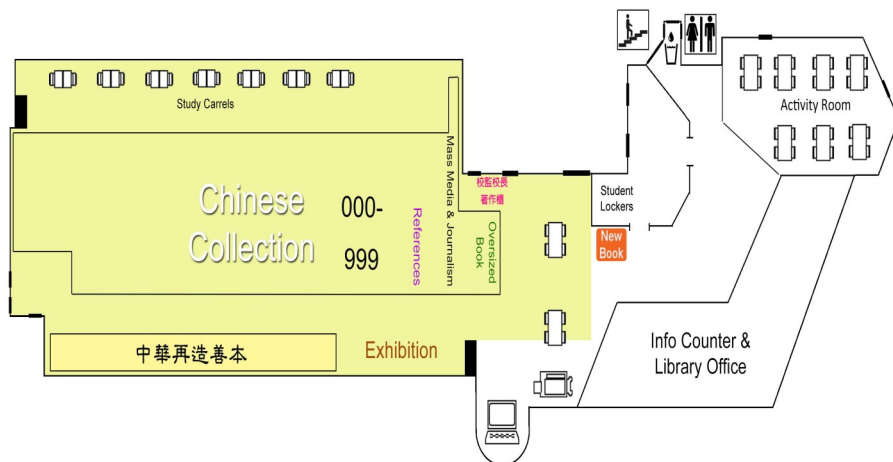
Location	Materials		Prefix	Loan Period
4/F	English Collection	Book		NORMAL
		Oversized Book	O	
		Reference	R	LIB USE ONLY
	Law Collection	Book (Chinese)	CL	NORMAL
		Book (English)	L	
		Law Reference	RL	LIB USE ONLY
		Law Theses	CC / CCB	
	Law Periodicals	LP		
5/F	Book (Chinese & English)			NORMAL
	Oversized (English)		O	
	Law Books (English)		L	
	Reference (Chinese & English)		R	LIB USE ONLY
	Reference Law (English)		RL	
	ACCA Collection		ACCA	NORMAL
6/F	Multimedia Collections	CD-ROMs, Audio CDs, VCDs & floppy disks	AVC	NORMAL
		DVDs, DVD-ROMs	AVD	NORMAL
		Course Reserve AV	AVC/AVD	3 HOUR LOAN
		Reference AV materials	AVR	LIB USE ONLY
		Language Learning Kits	MC	3 HOUR LOAN
		Kit Sets	AVK	
		Local TV Programmes	LTV	
	Equipment (Remote, Rooms Key, Extension Sockets)			3 HOUR LOAN
Notebook Computers & Tablets			4 HOUR LOAN	

# Floor Plans

## G/F

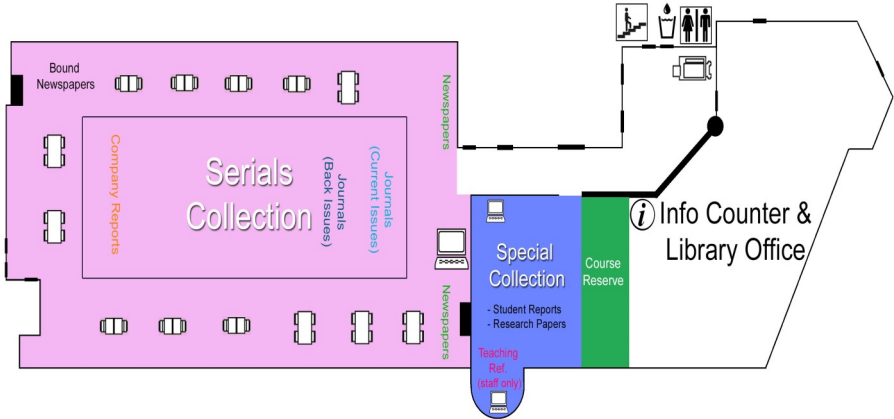


## 2/F

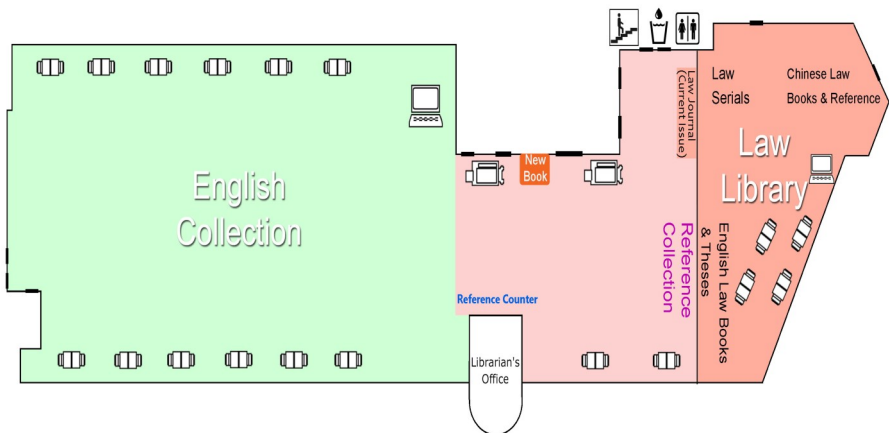




### 3/F

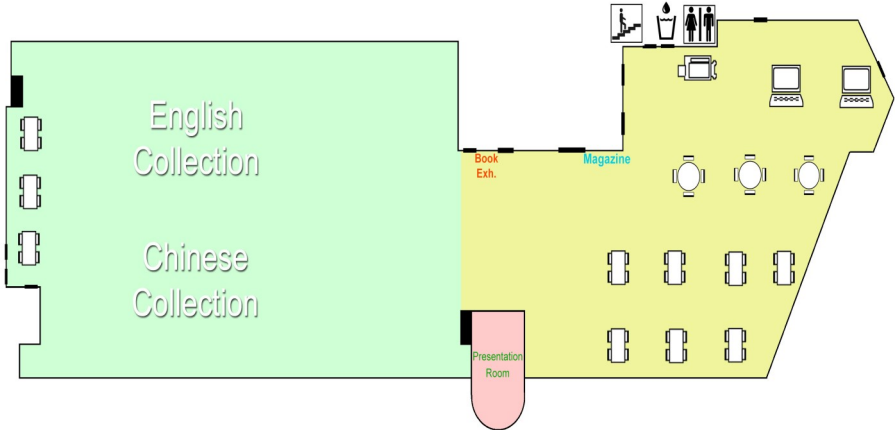


### 4/F















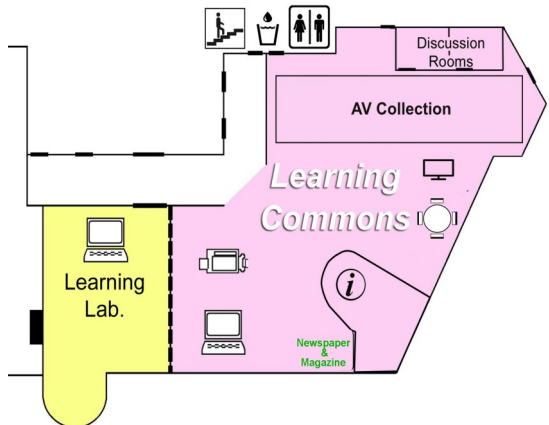
## 5/F



## 6/F

### LEGEND

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





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