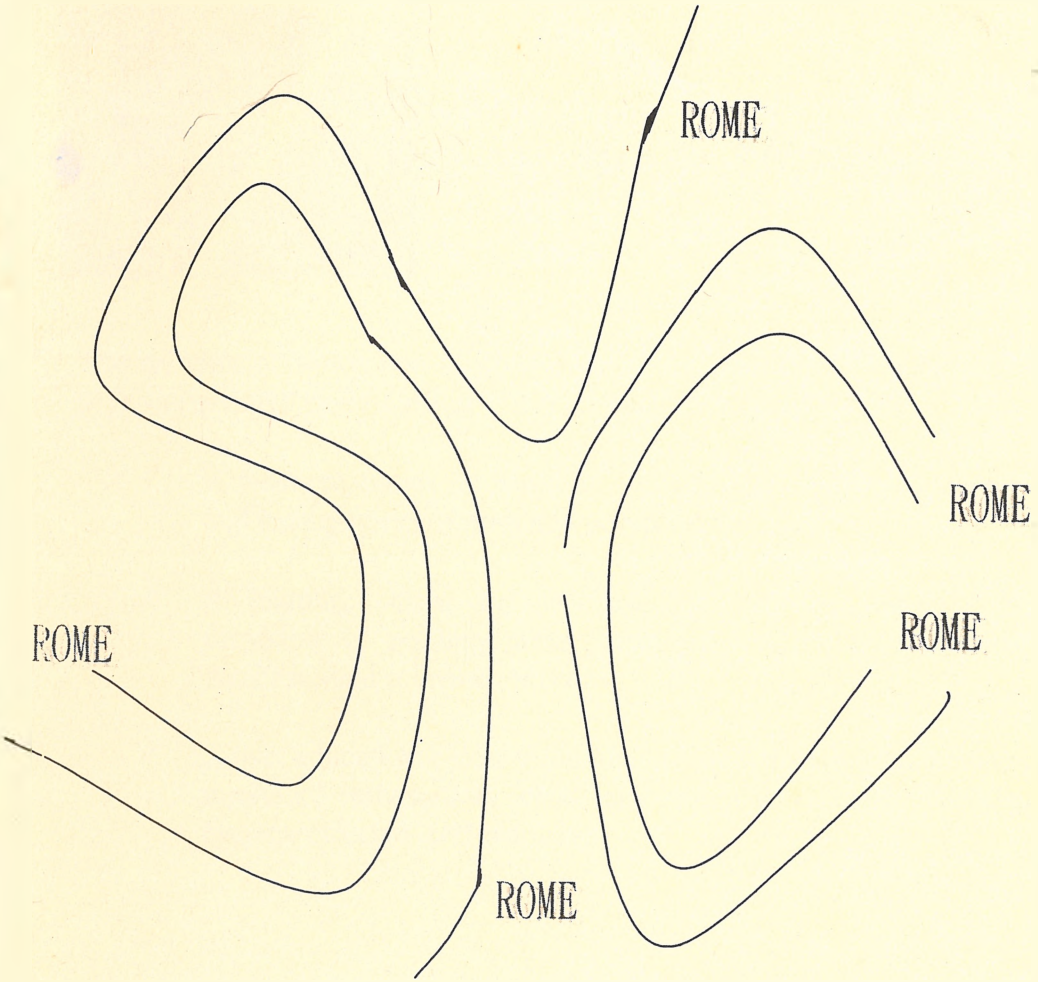
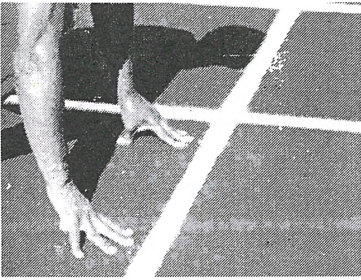


1999-2000



Shue Yan College Library Handbook



Library Mission

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

- ✓ A resource center for teaching and research, by the acquisition and management of print and non-print items;
- ✓ A learning center for teaching and research through the provision of reading areas, resources collections, electronic databases and reference services;
- ✓ A user education center to familiarize students with the different means of information search and retrieval to enable them to become effective self-learners.

CONTENTS

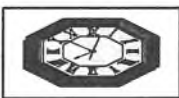
Introduction	p. 1
Opening Hours	p. 1
Service Points	p. 1
Staff Directory	p. 2
Library Resources	p. 3
Library Services	p. 7
Library Regulations / Users' Code of Conduct	p. 12
Online Public Access Catalogue (OPAC)	p. 14
Using Reference Tools	p. 15
Classification Schemes	p. 15
Writing Research Papers	p. 17
Library Materials Locations	p. 18
Plans of Library Layout	p. 20
圖書館規則及服務 (中文摘要)	p. 23
電腦線上目錄使用指南	p. 25



Introduction

The Hong Kong Shue Yan College was established in 1971. The aims of the College 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.

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



Opening Hours

Date	Library Opens	Circulation Counter	
		<i>open</i>	<i>closed</i>
Monday-Friday	9:00AM-9:00PM	9:15AM	8:45PM
Saturday	9:00AM-5:00PM	9:15AM	4:45PM
Sunday & Public Holidays	Closed	Closed	

*See notices for special opening hours on the library's notice board at the 2nd floor entrance.



Service Points

A. General enquiries, Circulation counter & Chinese collection - 2nd Floor
Tel.: 2570-2322

Knowledge and human power are synonymous.
Francis Bacon

B. Serials collection & Online searching - 3rd Floor
Tel.: 2570-2323

C. English collection & Law collection - 4th Floor
Tel.: 2570-2323

D. Acquisitions and Reference services
Tel.: 25702322

**Please refer to the Plans of Library Layout.*



Staff Directory

Chinese Section

Lui Siu Wan
(Librarian)

Jacob Chan
(Asst. Librarian)

Bonnie Chan
(Senior Library Clerk)

English Section

Lee Wai Lun
(Associate Librarian)

Joseph Cheng
(Library Asst.)

Wong Nga Ling
(Library Clerk)

Serials Section

Tommy Lee
(Asst. Librarian)

Lau Oi Sau
(Senior Library Asst.)

Lyn Lam
(Library Asst.)

Angus Lam
(Library Asst.)

Acquisitions Section

Chong Cheong Yat
(Library Administrator)

Chan Wah Ping
(Library Clerk)

Loving people more than they deserve.
Joseph Joubert



Library Resources

The resource currently consists of approximately 170,000 volumes. The library collections cover a wide range of subjects and many reference sources are now available as databases.

A. Book and Reference Collections

The Chinese collection is kept on the 2nd floor and the English collection is on the 4th floor. On the 2nd floor, main reference tools are put on the front shelves. On the 4th floor, you will find the reference collection is mainly put on the low-level bookshelves near the information counter. The reference collection contains such works as encyclopedia, dictionaries, directories, yearbooks, almanacs and bibliographies. The shelfmark of reference collection is shown as R.

B. Serials and Special Collections

Both serials and special collections are located on the 3rd floor.

1. Serials Collection

*This collection includes over 800 different printed titles including journals and newspapers. The collection includes both English and Chinese language journals covering various 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. Please note that bound law journals are kept at 4th floor law library and the prefix is **LP**. Besides, library has current subscription to more than 15000 titles of electronic/online journals. All bound or unbound issues of periodicals may not be borrowed and are for use in the library only.*

I know nothing except the fact of my ignorance.

Socrates

2. Speical Collection

*This collection includes annual reports and research papers. Annual reports are shelved on open stack and carries prefix **SC**. Research papers are shelved on closed stacks kept inside the information counter and use **Rp** as the online catalogue entries. Please note that research papers must be requested at the 3rd floor counter.*

C. Law Collection

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

D. Reserve Collection

Some textbooks, supplementary materials or high demand materials will be put to reserve collection if requested by academic staff. Usually, this reserve collection cannot be checked out and can only be used in the library. Users can borrow these materials at the 2nd floor circulation counter.

E. Non-print Collection

Collection includes audio cassettes' tapes, videotapes, cd-roms, dvds, floppy disks that can be requested on the 3rd floor. Marks on the spine labels and the catalogue entries carry capital letters AVD for dvds, AVS for audio cassettes, capital letters AVV for videotapes, AVC for cd-roms and floppy disks respectively.

↳ *The rest of the world lives to eat, while I eat to live.
Socrates*

F. Electronic Databases and Online Information Services

Library has subscribed to many electronic databases/online services. Users can make access to some 'open' databases at most of the terminals in the library. Some 'restricted' databases can be used only in the 3rd floor information center and users have to be accompanied by our library staff during searching. If users want to use the restricted databases, please request at the counter. There is a card-insert laserprinter, connected to online computer on 3rd floor, that users can print online databases' articles.

1. Library web site

*The web site of Library is http://www.hksyc.edu.hk/lib/lib_ie.htm
Latest notices of Library can be found in Shue Yan College homepage at <http://www.hksyc.edu/latest.htm>*

2. ABI/INFORM BPO [open]

ABI/INFORM BPO is a full-text and full-image online database. It covers over 1837 current and authoritative journals of business and management disciplines .

3. H.W. Wilson's OmniFile Full-text Select Edition [open]

A full image and text database covers authoritative journals of many disciplines such as education, business, humanities, social sciences, general science, art, applied sciences and technology. There are over 1600 full-text titles..

4. OCLC Package with full-text [restricted]

OCLC package gives library users instant access to many databases. Databases include WorldCat, ArticleFirst, Electronic Collections Online

Non-violence is the first article of my faith. It is also the last article of my creed.

Mahatma Gandhi

A&I, NetFirst, PapersFirst, ProceedingsFirst, Union List of Periodicals, ERIC, GPO monthly catalog, Wilson Select Plus, etc.

5. OCLC FirstSearch [restricted]

This is a comprehensive coverage of many disciplines and online access to many databases through OCLC. Full-text searching is provided by some databases.

6. Wisenews [open]

This is one of Asia's largest news database produced by Wisers Information Ltd. A full-text database of Hong Kong, China and Taiwan news. There are over 300 newspapers and over 10,000 of news articles everyday are added.

7. China academic journals full-text database [restricted]

This database provides over 200 full-text journals of the authoritative titles published in China. It mainly covers the subjects of literature, history and philosophy.

8. China InfoBank [restricted] & SinoWisdom [open]

Both databases provide up-to-date statistics and information of China economics in many aspects such as real-time news, laws, stock, market trends etc.

9. PsycInfo [open]

It mainly covers the subject of psychology. Database provides abstracts of articles.

10. PsyJournal [open]

A database provides over 400 full-text journals in psychology.

Fear is the main source of superstition, and one of the main sources of cruelty.

Bertrand Russell

11. Literature Online [open]

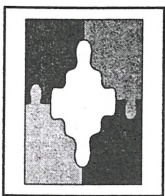
A database provides information of American and English literature.

12. Ebrary [open]

A database contains a large collection of electronic books of many disciplines

13. Social Science Plus [open]

Over 200 full-text journals of the authoritative titles in social sciences can be retrieved from this database.



Library Services

A. Registration

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

B. Borrowing and Returning Library Items

A valid staff/student identity card must be presented to library staff and cannot be transferred to other users when borrowing materials. All library materials have to be checked out or returned at the circulation counter on the 2nd floor.

STAFF may have up to total 20 items checked out in user's circulation record and the loan periods are as below.

大學之道，在明明德、在親民、在止於至善。
大學

STUDENTS may have up to total 15 items checked out in user's circulation record and the loan periods are as below.

*CATEGORIES	STAFF				STUDENTS			
	Items Quota	Periods	Renewal	Fines	Items Quota	Periods	Renewal	Fines
BOOKS	20	1 month	1 month	\$1.5 per day	15	2 weeks	2 weeks	\$1.5 per day
RESERVES	5	2 hours	N/A	\$2.0 per hour	3	1 hour	N/A	\$2.0 per hour
SERIALS	Request	Request	N/A	N/A	N/A	N/A	N/A	N/A
REFERENCES	Request	Request	N/A	N/A	N/A	N/A	N/A	N/A
**CD-ROMs VCDs, DVDs, VIDEOTAPES, CASSETTES.	6	2 days to 1 month	N/A	\$2.0 per day	4	2 days to 2 weeks	N/A	\$2.0 per day
HKU EXTERNAL READER CARDS	1	2 weeks	N/A	\$5.0 per day	1 (Year 3-4 & Postgraduate)	3 days	N/A	\$5.0 per day

* Please note that each category's item loaned is counted as a loan item in user's circulation record.

** Different loan periods are depended on different categories.

C. Reference / Reserve / Serials Collections

All reference items including reference books, reserve materials, ACCA past examination papers (up to June 2002), professional society papers (AIA, HKSA, CIMA), and bound/unbound periodicals are non-circulating. They are for use in the library only.

Reserve collection covers collections of books, articles, ACCA past exam. papers, supplementary reading materials recommended by the academic staff. Some textbooks or materials which are in very high demand will also

be put to reserve collection. The loan period is **ONE** hour and users have to request at the 2nd floor counter..

D. Fines

Overdue fines may be charged according to different items. If the items have not been returned more than 2 weeks from the due date, the user may be suspended from borrowing. Please be considerate to other readers.

E. Loss of Damaged Items

Users are responsible for materials that they have borrowed from the library. Books should never be written on or marked and please take suitable care of library materials. For lost or damaged items, the user will be charged the full replacement cost at a current market price, plus HK\$30.00 administration fee per item. Loss of Out of print materials will be charged depending on the evaluating costs.

F. Renewals and Recalls

Loans may be renewed for one additional loan period provided that no other borrower has reserved them. Please note that if an item is overdue, you may not be able to renew it. All checked out items are subject to be recalled if requested by other users or the library.

G. PC Workstations

There are workstations on 2nd to 4th floors offering free access to the internet and email services. Workstations on 4th floor also provide free access to some CD-ROM reference databases such as Britannica Encyclopedia or Americana Encyclopedia. Printers are available either in the information

**Je pense, donc je suis.
Rene Descartes**

centre or outside on 3rd floor. Printing costs 40 cents a page. Photocopying is self-help and please give exact fare that change will not be provided.

H. Audio Visual Services

Listening and viewing facilities for library audio-visual materials are available in the information centre on 3rd floor. Please contact 3rd floor counter for a booking.

I. Library Online Catalogue (opac)

From the online catalogue, you can search for items in the library collections and check details of items you have on loan. Please note that remote access to the library catalogue is not yet provided.

J. Library Instructions

Library will organize orientation programmes for new faculty and students at the beginning of each academic year. Some specific information skills in using electronic databases will be arranged during the first semester. Drop-in instruction for individual or group is welcome, please contact 3rd floor counter for enrollment.

K. Other Services

1. Photocopying

There are card-inserting photocopiers on 2nd to 4th floors. Payment for all copying is made by copy-card and copying is self-help. Copy-card can be purchased from the circulation counter. Please note that for the first time purchase, each copy-card is valued as HK\$20.00 for 50 copies of A4 paper, plus HK\$20.00 charge for the card itself that can be refundable. In

*It is never right to do wrong or to requite wrong with wrong,
or when we suffer evil to defend ourselves by doing evil in return.*

Socrates

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

2. Reserving Books

If a book is on loan, you can reserve it at the circulation counter. Users should locate the reserve items on OPAC and give the necessary information for locating the item to the circulation staff. A postage fee will be charged for mailing notification.

3. Current Awareness

Library always provides the latest information in the related subject fields. New books are displayed on sloping shelves on the 2nd or 4th floor. Lists of new book entries can be requested for reference at information counters. Contents pages of the latest issues of those serials publications can be delivered upon requested by faculty staff.

4. Reference Services

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

5. Book Detective Systems

Two book detective systems are installed on the 2nd floor and the ground floor respectively. These systems can detect those library materials which have not been processed for proper circulating procedures. Please do not take out any library materials which have not been checked out properly.

*For I don't care too much for money,
For money can't buy me love.
John Lennon & Paul McCartney
(Can't Buy Me Love, 1964)*

6. Interlibrary Loans, Document Delivery Services and External Readers' Cards

These services are provided for lecturers, postgraduate, year 3-4 students who request the materials not acquired by the library. Library staff will search the requested items through the inter-library OPACs of local institutions and give a referral if the items are found. If the local searching fails, ILL & document delivery service from the British Library / OCLC can be offered. This is a fee-based service and users can inquire at the 3rd floor information counter. Some external readers' cards of local university libraries can be borrowed upon requested.

7. Library Services and Facilities for Alumni

As a graduate of the Shue Yan College, you can make access to the library services and facilities except borrowing. For an application fee of HK\$200.00 per two years, you are entitled to use the library services and facilities. To become a member of the library, please bring your graduation certificate, two 1.5x2 inch recent photographs and the fee to the 2nd floor counter.



Library Regulations / Users' Code of Conduct

- A. *Admission to the use of the College Library is conditional upon the observance of these regulations made by or with the authority of the Library Committee. The Library Committee has power to exclude from the Library buildings or services any person whom is believed to violate the library regulations or harm the Library readers or materials. All users of the Library are presumed to know its regulations and rules before using the Library services and facilities.*
- B. *All members of the Library staff are empowered to enforce Library regulations.*
- C. *All readers using the library must produce their valid Library membership card to enter the Library building.*

Shue Yan College Library Handbook

- D. *The librarian has discretion to restrict certain categories of material held by the Library from being borrowed.*
- E. *Do not consume food and drink, or to smoke and play in the Library.*
- F. *Please keep quiet in the Library. If you have group project work to do, please use other study rooms in the campus.*
- G. *Readers must not change the disposition of any Library furniture or equipment.*
- H. *Please report lost books or damaged Library facilities to Library staff.*
- I. *Please remember to keep your valuables with you at all times in The Library that accepts no responsibility for personal belongings left in the Library.*
- J. *Do not take out any library items which have not been properly charged out at the Circulation Counter or other information counters. If readers found leaving the Library with materials that have not been properly charged out and intentional violation is proved, a report will be submitted to the Student Disciplinary Committee for necessary disciplinary action.*
- K. *Please return all loaned materials upon graduation, withdrawal or cessation of employment from the College.*
- L. *Please treat Library staff and fellow users with respect and courtesy.*
- M. *Do not reserve or hide the Library materials intentionally that other readers cannot use or find the materials for a long period.*
- N. *Please take care of all the Library materials as users are responsible for their checked out items.*
- O. *Do not use your belongings, textbooks or notebooks to occupy a reading seat. Items left unattended on desk more than half hour will be cleared away.*
- P. *Library users are not allowed to bring bags or briefcases into the Library. Lockers are provided at the 2nd floor entrance.*
- Q. *Readers are not permitted to use mobile phones or any apparatus production of sound. Mobile phones, pagers or the apparatus must be switched off in the Library. A public telephone is located near the Library entrance on ground floor. Photograph or video shooting in the library should be applied beforehand.*

- R. *Notices must not be displayed or distributed by readers in any part of the Library.*
- S. *Students please use the electric sockets in the direction of Cloud View Road on 3rd floor when needed.*
- T. *Do not sleep in the library.*
- U. *Users may be referred to the College Authority if they are found guilty of infringement of the Library regulations.*



Online Public Access Catalogue (OPAC)

The library's online catalogue is available on 2nd to 4th floors. Readers can search both English and Chinese materials from the OPACs. There are help sheets which explain how to use the catalogue. A set of Library of Congress Subject Headings is put on the table beside the OPAC terminal on 4th floor.

Card catalogues are provided on the 2nd floor (Chinese Collection). Users are recommended for using the OPACs in searching library's materials. Please ask our library staff for instruction or help if necessary.

I have a dream that my four little children with one day live in a nation where they will not be judged by the color of their skin but by the content of their character.

Martin Luther King



Using Reference Tools

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

- A. Almanacs
- B. Atlas
- C. Dictionaries
- D. Directories
- E. Encyclopaedia
- F. Yearbooks



Classification Schemes

Users should understand the classification scheme in order to search a particular item in the library. Users should first retrieve the exact entry by using either card catalogues or OPACs terminals. Then you have to write down the entry call numbers to locate the material with the help of sign labels or library layouts.

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

000 Generalities

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

100 Philosophy & related disciplines

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

200 Religion

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

300 The social sciences

310	Statistics
320	Political science
330	Economics
340	Law
350	Public administration
360	Social pathology & services
370	Education
380	Commerce
390	Customs & folklore

400 Language

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

An intellectual is someone whose mind watches itself.
Albert Camus

490	Other languages
500	Pure sciences
510	Mathematics
520	Astronomy & allied sciences
530	Physics
540	Chemistry & allied sciences
550	Sciences of earth & other worlds
560	Paleontology
570	Life sciences
580	Botanical sciences
590	Zoological sciences
600	Technology (Applied sciences)
610	Medical sciences
620	Engineering & allied operations
630	Agriculture & related
640	Domestic arts & sciences
650	Managerial services
660	Chemical & related technologies
670	Manufactures
680	Miscellaneous manufactures
690	Buildings
700	The arts
710	Civic & landscape art
720	Architecture
730	Plastic arts Sculpture
740	Drawing, decorative & minor arts
750	Painting & paintings
760	Graphic arts Prints
770	Photography & photographs
780	Music
790	Recreational & performing arts
800	Literature (Belles-lettres)
810	American literature in English
820	English & Anglo-Saxon literature's
830	Literature's of Germanic languages
840	Literature's of Romance languages
850	Italian, Romanian, Rhaeto-Romanic
860	Spanish & Portuguese literature
870	Italic languages literature Latin
880	Hellenic languages literature
890	Literature of other languages
900	General geography & history
910	General geography Travel
920	General biography & genealogy
930	General history of ancient world
940	General history of Europe
950	General history of Asia
960	General history of Africa
970	General history of North America
980	General history of South America
990	General history of other areas

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

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

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

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

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

390 人類學

應用科學類

400 總論
410 醫學
420 家事
430 農業
440 工程
450 礦冶
460 應用科學；化學工藝
470 製造
480 商業；各種營業
490 商學；經營學

社會科學類

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

史地類

600 史地總論
中國
610 通史
620 斷代史
630 文化史
640 外交史
650 史料
660 地理
670 方志
680 類志
690 遊記

世界

710 世界史地
720 海洋
730 東洋；亞洲
740 西洋；歐洲
750 美洲
760 非洲
770 澳浙及其他各地
780 傳記
790 古物；考古

語文類

800 語言
810 文學
820 中國文學
830 總集
840 別集
850 特種文學
860 東洋文學

870 西洋文學
880 西方諸小國文學
890 新聞學

美術類

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



Writing research papers

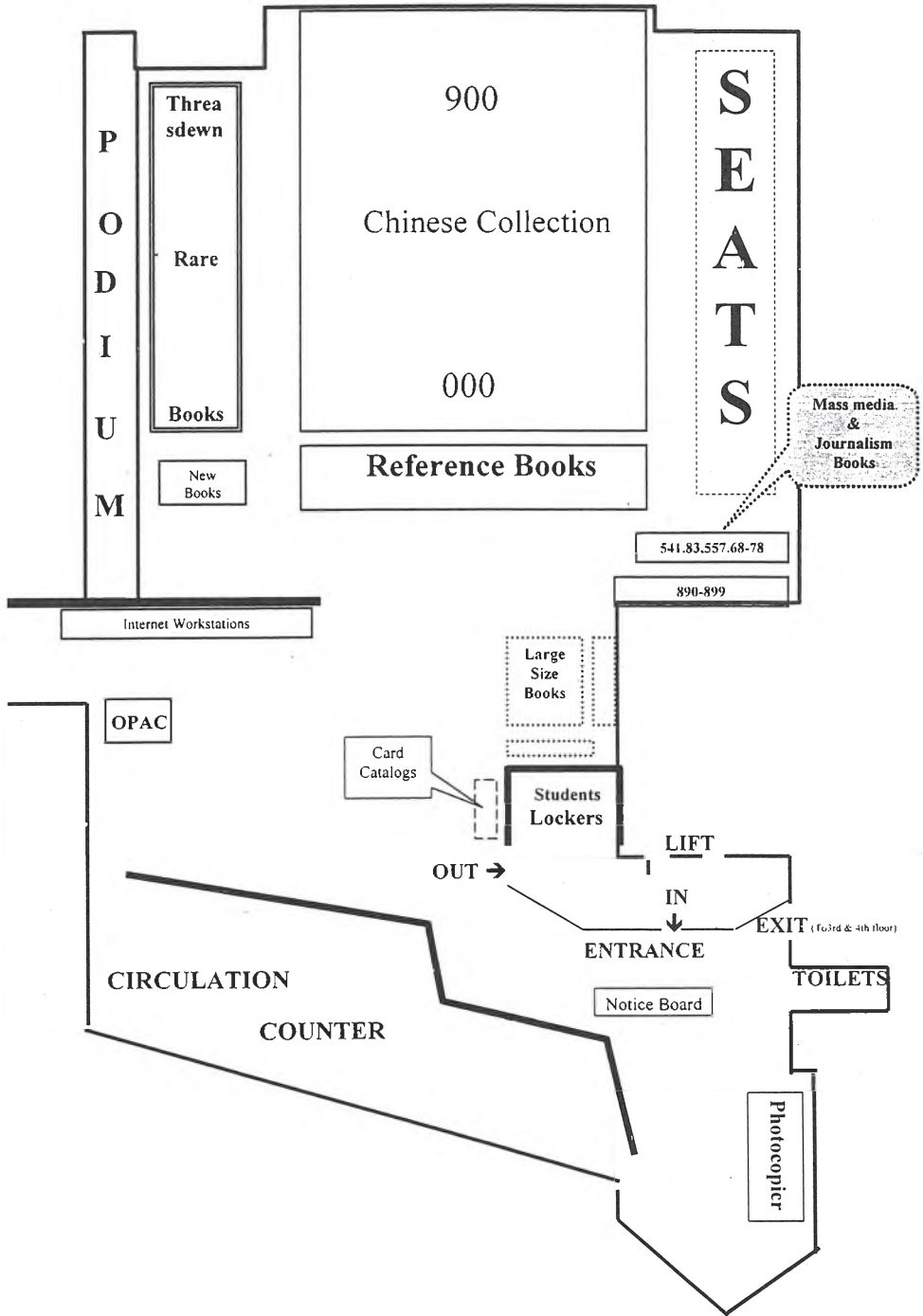
Some titles about writing research papers:

1. *A manual for writers of term papers, theses, and dissertations* / by Kate L. Turabian.
2. *MLA handbook for writers of research papers* / by Joseph Gibaldi
3. *Writing an assignment: effective ways to improve your research and presentation skills* / by Pauline Smith
4. *Writing research papers: a complete guide* / by James D. Lester

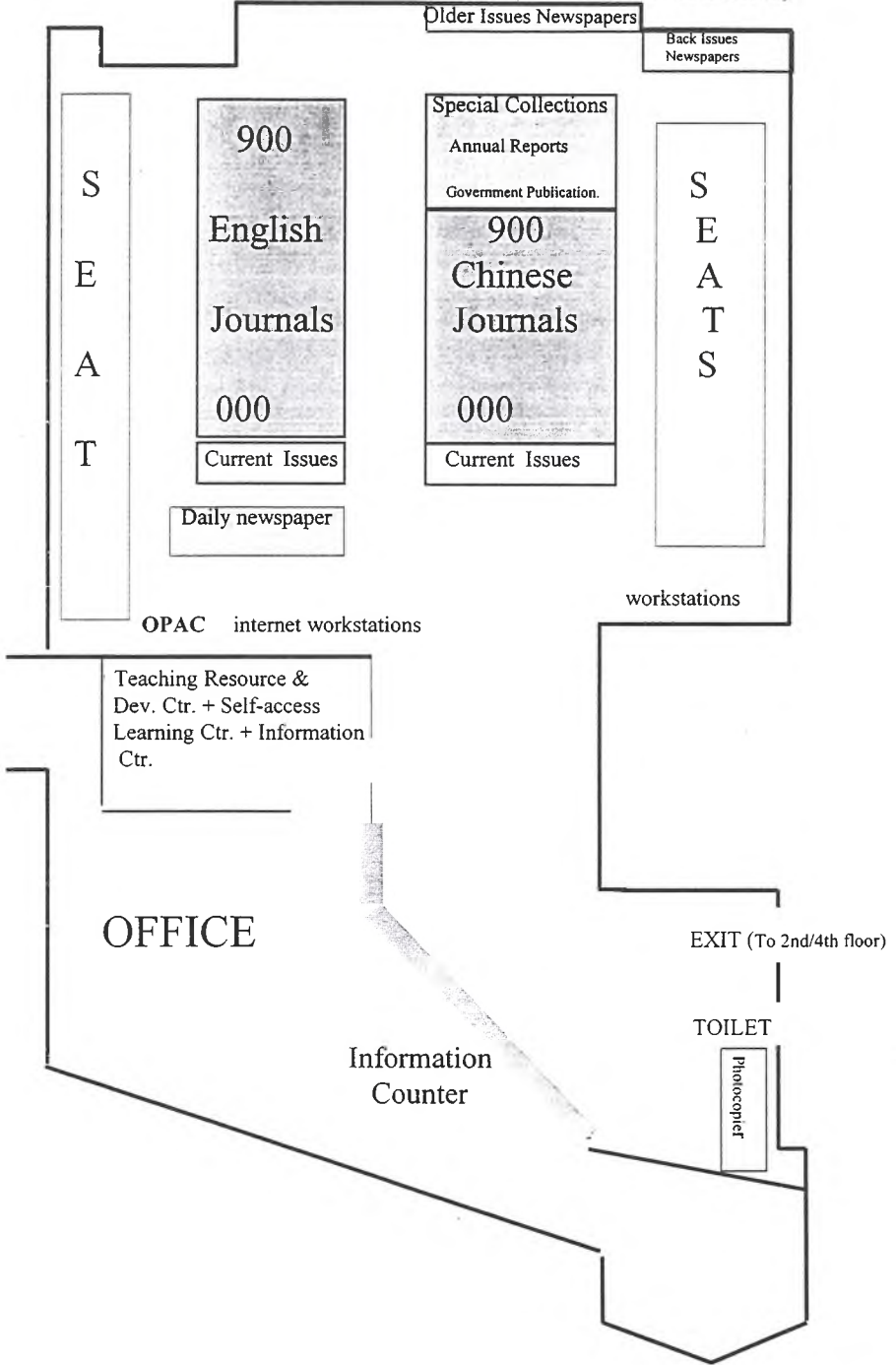
Library materials locations				
<i>Materials</i>	<i>OPAC</i>	<i>Location</i>	<i>Checkout</i>	<i>Example</i>
Law Monographs (Chinese)	580-589	4 th floor (Law library)	Yes	580 1508 法學總論
CD-ROMs Floppy disks	AVC	3 rd floor (Counter Request)	Yes	AVC 307.105 HKRC Regional Council Annual Report
DVDs	AVD	3 rd floor (Counter Request)	Yes	AVD 378.04 SHU 樹仁三十
Audio-Cassettes	AVS	3 rd floor (Counter Request)	Yes	AVS 616.85 COH 1997 Traumatic loss: a systems approach to healing survivors.
Videotapes	AVV	3 rd floor (Counter Request)	Yes	AVV 882.01 GRE Greek Epic (Films for the Humanities & Sciences)
Largesize (Chinese)	L	2 nd floor	Library use only	L300.81 709 大自然一千個為什麼
Law Monographs (English)	L 340-349	4 th floor	Yes	L346.42020264 BEA Contract cases and materials
Oversize (English)	O	4 th floor	Yes	O299.56113 PIG Japanese mythology
Serials	P	3 rd floor (Current & bound issues)	Library use only	P301.05 ASR American Sociological Review

Library Materials Locations				
<i>Materials</i>	<i>OPAC</i>	<i>Location</i>	<i>Checkout</i>	<i>Example</i>
Law Serials	LP	3 rd floor (Current issues) 4 th floor (Bound issues in law library)	Library use only	LP348.41 LRPD Law Reports
References (English)	R	4 th floor	Library use only	R001.440922 NOB Nobel prize winners 1987-1991 supplement
Reserve Collection (One hour loan)	Reserve	2 nd floor (Counter Request)	Library use only / One hour loan	Lecturers' notes ACCA past Q&A papers
Sewn Books	S	2 nd floor (Counter Request)	Library use only	S282 708 山海經地理今釋
Special Collection	Rp .XXX... or SC HK.XX ...	3 rd floor (Counter Request) 3 rd floor (special collection area, open stacks)	Library use only	.HK.SCC 352.0521 HON Civil Service Starting Salaries Review 1999 Or HK.ED 291.50712 SYL Syllabuses for secondary schools: ethics and religions studies
Dissertation	T	4 th floor (Counter Request)	Library use only	T658.0092 CHA 1995 (Contact 4/f library staff) Factors affecting managers' resource allocation decisions
Three days loan	Three days loan	Open shelves	Yes	Orange-red color sticker on spine

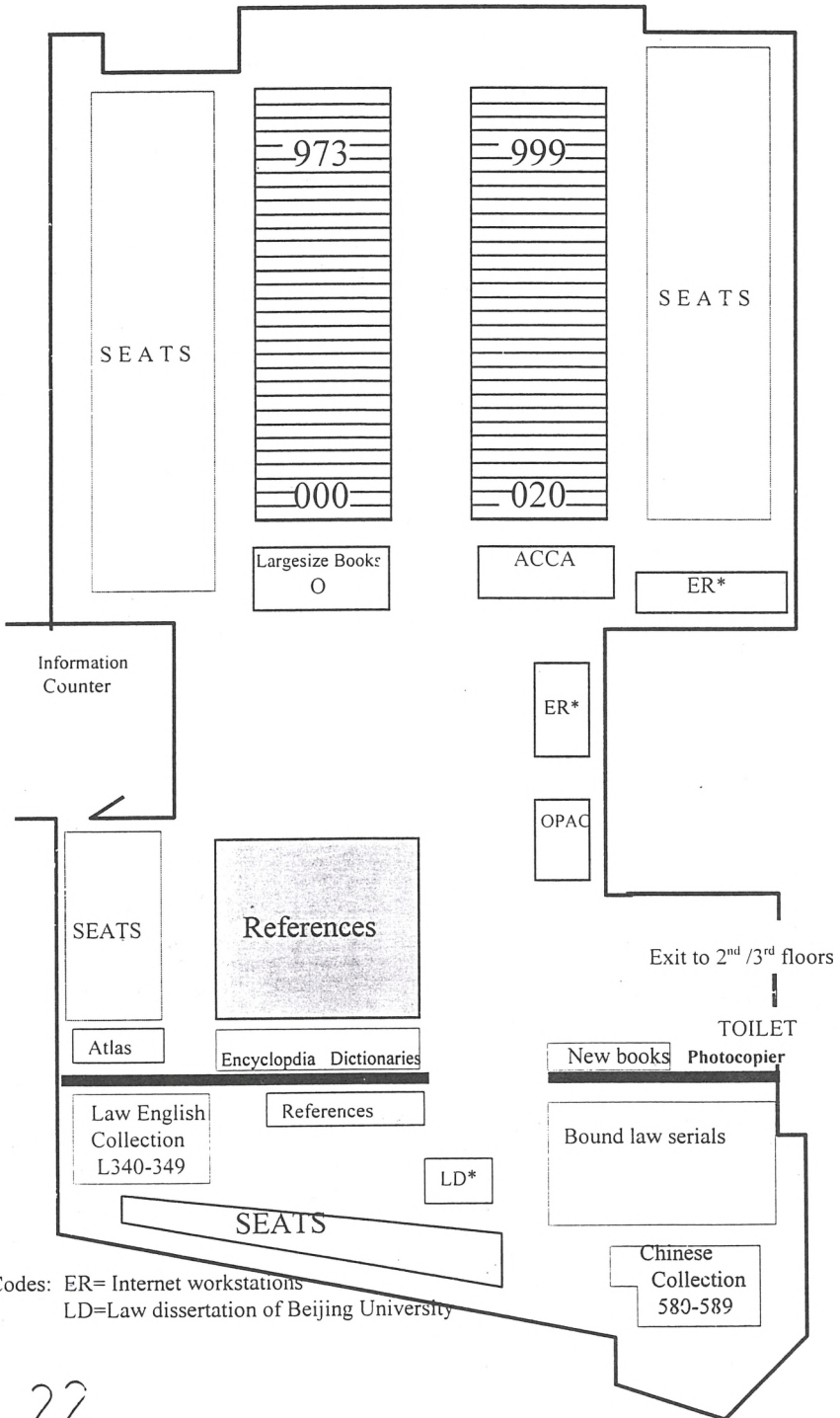
PLAN OF LIBRARY LAYOUT ---- 2nd Floor (Chinese Collection & Circulation)



PLAN OF LIBRARY LAYOUT -----3rd Floor (Periodicals Collection)



PLAN OF LIBRARY LAYOUT ----- 4th Floor (English, Law Collection)



Codes: ER= Internet workstations
 LD=Law dissertation of Beijing University

圖書館規則及服務 (中文摘要)

一. 本館讀者入館須遵守以下規則:

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, 請勿攜帶飲品食物入內. 禁止在館內飲食, 吸煙, 賭博, 任意移動閱讀桌椅等傢俬以及亂拋垃圾.
4. 讀者請勿用書籍及其他物品佔用空位超過半小時.
5. 請小心保管自己財物, 愛護公物. 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. 所有外借書籍請在二樓辦理借出手續.

借閱冊數 / 期限:

	借閱冊數	借閱時間	續借
教職員	20冊	30天	1次(30天)
學生	15冊	14天	1次(14天)

3. 逾期罰款: 普通書籍逾期罰款每冊每日 1.5 圓. “短暫借閱”資料限借一小時, 逾期未辦續借手續者, 每小時罰款 2 圓.
4. 所有參考書, 期刊限在館內使用, 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. 如發現有損壞書籍, 應即時告知本館工作人員.
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, 以免觸動警報器, 有失體面.
7. 學生畢業或退學, 休學, 請將所借書籍繳還.
8. 如有損壞, 遺失書籍須按時價賠償, 另加手續費 30 圓. 絕版書另行處理.

三. 借用儲物櫃規則:

1. 可用本人學生證借用儲物櫃鎖匙.
2. 離館時須取出寄存物, 交回鎖匙.
3. 如發現佔用儲物櫃過夜者, 每日罰款 10 圓.

四. 影印機服務:

1. 本館在二, 三, 四樓各設影印機一部, 影印須用本館影印儲值咭.
2. 購買儲值咭請到二樓流通部. 每張儲值咭儲值 HK\$20
3. 首次購買儲值咭收費 40 圓 (20 圓儲值 20 圓磁咭按金在畢業時退還).
儲值用完後, 可繳回舊咭, 如無損壞, 另購新咭 (20 圓)
4. 影印每張收費 4 毫.
5. 請小心使用, 保管儲值咭, 如有損壞, 責任自負.
6. 影印時發生故障, 請即時通知本館工作人員, 切勿自行處理, 否則須對後果自負.

** 本館有權處理或追究任何違反上列各規則的行為.

** 讀者如被確定違反圖書館規則, 將會按《學生獎懲條例》第四條辦理, 或交本校學生紀律委員會處理, 幸勿自誤!

樹仁學院圖書館電腦書目使用指南

查找任何圖書時，只要知道以下幾項中的某一項，都可查到本館是否收藏這本書，以及這本書是否借出：

1. 作者
2. 書名
3. 索書號
4. 主題
5. ISBN/ISSN

電腦屏幕顯示如下選擇項目：

1. 書名 — 關鍵字查詢
2. 書名 — 按字順查詢
3. 主題 — 關鍵字查詢
4. 主題 — 按字順查詢
5. 作者姓名查詢
6. 杜威分類號查詢
7. 中國十進分類號查詢
8. 其他檢索點

以下主要介紹作者，書名，分類號，主題四種查找方法：

例： 書名 : Advanced accounting
 作者 : Floyd A. Beams
 索書號 : 657.046 BEA
 主題 : ACCOUNTING
 ISBN/ISSN : 0-13-010281-4

1. 作者 / AUTHOR 查詢方法：

選擇“5. 作者姓名”

輸入作者姓名 (先輸入姓氏), 例如 :

輸入作者姓名 : BEAMS, FLOYD A. 或 BEAMS

電腦屏幕將顯示若干作者名, 輸入正在查找的作者名行號, 可得到詳細的書目資料, 如果本館未收藏該作者的著作, 屏幕將不顯示該作者的姓名.

2. 書名 / TITLE 查詢方法:

(1) 按書名字順查找:

選擇 “2. 書名 -- 按字順查詢”

按字順輸入完整或部分書名, 例如:

輸入書名 : ADVANCED ACCOUNTING 或 ADVANCED

電腦屏幕將顯示多個按字順排列的書名, 輸入所需書名的行號, 便可得到詳細書目資料, 如果本館未收藏該書, 屏幕將不顯示.

(2) 用書名關鍵字查詢:

選擇 “1. 書名 - 關鍵字查詢”

輸入書名中有意義的字, 不用按字順, 例如:

輸入關鍵字: ACCOUNTING 或 ADVANCED,
ACCOUNTING ADVANCED

電腦屏幕將顯示所有含有上述關鍵字的書名, 根據屏幕指示, 仔細查看, 選擇正確書名, 輸入行號, 可得到詳細的書目資料.

3. 分類號 / CALL NO. 查詢方法:

(1) 英文書採用杜威分類號 :

選擇 “6. 杜威分類號查詢”

輸入分類號, 例如:

輸入分類號: 657.046 或 657.04

屏幕將按分類號順序顯示書目資料, 以下步驟參見作者或書名查詢.

4. 主題 / SUBJECT 查詢方法:

“主題”指書的內容而言，有時一本書包含有多個主題，不可能全部在書名中表示，例如：

書名：MANAGEMENT ACCOUNTING : text and cases

主題：ACCOUNTING 和 COST ACCOUNTING

本館採用美國國會圖書館主題詞表，當不知道某一本書的書名或作者時，可

用主題詞查找，主題查詢有兩種途徑：

(1) 按主題字順查詢：

選擇“4. 主題 - 字順查詢”

按字順輸入主題詞或部分主題詞，例如：

輸入主題：COST ACCOUNTING 或 COST

(2) 用主題關鍵字查詢方法：

選擇“3. 主題 - 關鍵字查詢”

輸入一個或多個關鍵字，例如：

輸入主題關鍵字：ACCOUNTING 或 COST ACCOUNTING

ACCOUNTING COST 或 COST

電腦屏幕將顯示多個相關的主題詞，輸入主題詞行號，屏幕將顯示有關的書

名和作者名，仔細查看，輸入所需書名的行號，可得到詳細的書目資料。

說明： 1. 本館部分中英文書尚未建立主題詞。用主題詞查不到的書，請

試用書名關鍵字。

2. 關鍵字查詢可用布林邏輯運算式(BOOLEAN OPERATORS)

(1) AND 可縮小查詢的範圍。在兩個字或多個字之間

用空格表示 AND。

例如：COST ACCOUNTING 或 ACCOUNTING COST

電腦可查出所有書目記錄中與輸入字詞相關的著作，且與輸入順序

無關。

- (2)OR 可擴大查詢的範圍. 以 () 括號表示 OR, 在輸入二個或二個以上的詞的前後, 各加左右圓括號表示 OR 的聯集.
例如: (MANAGEMENT COST ACCOUNTING)
電腦會查出所有記錄中, 與上述任何一個詞有關的作品.
- (3)可以同時使用二種布林邏輯運算式, 組成較複雜的查詢方式.
例如: ACCOUNTING (MANAGEMENT COST)
電腦會查出所有紀錄中有關 ACCOUNTING 與 COST 或 ACCOUNTING 與 MANAGEMENT 的資料.

3. 書名或主題關鍵字的鼠字(TRUNCATION) 查詢:

- (1) 查詢英文資料時, 不肯定某一詞的正確拼法時, 可在需要的地方輸入 ? 號,
例如: 輸入 ENGL? (至少要輸入前三個英文字母)
根據系統索引, 屏幕顯示以 ENGL 開始的書目資料, 可進一步查找詳細資料.
- (2) 輸入英文字的開始部分, 至少三個字母, 然後輸入 ?? 號,
例如: 輸入 ENGL ??
屏幕可能顯示 ENGLISH, ENGLAND 等前四個字母相同的字詞, 輸入所需字的行號, 屏幕開始顯示書目資料.

** 查到所需的書目資料後, 請記下索書號 / CALL NO. 根據索書號到書架取所需的書籍, 如有問題 可請圖書館館員協助.

Library has innumerable dishes
and all of admirable flavor.

William Godwin