

Hong Kong Shue Yan University
Library Handbook

香港樹仁大學
圖書館手冊

2012-2013





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;**
- **A library 2.0 centre to interact with users for providing user-centred library services.**

Library Opening Hours

Date	Library Opens	Circulation Counter	
		Open	Closed
Monday – Friday	8:45am – 9:00pm	9:00am	8:45pm
	5/F: 8:45am – 8:30pm	-	-
	6/F: 9:15am – 8:30pm	9:15am	8:30pm
Saturday	8:45am – 7:00pm	9:00am	6:45pm
	5/F: 8:45am – 6:30pm	-	-
	6/F: 9:15am – 6:30pm	9:15am	6:30pm
Sunday & Public Holidays	Closed		

Announcement of public holidays & special opening hours will be posted on the library’s notice board at G/F entrance and Library Homepage.

Contents

Mission	1
Library Opening Hours	2
General Enquiry	3
Introduction	6
Digital Library	7
A. Library Catalogue	
B. Library Homepage	
C. Remote Access to HKSYU Library	
Collections	11
A. Electronic Resources	
B. Book and Reference Collection	
C. Serials Collection	
D. Newspapers	
E. Special Collections	
F. Reserve Collection	
G. Law Collections	
H. AV Collection	
I. Rare Book Collection	
Library Services	19
A. Lending Service	
B. Alumni Service	
C. User Education Services	
D. Reference Service	
E. Interlibrary Loan Service	
F. Access to Other Libraries	

- G. Other Services
 - For Staff
 - Current Awareness
 - Library Exhibition Series
 - Staff Publication
 - New Materials
 - Subject Talks

Library Facilities	30
A. Circulation Desk	
B. Information Desk	
C. Learning Commons	
D. Teaching Reference	
E. IT Facilities	
F. Noise Level Controlled Areas in the Library	
G. Study Facilities	
H. Drinking Fountains	
Liaison Librarians	36
Library Staff Directory	37
Library Regulations / Users' Code of Conduct	38
圖書館規則及服務（中文摘要）	41
Classification Schemes	44
Writing Research Papers	48
Library Material Locations	50
Library Floor Plans	54

Introduction

敦 仁

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.

博 物

The Hong Kong Shue Yan University Library Complex 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 Homepage

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.

SHUE YAN Library

New Search Print Help Login

My Library Help Topics (More Searches)

Login

Please enter the following information:

Your Name: E.g. Chan Tai Man OR Chan OR Tai Man

Barcode: E.g. 28123.....

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

[? Forget Your PIN?](#) [? What is PIN? I have forgotten my PIN?](#)

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

1. Input www.hksyu.edu.hk/lib to access 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 fields "Enter your PIN" and "Enter your PIN again". The PIN is a password created by yourselves. It is better to create your PIN with at least 8 characters or a combination of characters and numbers. 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". (You can also modify your PIN or E-mail address).
3. Select a particular item you wish 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 online catalogue (<http://lib.hksyu.edu.hk>) to search an item.
2. When 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/Recall" button at the upper left hand side.
3. Input your name, barcode, and your PIN that has been created, and 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 "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 accessing databases such as "China Academic Journals full-text database" and "Ebrary".
5. The E-Journals & E-book titles can also be searched on the library catalogue. You can click the link on the record to access a specific title.

(中譯本)

如在校外進行網上續借手續、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 "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" 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" 並檢查新到期日，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，請盡快向圖書館職員查詢。

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出，可以進行預約，預約時請按畫面上 "Request/Recall" 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. 選定圖書後，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. 校外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全文數據庫或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。

Collections

The collection currently consists of 280,000 volumes. It covers a wide range of subjects and various reference sources available on databases.



A. Electronic Resources

Most of the electronic databases and online services to which the library subscribes are accessible both in the library and at home.



In order to cope with users' information needs, and to keep the library collection up-to-date followed by the rapid expansion of publications in every discipline worldwide, the library establishes an e-book collection that can be searched via the catalogue or databases. Currently, there are over 2 million e-book and 60

thousand e-journal titles available.

Users can also print the articles from databases.

List of Online Databases:

1. 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及經濟與管理）
2. 中國優秀碩士學位論文全文數據庫（文史哲專輯）
3. 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）
4. 中國反右運動數據庫，1957 -
5. 中國文化大革命文庫
6. 中文電子期刊服務 Chinese Journal Service
7. CHANT (漢達文庫)
8. Asia-Studies Full-text Online
9. Counseling and Psychotherapy Transcripts, Client Narratives, and Reference Works
10. DOAJ (The Directory of Open Access Journals)
11. Ebrary
12. EBSCO: Academic Search Complete
13. EBSCO: Business Source Complete
14. EBSCO: Communication & Mass Media Complete
15. EBSCO: EconLit with Full Text
16. EBSCO: ERIC
17. EBSCO: Family Studies Abstracts
18. EBSCO: Funk & Wagnalls New World Encyclopedia
19. EBSCO: GreenFILE
20. EBSCO: History Reference Centre
21. EBSCO: Library, Information Science & Technology Abstracts with Full Text (LISTA with Full Text)
22. EBSCO: MAS Ultra - School Edition
23. EBSCO: Military & Government Collection
24. EBSCO: Primary Search
25. EBSCO: PsycARTICLES
26. EBSCO: PsycBOOKS
27. EBSCO: PsycEXTRA
28. EBSCO: Psychology and Behavioral Sciences Collection

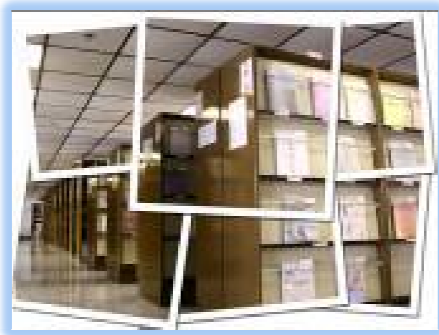
29. EBSCO: PsycINFO
30. EBSCO: Regional Business News
31. EBSCO: SocINDEX with Fulltext
32. EBSCO: Teacher Reference Center (TRC)
33. EBSCO: World History Collection
34. EBSCOhost Electronic Journals Service
35. Encyclopædia Britannica Online
36. Gale Virtual Reference Library
37. Hong Kong Scholarship Online
38. INFOBANK Online Database Service (中國資訊行)
39. IngentaConnect (Staff only)
40. JSTOR: Arts & Science I
41. Lexis HK
42. Literature Online
43. McGraw-Hill eBook Library: Business Collection
44. Naxos Spoken Word Library
45. Oxford English Dictionary (OED) Online
46. Oxford Scholarship Online
47. PQDT Open
48. ProQuest Central
49. ProQuest Entrepreneurship
50. PsychiatryOnline
51. PsycTESTS
52. Social Theory
53. University Press Scholarship Online: Sociology
54. Westlaw China
55. Westlaw HK
56. WiseNews
57. World eBook Library

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

B. Book and Reference Collection

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

C. Serials Collection



The Serials collection is kept on 3/F, 4/F and 6/F closed stack. This collection includes more than 930 printed titles in English or Chinese covering various disciplines. Current issues of journals are displayed on the front racks. Back issues are bound and the collection carries the prefix **P** or **RP** on spine-labels and catalogue

entries. Unbound issues of periodicals are for use in the library only. Some bound periodicals can be borrowed for 3 days.

D. Newspapers

This collection includes 29 local and overseas newspapers.

Current issues are located at 3/F and 6/F. Some older issues are available on request at 2/F counter. All newspapers are for library use only.



E. Special Collections

The Special Collections include annual reports, research papers, overseas documents, student reports and teaching references that are kept at 3/F and 6/F closed stack. 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



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 and can only be used in the library. Users can borrow these materials at 3/F circulation counter.

G. Law Collections

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 carry 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).

H. 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 and DVD-ROMs, **AVK** for kit set, **AVR** for reference AV materials, **AVS** for audiocassettes, **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**. Please note that the recording, loan or circulation of each TV programme is subject to the official permission from licence.

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/lc/ltpv.html>



I. 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）2007/01/24

Library Services

A. Lending Service

1. Registration

All staff and students are automatically entitled to use the facilities and services provided by the Library with your valid staff/students identity cards. Others need to register at 2/F information 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.



CATEGORIES	STAFF				POSTGRADUATES			
	Quota	Loan period	Renewal	Fines	Quota	Loan period	Renewal	Fines
Books	140	*90 days	30 days (3 times)	\$1.5 per day	110	90 days	30 days (3 times)	\$1.5 per day
AV Materials (accompanied with books)				\$2.0 per day				\$2.0 per day
AV Materials	20	14 days	7 days (once)	\$2.0 per day	20	14 days	7 days (once)	\$2.0 per day
Reserves, 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	10	3 days	N/A	\$2.0 per day
Reserves (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			
		180 days						
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, HKU))								
External Reader Cards (HKIED)								
External Reader Card (OUHK, Lingnan U)								
Central Resources Centre (EDB) Borrower Card		3 days						

* Academic staff can request for 180 days (no renewal) for teaching purpose for 8 items maximum.

UNDERGRADUATES				ALUMNI (Borrower)				STAFF FAMILY			
<i>Quota</i>	<i>Loan period</i>	<i>Renewal</i>	<i>Fines</i>	<i>Quota</i>	<i>Loan period</i>	<i>Renewal</i>	<i>Fines</i>	<i>Quota</i>	<i>Loan period</i>	<i>Renewal</i>	<i>Fines</i>
80	30 days	30 days (3 times)	\$1.5 per day	10	30 days	30 days (3 times)	\$1.5 per day	10	30 days	30 days (3 times)	\$1.5 per day
			\$2.0 per day				\$2.0 per day				\$2.0 per day
20	7 days	7 days (Once)	\$2.0 per day	N/A				N/A			
	3 hours	N/A	\$2.0 per hour	3	3 hours	N/A	\$2.0 per hour	3	3 hours	N/A	\$2.0 per hour
8	3 days	N/A	\$2.0 per day	N/A				N/A			
	3 hours		\$2.0 per hour	5	3 hours	N/A	\$2.0 per hour	5	3 hours	N/A	\$2.0 per hour
N/A				N/A				N/A			
1	3 days	N/A	\$5.0 per day	N/A				N/A			
N/A											

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 6:00pm). Please note that overdue books, non-print materials, ILL items and bound journals cannot be returned to the book drops.

4. Circulation Notice

All overdue, courtesy, recall and hold pick-up/cancel notices are sent to user's 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 borrowing privileges may be suspended. Please refer to page 20-21 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\$50.00 processing fee per item. Loss of Out of print materials 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 the items are not overdue. Please note that if an item is overdue, you may not be able to renew it online. Please refer to page 8-10 for details.

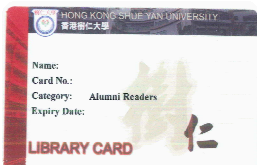
8. Reserving Books

All checked out books can be reserved at the Library's online catalogue. You will be notified once the book is available. Please refer to page 8-10 for details.

9. Recall Service

Books with normal loan period (staff & postgraduates: 90 days; undergraduates: 30 days) are subject to be recalled once they have been reserved by another user. If the books are recalled, the original loan period will be shortened. Library will send a recall notice to inform the current borrower about a change of due date. Please always check your email notifications. You are held responsible for the return of recalled items. Overdue fines will be charged if items are returned after the new due date.

B. Alumni Service



HKSyu awarded local graduates 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 (10 items of books for 30 days) throughout the entire valid period. Also, remote access to 13 databases is permitted, which is subject to database provider's terms and conditions.

Applicants should bring the graduation certificate or other equivalent documents, two 1.5x2 inch recent photographs and the admission fee to 2/F information counter to apply for the Alumni cards. For more information, please visit the Library website. (<http://www.hksyu.edu.hk/lib/site/services.htm>)

C. User Education Services

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/workshop/> 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.

4. Research Consultation Services

Research consultation is a scheduled appointment with our librarians for individualized, one-to-one assistance with library research. It is designed to assist you with the processes and techniques that enable you to conduct your research more efficiently, effectively and successfully. Please visit <http://www.hksyu.edu.hk/lib/research/> for further information.

D. Reference Service

If you have any problems or questions in using the library’s facilities or services, please feel free to contact our library staff. 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



searches 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 us via email libill@hksyu.edu.hk or call 2806-5114 for further information. You can also visit ILL Link at <http://www.hksyu.edu.hk/lib/site/ill/index.htm>

F. Access to Other Libraries

External Readers' Card

The below academic libraries provide External Reader/Borrower Cards service for the HKSJU 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	12	Year 1-4 students or above and staff

Readers can go to G/F circulation counter to borrow the cards. Please note that External Reader Cards provide access to the libraries only but the materials are not allowed to borrow. Also, the Hong Kong Central Library issues the Temporary Pass (a duration of 3 days) of The University of Hong Kong Libraries for the users. Please visit the Hong Kong Public Libraries Website:

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

Moreover, staff and students can now present your valid Shue Yan staff/student card to access the library of Savannah College of Art and Design (SCAD Hong Kong). For details, please visit the website: <http://www.scad.edu/hong-kong/index.cfm>

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” includes:

- ✧ Welcome & Notice
- ✧ Modify Your Information
- ✧ Acquisitions staff
- ✧ Liaison Librarian & Departmental Coordinator
- ✧ Library Collection Development Policy
- ✧ Interlibrary Loan Service
- ✧ Document Delivery Service – IngentaConnect
- ✧ External Readers' Cards
- ✧ Library Policy
- ✧ Library Form
 - ✓ Online Recommendation Forms
 - ✓ Online Database Termination Form
 - ✓ Online Suggestion Form
 - ✓ Interlibrary Loan Form (Online / PDF / MS Word)
 - ✓ Short Loan Request Form (Online / PDF / MS Word)
 - ✓ Thesis / Honor Project / Internship Report Submission Form (PDF / MS Word)
- ✧ Library Document
- ✧ Library Instruction Class

The above content is updated accordingly in library website.

2. Current Awareness

Library always provides the latest information on the related subject areas. New books are displayed on sloping shelves on the 2nd to 4th floors. Lists of new titles can be found on the Library website (see page 29 New Materials). Content pages of the latest issues of serials publications are delivered upon requested by faculty staff. Latest publication catalogues are 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

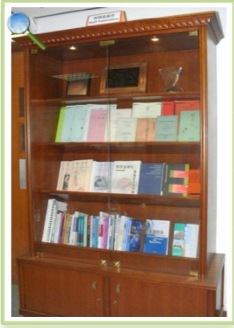
“十二生肖姓氏青銅名器”紀念文物是中國國家博物館(原中國歷史博物館)於二千年為了紀念建館八十八周年，迎接千禧來臨推出的一套具有重大歷史意義的紀念文物，特點是將國家文物和百家姓溶於一體，它既是國家一級文物的高仿複製品，又是一套當代記載各個姓氏文化淵源的重要青銅文物。此套生肖姓氏青銅名器為國家限量仿製，絕版發行。每姓氏發行二千套，共選擇全球華人三百個大姓氏，其中國家博物館永久館藏了各姓氏的第2000號。

3.2. Topical Exhibition

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

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

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 Materials

The Library selects new materials to display every week. New titles are also uploaded to the Library's Homepage. Please access <http://www.hksyu.edu.hk/lib/newtitles.php> 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

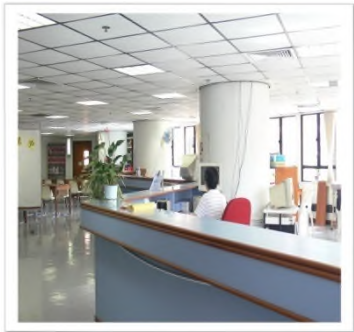
The circulation desk is located at G/F where you can borrow and return the library materials. When you borrow the library materials, please bring them together with a valid student / staff I.D. card to the service counter. AV materials located at Learning Commons should be borrowed at 6/F service counter.



B. Information Desk

Our library staff provide assistance on the following aspects:

- ✧ Handling reference enquiries
- ✧ Using the library catalogue
- ✧ Using equipment 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,
(852) 2806-5115

The Information Desks are located at 2/F, 3/F and 6/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 major facilities in the Learning Commons include:



- *Learning Laboratory with 25 PC Workstations*
- *2 Multi-purpose Discussion Rooms*
- *4 Multimedia Stations*
- *Leisure Reading Area*
- *AV Collection*
- *Magazine Corner*
- *TV Corner*
- *Photocopier*
- *1 Multi-Purpose Presentation Room (5/F)*

1. Multimedia Stations

Listening and viewing facilities for library audio-visual materials are available in the Learning Commons. Please register at 6/F service counter for remote control.

2. Learning Laboratory / Discussion Rooms / Presentation Room

The Learning Commons has 1 Learning Laboratory, 2 discussion rooms and 1 presentation room. The 3 rooms are available for library patrons for group study or group meeting. Please access <http://www.hksyu.edu.hk/lib/lc/> to view the room booking status before you register at 6/F service counter.



The Learning Laboratory includes around 25 individual study carrels equipped with multimedia computers for private learning. Please note that booking is necessary and limited to staff only.

D. Teaching Reference



The Special Collections Area on 3/F has a small corner that collects Teacher Reference materials. Facilities such as computers and scanners are provided for teaching staff only.

E. IT Facilities

1. Wireless LAN



Hong Kong Shue Yan University Library is pleased to offer wireless Internet access to patrons with wireless-enabled devices. Patrons can access the Internet with their notebooks on G/F and 2/F-6/F of the library. The networks support both 802.11b/g/n Wi-Fi devices. For the details, please refer to Wireless LAN Area link: <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 also 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 guidelines are available near the photocopying / printing machine.



For details, please refer to “Frequently Asked Questions”:
<http://www.hksyu.edu.hk/lib/faq/index.php>

3. Photocopying / Printing / Scanning

Card-inserting photocopiers or printers are located at 2/F-6/F, you can pay by either Smart Card or Octopus.

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



Smart Card is available at 2/F information counter. The face value of each copy-card is HK\$20.00, HK\$40.00 or HK\$80.00, plus HK\$20.00 deposit which is refundable.



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

Charging unit of photocopying and printing is as below:

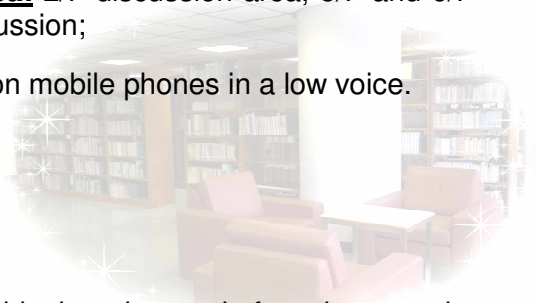
Smart Card	A4 @2/F-6/F	A3 @2/F-4/F, 6/F
Black & White	\$0.4	\$0.8
Colour	\$2.0	\$4.0
Scanning	Free of charge	

Octopus	A4 @2/F-6/F	A3 @2/F-4/F, 6/F
Black & White	\$0.5	\$1.0
Colour	\$2.0	\$4.0
Scanning	Free of charge	

F. Noise Level Controlled Areas in the Library

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

- ✧ **Quiet reading area:** 2-4/F of the library (except discussion area on 2/F) for self-studying;
- ✧ **Low-voice discussion area:** 2/F discussion area, 5/F and 6/F of the library for group discussion;
- ✧ **Stairwell area:** for talking on mobile phones in a low voice.



G. Study Facilities

1. Study Carrels

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

2. Discussion Areas

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

There are also two multi-purpose discussion rooms located at 6/F Learning Commons, and 1 presentation room at 5/F. Please refer to page 32 Learning Laboratory / Discussion Rooms / Presentation Room for details.

H. Others

Drinking Fountains

Six drinking fountains are installed on G/F and 2/F-6/F.



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 suggestions / recommendations on library services, policies or collection development, they can contact their Liaison Librarians directly.

Department	Liaison Librarian
Dept. of Accounting	Mr. Alexander Wong
Dept. of Business Administration	Ms. Lyn Lam
Dept. of Chinese Language & Literature	Mr. Matthew Cheung
Dept. of Counselling & Psychology	Mr. Nelson Ho
Dept. of Economics & Finance	Ms. Lyn Lam
Dept. of English Language & Literature	Mr. Nelson Ho
Dept. of History	Ms. Rain Chung
Dept. of Journalism & Communication	Ms. Sarah Chow
Dept. of Law & Business	Mr. Matthew Cheung
Dept. of Social Work	Ms. Rain Chung
Dept. of Sociology	Ms. Sarah Chow

Library Staff Directory

University Librarian

Mr. Lee Wai Lun, Desmond

Email: dessyc@hksyu.edu.hk

Telephone

2806-5116

Acquisitions

Mr. Ho Chi Wan, Nelson

Email: libnel@hksyu.edu.hk

2806-7318

Cataloguing

Mr. Cheung Man Hon, Matthew

Email: libmat@hksyu.edu.hk

2806-7320

Circulation and Information Services

Ms. Chung Yue Ching, Rain

Email: libchung@hksyu.edu.hk

2806-5112

Multimedia & Digital Resources

Ms. Chow Yuet Yu, Sarah

Email: libchow@hksyu.edu.hk

2806-7323

Mr. Wong Siu On, Alexander

Email: libwong@hksyu.edu.hk

2806-7321

Serials

Ms. Lam Yuk Ling, Lyn

Email: liblyn@hksyu.edu.hk

2806-7319

Systems

Mr. Paul Chui

Email: libpaul@hksyu.edu.hk

2806-7321



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 cannot be consumed in library except water in closed bottles.
6. Smoking is not permitted in the library.
7. No games of any form are allowed in the library.
8. No wet 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 without the permission of the library staff.
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 any apparatus production of disruptive sound. Mobile phones, pagers or the apparatus must be set to silent mode 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. Please 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.

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 <u>2 weeks</u> with immediate effect
Third offence	All library privileges* suspended for <u>1 month</u> with immediate effect
Fourth offence or above	All library privileges* suspended for <u>2 months</u> 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
<p>(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</p> <p>(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.</p>	<p>(i) Name will be recorded by the library.</p> <p>(ii) Verbal warning to be given to the offender(s) by the professional staff member.</p>

Incident 2

Improper Acts	Disciplinary action
<p>(a) A HKSYU library user found committing Incident 1 improper acts within an academic; or</p> <p>(b) A HKSYU library user found mutilating library material(s) at any time.</p>	<p>(i) Name will be recorded by library staff.</p> <p>(ii) Suspension of all library privileges for one month.</p> <p>(iii) Library user is required to pay for the damaged materials.</p> <p>(iv) A warning letter will be issued to the offender(s), and for HKSYU students, the warning letter will be copied to:</p> <ol style="list-style-type: none"> 1. Registry 2. Dean of OSA

Incident 3

Improper Acts	Disciplinary action
<p>A HKSYU library user found committing Incident 2 improper acts within an academic year.</p>	<p>(i) Librarian shall have discretion to suspend all library privileges of the user for a period of <u>3 months</u> 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.</p> <p>(ii) Library user is required to pay for the damaged materials.</p>

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（如需要小組作業，請到**低聲浪討論區**）。
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、賭博或任意移動閱讀桌椅等傢俬以及亂拋垃圾。
4. 讀者請勿利用書籍及其他物品佔用座位超過半小時，否則物品會被移去。
5. 請小心保管自己財物，愛護公物，維護良好的學習環境。

* 圖書館已在館內劃分三個區域，以滿足讀者不同的需要：

靜音閱覽區設於2樓至4樓，作自修用途。請保持肅靜及切勿圍站在電腦旁；

低聲浪討論區設於2樓討論區、5樓及6樓，用作小組討論；

樓梯間用作手提電話的聯絡區，敬請調低談話的聲量。

二. 借閱服務：

1. 不可使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	140冊	90天	3次	每次30天
研究生	110冊	90天	3次	每次30天
本科生	80冊	30天	3次	每次30天

* Recall Service（催還服務）

請注意：以上借閱時限的書籍，若借出後有其他讀者預約借閱，當前讀者的**借書期限會被縮短**，圖書館會使用電郵告知更新的還書日期。故此，請讀者經常查閱學校提供的電郵信箱，如有需要，讀者亦可改用其他電郵地址接收圖書館的通告，詳情請向圖書館職員查詢。讀者需按更新的還書日期歸還書籍，否則會被罰款。

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，如發現圖書館資料有損壞，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，遺失圖書館資料須按時價賠償，另加手續費 50 元，絕版書另行處理。

三. 借用儲物櫃規則：

1. 可使用本校發出有效之個人職員/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。
4. 遺失鎖匙應立即通知館員，並繳交罰款為 30 元手續費。
5. 凡於一星期內尋回鎖匙者，可退回手續費。

* 貴重財物，當隨身攜帶，本館概不負責寄存物件之損失。

四. 影印機服務：

1. 本館在二、三、四及六樓各設影印機一部，每部機均附有掃描及打印功能，五樓則設有打印機。影印或打印可用本館影印儲值咭或八達通。
2. 購買儲值咭請到二樓櫃位，每張儲值咭面值為港幣 20 元，40 元或 80 元三種。
3. 首次購買儲值咭收費為 40 元，60 元或 100 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. 儲值咭影印或打印收費：黑白 A4 每張收費 4 毫，黑白 A3 8 毫，彩色 A4 2 元，彩色 A3 4 元。
八達通影印或打印收費：黑白 A4 每張收費 5 毫，黑白 A3 1 元，彩色 A4 2 元，彩色 A3 4 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，請即時通知本館職員，切勿自行處理，否則後果自負。

五. 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。圖書館部份電腦亦安裝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。
4. 各層影印機旁均附有列印教學及注意事項。

** 本館有權處理或追究任何違反以上各規則之讀者。
** 違反圖書館規則會被記名，兩次或以上違規者，本館有權暫停有關讀者使用圖書館服務，及將會交由本校學生紀律委員會處理。

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 before locating the library materials.

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

- 000 Computer science, knowledge & systems
- 010 Bibliographies
- 020 Library & information sciences
- 030 Encyclopedias & books of facts
- 040 [Unassigned]
- 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 Philosophical 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
- 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, communications & transportation
- 390 Customs, etiquette & folklore

- 400 Language**
 400 Language
 410 Linguistics
 420 English & Old English Languages
 430 German & related languages
 440 French & related languages
 450 Italian, Romanian & related languages
 460 Spanish, Portuguese, Galician
 470 Latin & Italic languages
 480 Classical & modern Greek languages
 490 Other languages
- 500 Science**
 500 Science
 510 Mathematics
 520 Astronomy
 530 Physics
 540 Chemistry
 550 Earth sciences & geology
 560 Fossils & prehistoric life
 570 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 for specific uses
 690 Construction of buildings
- 700 Arts and recreation**
 700 Arts
 710 Area planning & landscape architecture
 720 Architecture
 730 Sculpture, ceramics & metalwork
 740 Graphic arts & decorative arts
 750 Painting
 760 Printmaking & prints
 770 Photography, computer art, film, video
 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, Galician literatures
 870 Latin & Italic literatures
 880 Classical & modern Greek literatures
 890 Other literatures
- 900 History & 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

B. Chinese Materials

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 Classification Tables is as below:

總類

- 000 特藏
- 010 目錄學；文獻學
- 020 圖書資訊學；檔案學
- 030 國學
- 040 普通類書；普通百科全書
- 050 連續性出版物；期刊
- 060 普通會社；博物館學
- 070 普通論叢
- 080 普通叢書
- 090 群經

哲學類

- 100 哲學總論
- 110 思想；學術
- 120 中國哲學
- 130 東方哲學
- 140 西洋哲學
- 150 邏輯學
- 160 形上學
- 170 心理學
- 180 美學
- 190 倫理學

宗教類

- 200 宗教總論
- 210 宗教學
- 220 佛教
- 230 道教
- 240 基督教
- 250 伊斯蘭教
- 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 生物科學
- 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 醫藥
- 420 家政
- 430 農業
- 440 工程
- 450 礦冶
- 460 化學工程
- 470 製造
- 480 商業；各種營業
- 490 商業；經營學

社會科學類

- 500 社會科學總論
- 510 統計
- 520 教育
- 530 禮俗
- 540 社會學
- 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 中國史料
- 660 中國地理
- 670 中國地方志
- 680 中國地理類志
- 690 中國遊記

世界史地

- 710 世界史地
- 720 海洋志
- 730 亞洲史地
- 740 歐洲史地
- 750 美洲史地
- 760 非洲史地
- 770 大洋洲史地
- 780 傳記
- 790 文物考古

語言文學類

- 800 語言學總論
- 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
- 880 其他各國文學
- 890 新聞學

藝術類

- 900 藝術總論
- 910 音樂
- 920 建築藝術
- 930 雕塑
- 940 繪畫；書法
- 950 攝影；電腦藝術
- 960 應用美術
- 970 技藝
- 980 戲劇
- 990 遊藝及休閒活動

Writing Research Papers

A. Reference tools:

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*

B. Useful resources about writing research papers:

1. **Form & style: research papers, reports, theses** / Carole Slade, Robert Perrin. (2008)
2. **Succeeding with your master's dissertation: a step-by-step handbook** / John Biggam. (2008)
3. **How to write an assignment: proven techniques from a chief examiner that really get results** / Pauline Smith. (2009)
4. **Writing essays for dummies** / by Mary Page, Carrie Winstanley. (2009)
5. **Academic writing: a handbook for international students** / by Stephen Bailey. (2011)
6. **Writing with style: APA style made easy** / Lenore T. Szuchman. (2011)

C. Plagiarism

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. Students are recommended to join the library workshop of "Plagiarism and citing resources for research".

Please note that the University has subscribed to "VeriGuide" system for checking citing sources.



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 & 6/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 大自然一千個為什麼
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 Law Library (Chinese book)	Yes	CL 580 1508 法學總論
Law Serials	LP	4/F & 6/F, Law Library (current & bound journals)	LIB 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 ...
Law theses	CC / CCB	4/F, Law Library	LIB USE ONLY	CCB PKU 346.048 LI 論互聯網對知識產 權的侵犯

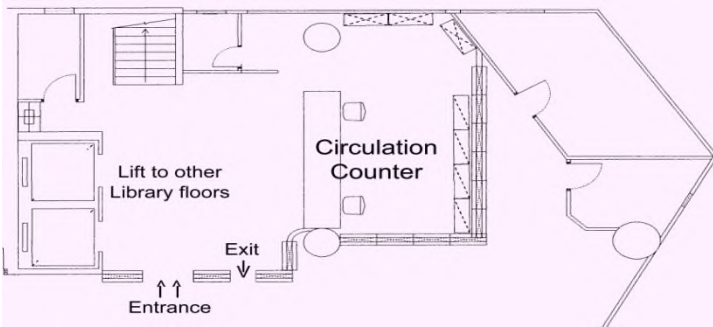
Materials	OPAC	Location	Checkout	Example
Reference : general (English)	R	4/F & 5/F, English Reference	LIB USE ONLY	R 951.25 HON Hong Kong 2006
Reference : dictionaries (English)	RD	4/F & 5/F, English Dictionary Reference	LIB USE ONLY	RD 658.8003 DOY 2011 A Dictionary of Marketing
Reference : encyclopedia (English)	RE	4/F & 5/F, English Encyclopedia Reference	LIB USE ONLY	RE 361.303 ENC 2011 Encyclopedia of Social Work
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 Days loan (English)		G/F & 4/F, English Books	THREE DAYS LOAN	337 APP 1998 International economics: trade theory and policy
3 Days loan (Chinese)		G/F & 2/F, Chinese Books	THREE DAYS LOAN	121.261 1307 2000 孟子譯注
Reserve Collection (3 hours loan)		3/F, Course Reserve Collection & 6/F. LC, Course Reserves	LIB USE ONLY and THREE HOURS LOAN	791.4395125 TEO Hong Kong cinema : the extra dimension Soc. 105 ASK 3/F STAFF 中國的孝敬與 ... AVC 791.43 YAN ASK 6/F STAFF 胭脂扣

Materials	OPAC	Location	Checkout	Example
Special Collections (Annual reports, Research reports, Theses)		3/F & 6/F, Special Collections	LIB USE ONLY and THREE HOURS LOAN	HK.LC 328.5125 LEG(C) 1996-97 立法局1996至97年 度年報 .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...
Teaching references	TR	3/F. SC, 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 ACCA lynchpin. Part 3, paper 3.7, Strategic financial management
CD-ROMs, Audio CDs, Video CDs and Floppy disks	AVC	6/F. LC, CD/CD-ROM, AVC	Yes	AVC 307.105 HKRC Regional Council Annual Report ...
DVDs, DVD-ROMs	AVD	6/F. LC, DVD, AVD	Yes	AVD 791.43 PRI Pride & prejudice
Reference AV materials	AVR	6/F. LC, Reference AV, AVR	LIB USE ONLY and THREE HOURS LOAN	AVR 423 WOR Wordpower dictionary
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 ...

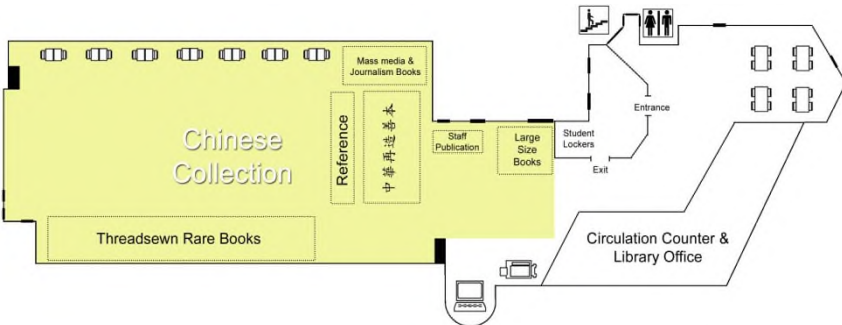
Materials	OPAC	Location	Checkout	Example
CD-ROMs, Floppy disks	AVC (C)	G/F, Counter CD/CDROM (VCD, AUDIO CD.)	Yes	11793 ASK G/F STAFF 復興之路
Audiocassettes	AVS (C)	G/F, Counter Sound Recording, AVS(C)	Yes	01298 ASK G/F STAFF Building skills for the TOEFL test
Videocassettes	AVV (C)	G/F, Counter Videocassette, 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

Library Floor Plans

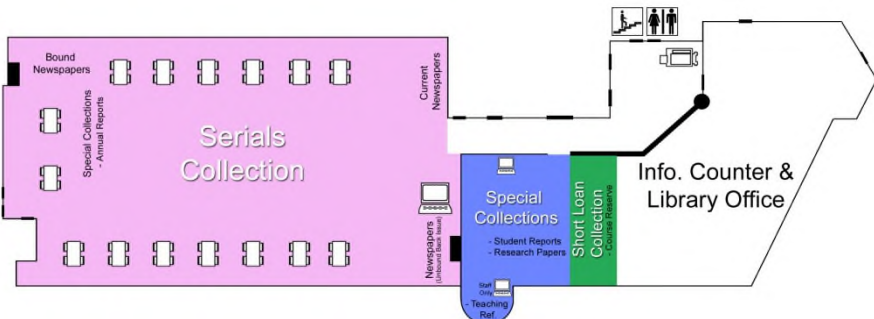
G/F



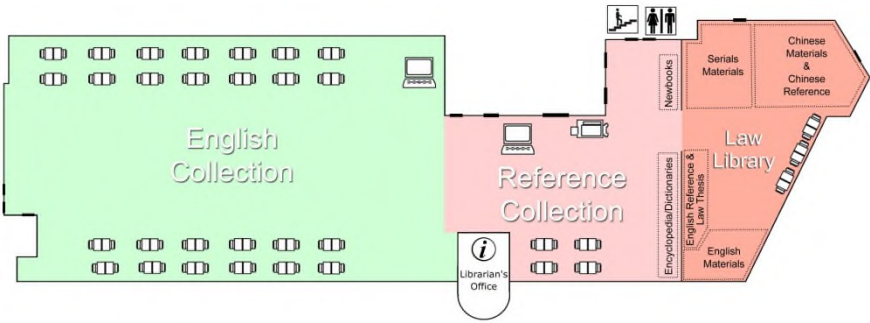
2/F



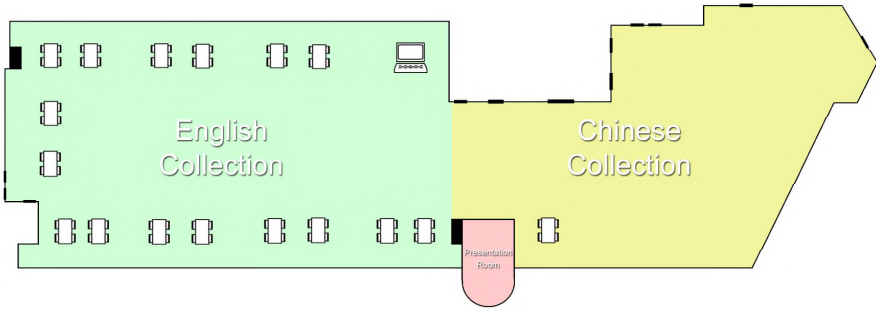
3/F



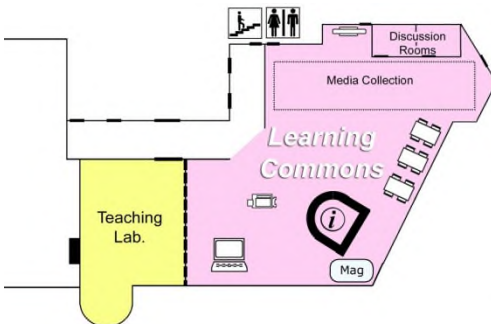
4/F



5/F



6/F



Legend

- Individual Study Carrel
- 4-6 seater table
- Photocopier (with printing function in 2/F, 4/F & 6/F)
- Printer (5/F)
- Computer Workstations
- Stair from G/F to 6/F
- Toilet
- Information Counter
- HDTV
- Magazine Corner

Copyright © Hong Kong Shue Yan University Library

July 2012



Find out more at
www.hksyu.edu.hk/lib/

