香港樹仁學院　圖書館手冊

Shue Yan College Library Handbook

CONTENTS

I. 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 also increase international academic co-operation with overseas higher education institutions. To meet this continuing objective, a library complex building was built and open on 15 November 1996 next to the academic main building 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.

II. Opening Hours

Date	Library is open	Circulation counter	
		opens	closes
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 boards

III. Service Points

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

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

C. English collection & Law collection - 4th Floor
    Tel.: 2570-2324

*Please refer to the Plan of Library Layout.

IV. Staff Directory

Chinese Section	English Section	Serials Section
Lui Siu Wan (Librarian)	Desmond Lee (Assistant Librarian)	Patrick Ko (Assistant Librarian)
Bonnie Chan	Ben Lee (Assistant Librarian)	Lau Oi Sau (Assistant Librarian)
	Tracy Lam	Ng King Man

V. Library Resources

There are nearly 100,000 items in the library collection. The main collection covers the humanities, business, social sciences and laws.

A. Chinese & English Collections

The Chinese collection is on the 2nd floor and the English collection is on the 4th floor. On the 2nd floor, reference tools are shelved in the front stacks. On the 4th floor, you will find the main reference collection and reference tools shelved in the lower book stack near the information counter. The main reference collection contains such works as encyclopedia, dictionaries, directories, yearbooks, almanacs and bibliographies. The location mark on spine-labels and catalogue entries of reference collection is shown as R.

B. Serials Collection

The main periodical's collection is on the 3rd floor and there are over 600 different titles including journals, newspapers and magazines. The collection includes both English and Chinese language journal covering varies disciplines. Current issues of western journals are displayed on sloping shelves in alphabetical order, whereas Chinese journals are arranged by the number of the character strokes. Back issues are bound and the collection carries the prefix P on spine-labels and catalogue entries.

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, journals and reference materials. English collection (classified numbers 340-349) carries the prefix L.L. or L. Chinese collection carries the classified numbers of 579-589.

D. Short-Loan 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 request these materials at the circulation counter.

E. Audio-Visual Collection

AV collection includes audio cassettes' tapes or videotapes related to course materials that can be requested on the 2nd floor (Chinese items) or 4th floor (English items) respectively. The marks on the spine labels and the catalogue entries carry a capital letter C for audio cassettes and a capital letter V for videotapes respectively.

F. Electronic Databases and Online Information Services

Library has subscribed some electronic databases and online services and users can request these services at the 3rd floor information centre.

1. Business Periodical Ondisc -Global edition (BPO)

The library has subscribed to a full-text database called Business Periodical Ondisc - Global edition. BPO is a full-text and full-image CD-ROM databases. It covers over 600 current and authoritative journals of business and management. Users can scan the articles or content pages of the latest issues on the computer screen directly. They can also retrieve full-text articles from the databases and print the article using laserprinter. This service is provided on the 3rd floor - Online Searching & Retrieval Centre. Online and copyright fees will be charged. Details can be inquired at the 3rd floor counter.

2. Chinese Law Database

A Chinese Law Database is installed in the information centre. This database is developed by the law department of the Legal Information Centre of the Peking University. Researchers can find the relevant Chinese laws and regulations by typing keywords or subjects. The retrieval time is much shorter compared to traditional printed references searching.

3. CityLink Communication Service

The library has subscribed the service of CityLink. Users can connect local or overseas academic institutions and their library catalogues. Text-based internet searching is also provided in this service.

4. World-Wide-Web Internet Service

If users want to access graphic world-wide-web homepages, they can contact the library staff at the Information Centre.

5. China Economics Statistics Database

This database contains up-to-date statistics and information of China economics in many aspects.

VI. Library Services and Regulations

A. Registration

All staff and students are entitled to use the facilities of the College's Library & Information Services. To register as a user with the library, you need to have your Staff / Students ID cards. You should present your Staff / Students card when borrowing materials from the library.

B. Borrowing and Returning Library Items

All library materials have to be checked out or returned at the circulation counter on the 2nd floor. Staff / Students cards cannot be transferred to other users for borrowing library items.

STAFF may have up to 10 items checked out at any time and the loan periods are :
    1. Books may be checked out for one month ;

STUDENTS may have up to 5 items checked out at any time and the loan periods are :
    1. Books may be checked out for 2 weeks ;

C. Reference and Short Loan Collection

All reference items including reference books, reserve materials, past examination papers, professional society papers and current journals issues are non-circulating. They can be used only in the library.

Short loan collection may be a collection of books or articles on reading lists which are in very high demand. The loan period is normally two hours.

D. Fines

For books and AV materials, the overdue fine is HK$1.00 per day. The overdue fines are HK$2.00 for short loan item per hour. If the items have not been returned more than 2 weeks from the due date, the user may be suspended from borrowing.

E. Loss of Damaged Items

Users are responsible for materials which 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 cost of replacement at a current market price, plus a processing fee of HK$30.00 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 they have not been reserved by other users. All checked out items are subject to be recalled if requested by other users or the library.

G. Other Services

1. Photocopiers

There are card-inserting photocopiers on each floor. They can be operated by inserting a stored value card that can be purchased from the circulation counter. Please note that copying of published materials is subject to copyright legislation.

2. Reserving Books

If a book is on loan, you can reserve it at the circulation counter. A postage fee of HK$1.20 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 members.

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.

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.

VII. Conduct of Library Users

A. Drinking, eating, gambling, playing and smoking are not allowed in the library.
B. Please keep quiet in the library.
C. Do not remove or change any existing library furniture or facilities

from their original location without the library's permission.

D. Please report lost books or damaged library facilities to library staff.
E. Please remember to keep your valuables with you at all times in the library.
F. Do not take out any library items which have not been processed for proper circulating procedures. If the "taken out action" is found and thought to be intentional, legal action or college's authority action may be taken.
G. Please return all loaned materials upon graduation, withdrawal or cessation of employment from the college.
H. Please take care of all the library materials as users are responsible for their checked out items.
I. Do not use your belongings, textbooks or notebooks to occupy a reading seat
J. Users may be referred to the college authority if they are found guilty of infringement of the library regulations.
K. Library users cannot bring in their bags and briefcases into the libraries. Bags or briefcases can be stored in the boxes provided at the 2nd floor.
L. No food or beverages can be taken into the library.
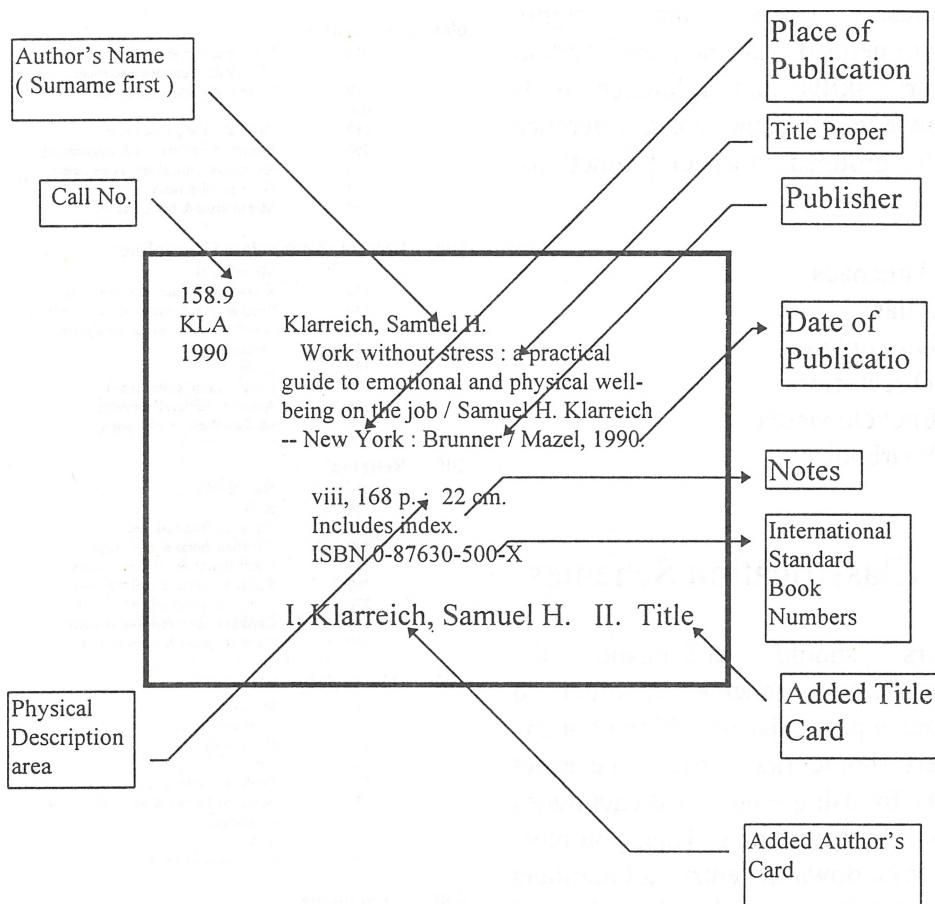
VIII. Using the Online Public Access Catalogue (OPAC)

The library's online catalogue is easy to use and can be searched through the computer's terminal on each floor. It is possible for you to search both English and Chinese materials from the OPACs. Users can refer to the OPAC User's Guild written by Professor C.K. Kim when necessary. The User's guild is available from the information counters.

Card catalogues are also provided on the 2nd floor (Chinese Collection), the 3rd floor (Special collection) and the 4th floor (English Collection). Users should notice that materials, published after 1995, cannot be retrieved by the Card Catalogues in English Section. Users have to use the OPACs if retrieving the western materials published after 1995.

There are Author, Title, and Classified Numbers entries cards for locating library materials. An example of an author card is shown below :

Author's Name (Surname first)

Place of Publication

Title Proper

Call No.

Publisher

158.9
KLA
1990   Klarreich, Samuel H.
              Work without stress : a practical
          guide to emotional and physical well-
          being on the job / Samuel H. Klarreich
          -- New York : Brunner / Mazel, 1990.

Date of Publicatio

              viii, 168 p. ; 22 cm.
          Includes index.
          ISBN 0-87630-500-X

Notes

International Standard Book Numbers

          I. Klarreich, Samuel H.   II. Title

Physical Description area

Added Title Card

Added Author's Card

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IX. 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

X. 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 (20th edition) of Melvil Dewey. Below is a general DDC Classification Scheme :

000 Generalities

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

100 Philosophy & related disciplines

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

200 Religion

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

300 The social sciences

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

400 Language

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

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

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

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

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

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

B. Chinese materials 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	比較宗敎學
220	佛敎
230	道敎
240	基督敎
250	回敎
260	猶太敎
270	群小宗敎
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
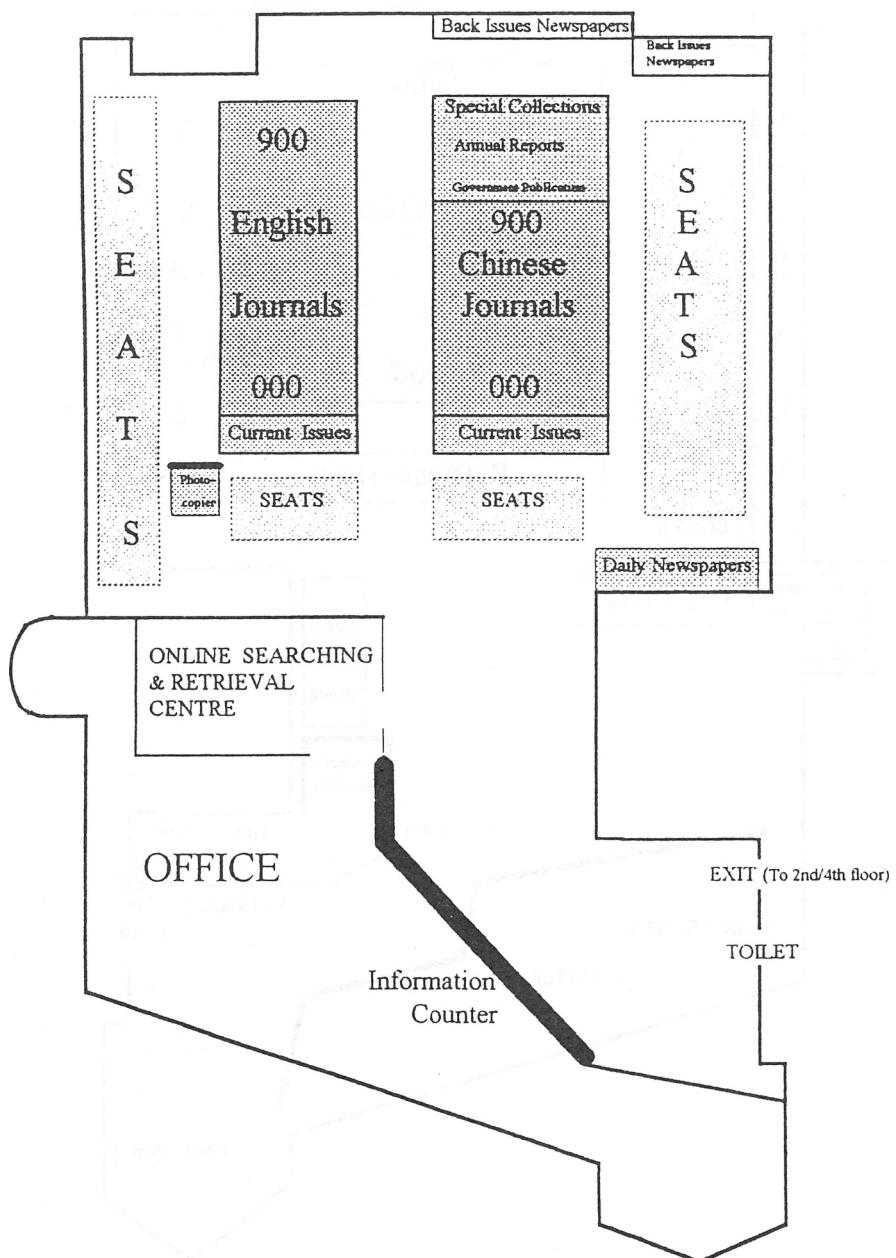
11

390	人類學		860	東洋文學
			870	西洋文學
應用科學類			880	西方諸小國文學
400	總論		890	新聞學
410	醫學			
420	家事		**美術類**	
430	農業		900	總類
440	工程		910	音樂
450	礦冶		920	建築
460	應用科學 ; 化學工藝		930	雕塑
470	製造		940	書畫
480	商業 ; 各種營業		950	攝影
490	商學 ; 經營學		960	圖案 ; 裝飾
			970	
社會科學類			980	戲劇
500	總類		990	遊藝 ; 娛樂 ; 休閒
510	統計			
520	教育			
530	禮俗			
540	社會			
550	經濟			
560	財政			
570	政治			~ENG~
580	法律			
590	軍事			

史地類

600	史地總論

中國

610	通史
620	斷代史
630	文化史
640	外交史
650	史科
660	地理
670	方志
680	類志
690	遊記

世界

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

語文類

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

P
O
D
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U
M

THREAD-

SEWN

RARE

BOOKS

900

Chinese Collection

000

Reference Books

S
E
A
T
S

New Books

OPAC

CARD
CATALOGUES

OVER-
SIZED
BOOKS

Students
Lockers

OUT →

LIFT   LIFT

IN

ENTRANCE

EXIT

TOILET

CIRCULATION

COUNTER

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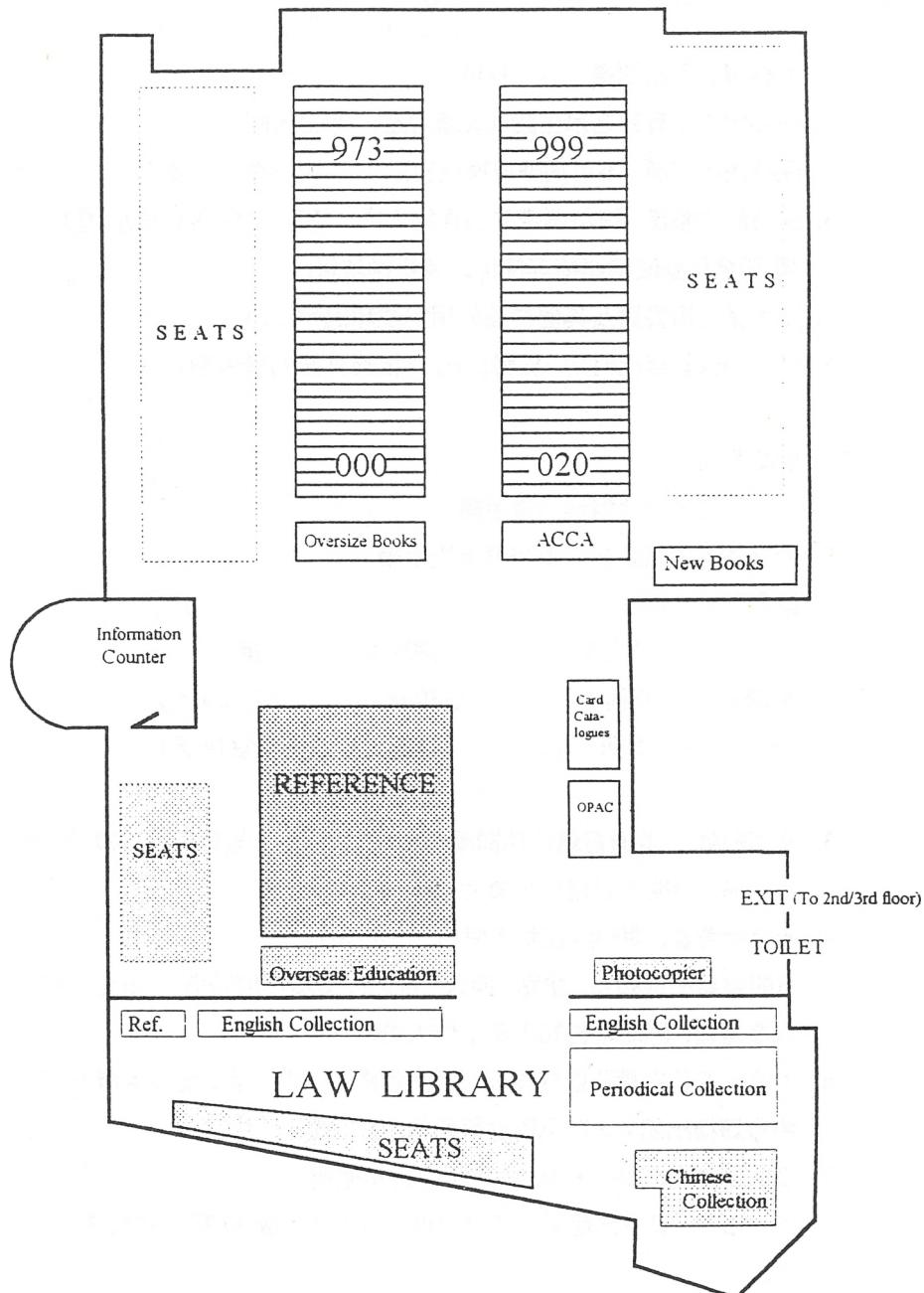
PLAN OF LIBRARY LAYOUT -----3rd Floor (Periodicals Collection & BPO)

Back Issues Newspapers

Back Issues
Newspapers

S
E
A
T
S

900
English
Journals
000
Current Issues

Special Collections
Annual Reports
Government Publications
900
Chinese
Journals
000
Current Issues

S
E
A
T
S

Photo-
copier

SEATS

SEATS

Daily Newspapers

ONLINE SEARCHING
& RETRIEVAL
CENTRE

OFFICE

Information
Counter

EXIT (To 2nd/4th floor)

TOILET

14

973

999

SEATS

SEATS

000

020

| Oversize Books | ACCA | New Books |

Information Counter

Card Cata- logues

OPAC

REFERENCE

SEATS

EXIT (To 2nd/3rd floor)

TOILET

| Overseas Education | Photocopier |

| Ref. | English Collection | English Collection |

LAW LIBRARY

Periodical Collection

SEATS

Chinese Collection

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	10 冊	30 天	1 次(30 天)
學生	5 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圓. "短暫借閱"資料限借二小時, 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 30 圓 (20 圓儲值, 10 圓磁咭成本費不退還).
　　　 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
　　　 將對後果負責.

　　** 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

金志權教授

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 -- 關健字查詢

2. 書名 -- 按字順查詢

3. 主題 -- 關健字查詢

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, 請嘗試用書名關鍵字.

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 : (MANAGEMEMT 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竄字(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.