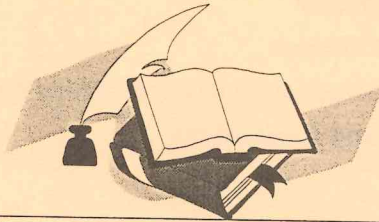


[1996 - 1997]

香港樹仁學院 圖書館手冊

Shue Yan College Library Handbook



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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

| <u>Date</u> | <u>Library is open</u> | <u>Circulation counter</u> | |
|--------------------------|------------------------|----------------------------|---------------|
| | | <u>opens</u> | <u>closes</u> |
| 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

| <u>Chinese Section</u> | <u>English Section</u> | <u>Serials Section</u> |
|----------------------------|--------------------------------------|-------------------------------------|
| 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

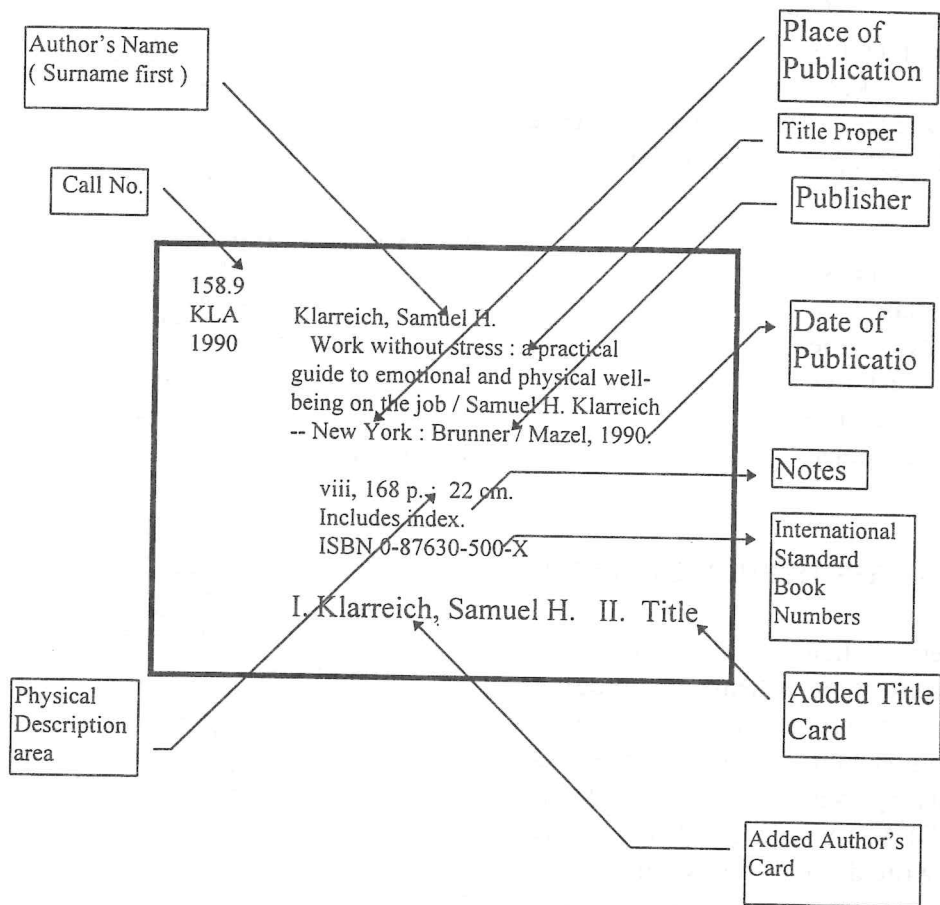
- from their original location without the library's permission.
- D. Please report lost books or damaged library facilities to library staff.
 - E. Please remember to keep your valuables with you at all times in the library.
 - F. Do not take out any library items which have not been processed for proper 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 :



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, Rhaeto-Romanic
- 460 Spanish & Portuguese Languages
- 470 Italic languages , Latin
- 480 Hellenic Classical Greek
- 490 Other languages

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

| | |
|-----|--|
| 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 |

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 |

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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

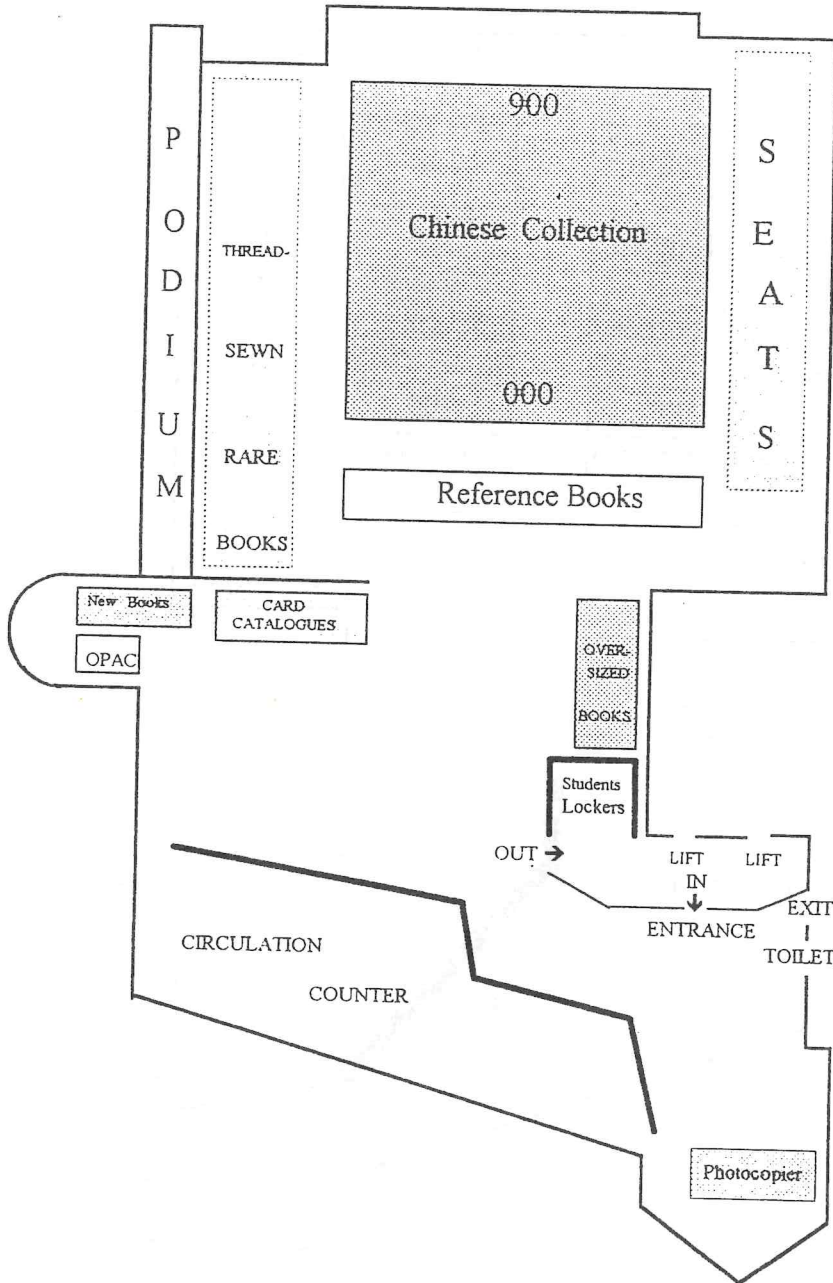
860 東洋文學
870 西洋文學
880 西方諸小國文學
890 新聞學

美術類

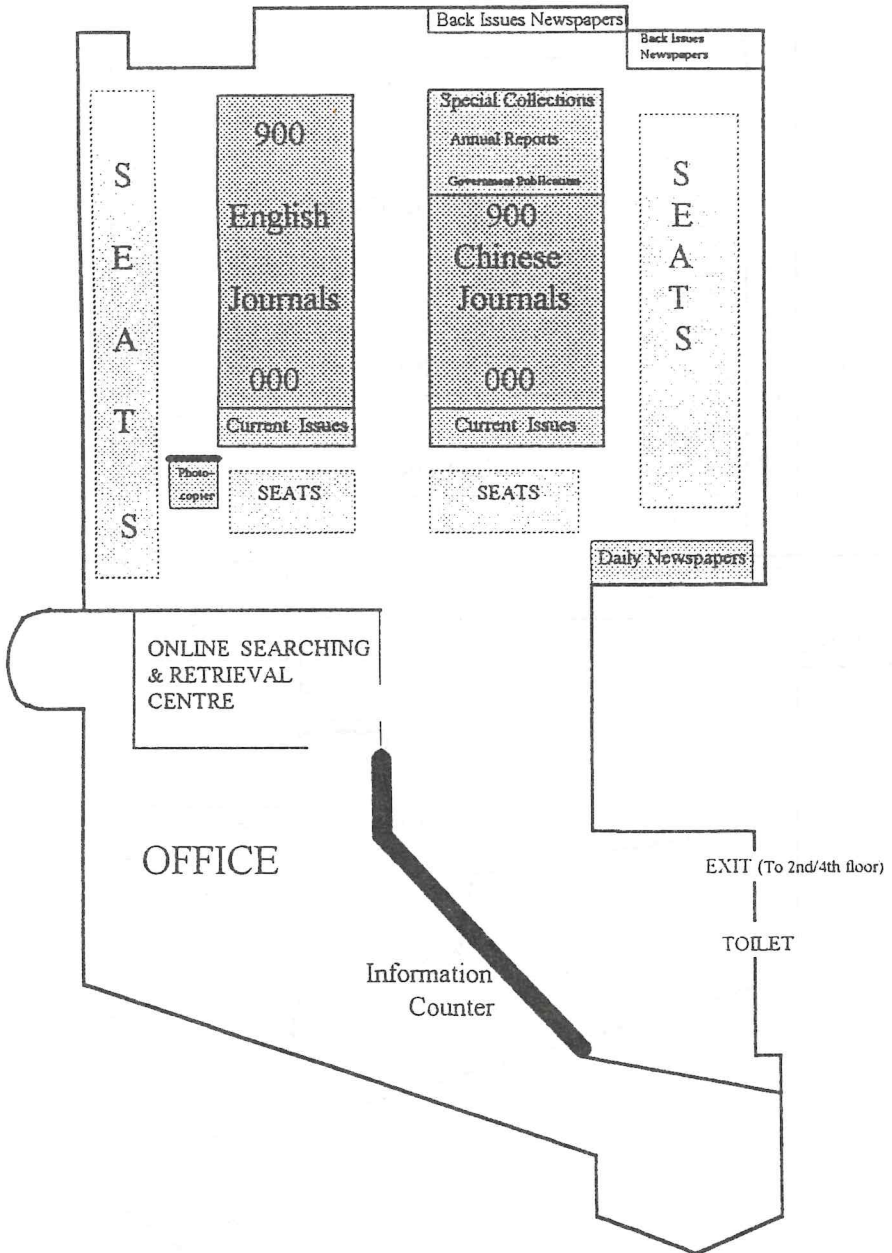
900 總類
910 音樂
920 建築
930 雕塑
940 書畫
950 攝影
960 圖案；裝飾
970
980 戲劇
990 遊藝；娛樂；休閒

~ENG~

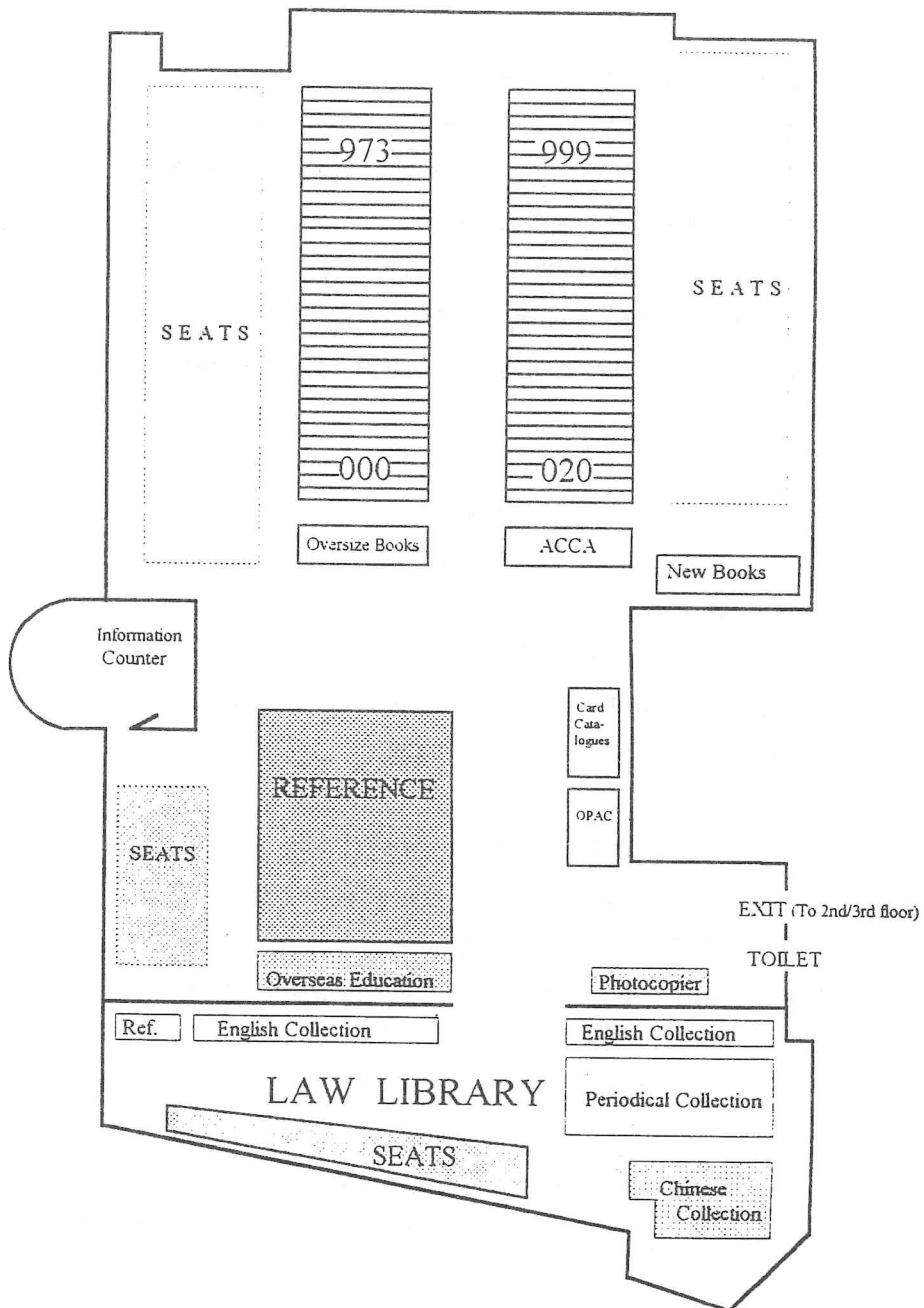
PLAN OF LIBRARY LAYOUT ----- 2nd Floor (Chinese Collection & Circulation)



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



PLAN OF LIBRARY LAYOUT -----4th Floor (English & Law 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 : (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.

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