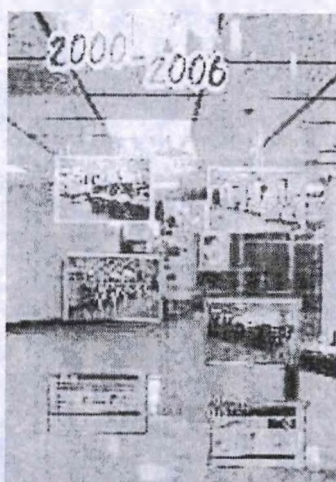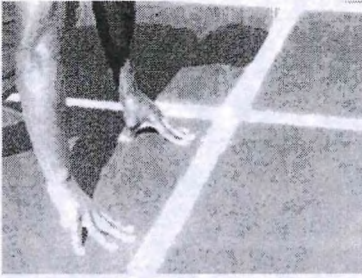# HONG KONG SHUE YAN COLLEGE

LIBRARY HANDBOOK
(2006-07)

Library Mission

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

- ✓ A resource centre for learning, teaching and research, by the acquisition and management of print and non-print items;

- ✓ A learning centre for learning, teaching and research through the provision of reading areas, resources collections, electronic databases and reference services;

- ✓ A user education centre to familiarize students with the 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.

CONTENTS

Introduction

The Hong Kong Shue Yan College was established in 1971. The aims of the College are to enhance the standards of higher education in Hong Kong and increase international academic co-operation with overseas higher education institutions. To meet this mission, a new library complex building was built and opened on 15 November 1995 next to the campus at Wai Tsui Crescent, Braemar Hill.

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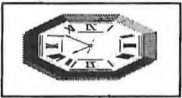
Opening Hours

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

*See notices for special opening hours on the library's notice board at the 2nd floor entrance or announcement from the library's web site.
*The Library web site is http://www.hksyc.edu.hk/lib

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Service Points

A. General enquiries, Circulation counter & Chinese collection - 2nd Floor
   Tel.: 2806-5112, 2806-5113

B. Serials collection & Online searching - 3rd Floor
   Tel.: 2806-5114

C. Acquisitions and Reference services
   Tel.: 2806-5115

D. English collection & Law collection - 4th Floor
   Tel.: 2806-5116

*Please refer to the Plans of Library Layout.

Staff Directory

English Section

Lee Wai Lun	*Joseph Cheng*	*Wong Nga Ling*
(Librarian)	(Library Assistant)	(Library Clerk)

Chinese Section

Jacob Chan	*Bonnie Chan*
(Assistant Librarian)	(Senior Library Clerk)

Serials Section

Lyn Lam
(Assistant Librarian)

Acquisitions Section

Ada Chan   *Chan Wah Ping*
(Assistant Librarian)   (Library Clerk)

Multimedia Centre

Joe Chow
(Assistant Librarian)

Library Resources

The resource currently consists of 200,000 volumes. The library collections cover a wide range of subjects and many reference sources are now available on databases.

A. Book and Reference Collections

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

B. Serials and Special Collections

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

1. Serials Collection

This collection includes 943 printed titles, in English or Chinese, covering varies disciplines. Current issues of journals are displayed on the front racks. Older issues are bound and the collection carries the prefix **P** on spine-labels and catalogue entries. Please note that bound law journals are kept at 4th floor law library and the prefix is **LP**. Besides, library has current subscription to more than 22,000 titles of electronic/online journals. All bound or unbound issues of periodicals cannot be borrowed and are for use in the library only.

2. Speical Collection

This collection includes annual reports and research papers. Annual reports are shelved on open stack. Research papers are shelved on closed stacks kept inside the information counter. Please note that research papers are one-hour-loan materials and must be requested at the 3rd floor counter.

C. Law Collection

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

D. Reserve Collection

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

E. Non-print Collection

*Collection includes audiocassettes, videotapes, CD-ROMs, DVDs, floppy disks that can be requested on the 3rd floor. Those materials accompanied with monographs are kept on the 2nd floor counter. Marks on the spine labels and the catalogue entries carry capital letters **AVD** for DVDs, **AVV** for videotapes, **AVS** for audiocassettes, and **AVC** for CD-ROMs, audio CDs, video CDs and floppy disks respectively. For materials kept on the 2nd floor counter, capital letters **AVC(C)**, **AVD(C)**, **AVS(C)** and **AVV(C)** are used.*

F. Electronic Databases and Online Information Services

Library has subscribed many electronic databases/online services. Users can access to most of them at the terminals in the library or at home freely. A few registered databases can be used only in the 3rd floor Information Center and users have to be accompanied by our library staff during searching. Users have to place request at the counter to access those restricted databases. There are card-insert laser-printer, copiers connected to online computers on each floor, available for printing of articles from online datatbases.

1.　　中國期刊全文數據庫 (文史哲及經濟政治與法律專輯) [Open]
中國期刊全文數據庫是一個大規模集成中國大陸各學科中、英文專業核心期刊和專業特色期刊的全文數據庫。收錄期刊數目前已達5,000餘種，學科內容分爲九個專輯，本館訂閱 文史哲 及 經濟政治與法律 兩個專輯。收錄時間由1994年開始。

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2.　　　中國優秀博碩士學位論文全文數據庫 (文史哲專輯) [Open]
博碩士論文數據庫收錄全文博碩士學位論文，分成9個專輯，內容包括
理工A、理工B、理工C、農業、醫藥衛生、文史哲、經濟政治與法律
輯、教育與社會科學輯、電子技術及信息科學。本館現訂購 文史哲 專
輯。收錄時間由2005年開始。

3.　　　China InfoBank [Restricted]
This database provides up-to-date statistics and information of China
economics in many aspects such as real-time news, laws, stock, market
trends etc.

4.　　　Ebrary [Open]
Over 25,000 titles of eBooks from the world's leading publishers under both
a subscription and perpetual access model. The eBooks span all academic
subject areas. The titles can also be searched in the library catalog.

5.　　　EBSCO: Academic Search Premier [Open]
The world's largest academic multi-disciplinary database, Academic Search
Premier provides full text for nearly 4,650 serials, including full text for
more than 3,600 peer-reviewed titles which including social sciences,
humanities, education, computer sciences, engineering, physics, chemistry,
language and linguistics, arts & literature, medical sciences, ethnic studies,
etc..

6.　　　EBSCO: Business Source Premier [Open]
This database is the industry's most used business research database,
providing the full text for more than 8,800 serials. It provides full text back
to 1965 and searchable cited references back as far as 1998. Coverage
includes virtually all subject areas related to business.

7.　　　EBSCO: Communication & Mass Media Complete [Open]
This database provides the most robust, quality research solution in areas
related to communication and mass media. It provides over 200 full-text
titles.

8.   EBSCO: ERIC [Open]

ERIC, the Educational Resource Information Center, contains more than 2,200 digests along with references for additional information and citations and abstracts from over 1,000 educational and education-related journals. Some full-text articles are linked to Academic Search Premier.

9.   EBSCO: History & Reference Centre [Open]

This database offers full text from more than 1,000 reference books, encyclopedias and non-fiction books, cover to cover full text for 60 history magazines, 58,000 historical documents, 43,000 biographies of historical figures, more than 12,000 historical photos and maps, and more than 80 hours of historical video.

10.   EBSCO: Library, Information Science & Technology Abstracts (LISTA) [Open]

This database indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

11.   EBSCO: MAS Ultra - School Edition [Open]

This database provides full text for more than 700 popular general interest and current events publications. It also provides more than 500 full text pamphlets, more than 350 full text reference books, 84,011 biographies, 83,472 primary source documents, and an Image Collection of 192,999 photos, maps and flags.

12.   EBSCO: Military & Government Collection [Open]

This database offers current news pertaining to all branches of the military and government; it offers a thorough collection of periodicals, academic journals. It provides cover-to-cover full text for nearly 300 journals and periodicals and indexing and abstracts for nearly 400 titles.

13.   EBSCO: PsycARTICLES [Open]

This database is a definitive source of full-text, peer-reviewed scholarly and scientific articles in psychology. It contains more than 45,000 articles from 57 journals. It includes all journal articles, letters to the editor and errata from each journal. Coverage spans 1985 to present.

14.   EBSCO: PsycINFO [Open]

This database contains nearly 2.3 million citations and summaries of scholarly journal articles, book chapters, books, and dissertations, all in psychology and related disciplines, dating as far back as the 1800s. Some full-text articles are linked to Academic Search Premier.

15.   EBSCO: Regional Business News [Open]

This database provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.

16.   EBSCO: World History Fulltext [Open]

This database offers a global look at history with content from Africa, Asia, North and South America, Europe and the Middle East. It contains cover-to-cover full text for nearly 150 titles, including many peer-reviewed journals. Full text dates as far back as 1964.

17.   EBSCOhost Electronic Journals Service [Open]

This database included 13 electronic journals as following: American Historical Review, American Journal of Psychology, Contemporary Accounting Research, Industrial & Labor Relations Review, Journal of Computer-Mediated Communication, Journal of Global History, Journal of Management Studies, Journal of Offender Counseling Services and Rehabilitation, Journal of Offender Rehabilitation, Modern Intellectual History, Program: Electronic Library & Information Systems, Qualitative Social Work, T'oung Pao.

18.   Emerald Fulltext [Open]

This database is a collection of over 42,000 articles from over 100 of the most prestigious management journals. This database covers all major management disciplines from marketing, human resources management, library and information management and quality to operations management and more.

19.   Literature Online [Open]

This database is a fully searchable database of more than 350,000 works of English and American poetry, drama and prose, 182 full-text literature journals, and other key criticism and reference resources.

20.   OCLC Package with full-text [Restricted]

OCLC package gives library users instant access to many databases. Databases include WorldCat, ArticleFirst, Electronic Collections Online A&I, NetFirst, PapersFirst, ProceedingsFirst, Union List of Periodicals, ERIC, GPO monthly catalog, Wilson Select Plus, etc.

21.   OCLC FirstSearch [Restricted]

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

22.   Oxford English Dictionary (OED) Online [Open]

This database contains the complete text of the 20 volumes Second Edition of the printed Oxford English Dictionary. The Dictionary presents the English vocabulary from the time of earliest records down to the present day, giving all the relevant facts concerning their form, sense history, pronunciation and etymology.

23.   ProQuest: ABI/INFORM [Open]

Most scholarly and comprehensive way to explore and understand business research topics. Search nearly 1800 worldwide business periodicals for in-depth coverage of business and economic conditions, management

techniques, theory, and practice of business, advertising, marketing, economics, human resources, finance, taxation, computers, and more.

24.   ProQuest: Psychology Journals [Open]
This database provides over 380 titles available in full text. Not only psychology and psychosomatic publications, this database is also including clinical and social psychology, genetics, psychology of business and economics, communication, criminology, addiction, neurology, social welfare, and more.

25.   ProQuest: Social Science Journals [Open]
The database includes over 480 titles, with more than 260 available in full text. ProQuest Social Science Journals provides information on hundreds of topics, including addiction studies, urban studies, family studies and international relations.

26.   Wisenews [Open]
This is one of Asia's largest news database produced by Wisers Information Ltd. that covers Hong Kong, China and Taiwan news. It covers over 500 newspapers and over 10,000 of news articles added daily.

For the further information of above databases, please visit http://www.hksyc.edu.hk/lib/db_campus/index.html.

Trial Databases
To fulfill the information need on study and research, Library always arranges the online databases for Shue Yan Community to try and comment. Please visit http://www.hksyc.edu.hk/lib/db_campus/trial/ to get the update information.

Library Services

A. Registration

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

B. Borrowing and Returning Library Items

A valid staff/student identity card must be presented to library staff and cannot be transferred to other users when borrowing materials. Most of the library materials can be checked out or returned at the circulation counter at the 2nd floor, while those audio-visual materials located at the 3rd floor should be checked out or returned at the 3rd floor counter.

STAFF may have up to total 30 items checked out in user's circulation record and the loan periods are as below.

STUDENTS may have up to total 20 items checked out in user's circulation record and the loan periods are as below.
(See the next page)

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*CATEGORIES	STAFF				STUDENTS			
	Items Quota	**Periods**	*Renewal*	**Fines**	*Items Quota*	**Periods**	*Renewal*	**Fines**
BOOKS	30	**30 days**	30 days (2 times)	**$1.5 per day**	20	**14 days**	14 days (2 times)	**$1.5 per day**
AV Materials (accompanied with books)	10			**$2.0 per day**	6			**$2.0 per day**
AV Materials	10	**14 days**	N/A	**$2.0 per day**	6	**7 days**	N/A	**$2.0 per day**
Kits (AV) and Local TV Programme		**3 hours**		**$2.0 per hour**		**3 hours**		**$2.0 per hour**
SERIALS / REFERENCES	Request at Counter				N/A			
RESERVES (AV, Books and Special Collection)	8	**2 hours**	N/A	**$2.0 per hour**	5	**1 hour**	N/A	**$2.0 per hour**
Teaching References Materials	8	**150 days**	N/A	**$1.5 per day**	N/A			
HKU EXTERNAL READER CARDS	1	**14 days**	N/A	**$5.0 per day**	1 (Year 3-4 & Post-graduate)	**3 days**	N/A	**$5.0 per day**
BU EXTERNAL READER CARDS		**3 days**			1 (Year 4 & Postgraduate)			

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

Users also can hold the checked-out BOOKS though the WebOPAC:

	Staff	Student
Max Hold Items	10	5

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C. Reference / Reserve / Serials Collections

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

Reserve collection covers collections of books, articles, ACCA past exam. papers, supplementary reading materials recommended by the academic staff. Some textbooks or materials which are in very high demand will also be put to reserve collection. The loan period is **ONE** hour and can be renewed. Users have to request at the 2nd floor counter.

D. Fines

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

E. Loss of Damaged Items

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

F. Renewals and Recalls

Loans may be renewed for two additional loan period provided that no other borrower has reserved them. Please note that if an item is overdue, you may not be able to renew it. All checked out items are subject to recall by other users of the library. You can renew your items through OPACs in

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the library or 2nd floor counter with your books. You can also renew your items in your circulation records through internet access.

G. PC Workstations

There are over 40 workstations on 2nd to 4th floors offering free access to the internet and email services. Library users can use the workstations to append or modify computer files with ".doc" ".xls" and ".ppt" file formats. Printers are available either inside or outside the Information Centre on 3rd floor. Please be noted that copiers on 2nd floor and 4th floor can provide both copying and printing functions. Printing costs 40 cents a page. Workstations on 4th floor provide free access to some CD-ROM reference databases such as Britannica Encyclopedia or Americana Encyclopedia.

H. Audio Visual Services in Media Centre

Listening and viewing facilities for library audio-visual materials are available in the **Media Centre** on 3rd floor. Please book a place at the 3rd floor counter. Most items cannot be borrowed out from the Centre.

I. Library Online Catalogue (OPAC)

Online catalogue can be accessed either on workstations in library or remotely through the internet. Users can search for items in the library collections, check details of items you have on loan, renew your borrowed items, and hold any borrowed items.

J. Library Instructions

Library will organize orientation programmes for new faculty and students at the beginning of each academic year. Online database training class will be arranged during the first semester. Drop-in

instruction for individual or group is welcome, please contact 3rd floor counter for enrollment.

K. Other Services

1. Photocoping

There are card-inserting photocopiers, plus printing functions, on 2nd to 4th floors. Payment for all copying and printing is made by copy-card and copying is self-help. Copy-card can be purchased from the 2nd floor circulation counter. Please note that for the first time purchase, each copy-card is valued as HK$20.00 for 50 copies / HK$40.00 for 100 copies of A4 paper, plus HK$20.00 charge for the card itself which is refundable. In addition, please note that copying of materials in any formats may be illegal without the permission of the copyright owner.

2. Reserving Books

If a book is on loan, you can reserve it at the circulation counter on the 2nd floor. Please locate the items on OPAC and give the necessary information of the item to the circulation staff for the reservation. With the implementation of the new library system in May 2005, you can also hold any borrowed items through library OPACs or remote access.

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 found on the library web page. Content pages of the latest issues of those serials publications can be delivered upon requested by faculty staff.

4. Reference Services

If you have any problems or questions in using the library's facilities or services, please feel free to ask the library staff for help. Information or instruction leaflets on the usage of library materials are available at

information counters. Library orientation sessions are organized for new students at the beginning of new academic year. In addition, special instruction sessions may be organized upon request from faculty staff or students.

5. Book Detective Systems

Two book detective systems are installed on the 2nd floor and the ground floor respectively. These systems can detect those library materials which have not been checked out properly.

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

These services are provided for lecturers, postgraduate, year 1-4 students who request the materials not acquired by the library. Library staff will search the requested items through the inter-library OPACs of local institutions. If the items are found, library staff will either give a referral or suggest local ILL request. If the local searching fails, ILL & document delivery service from the British Library / OCLC can be offered. This is a **fee-based service** and users can inquire at the 3rd floor information counter. Some external readers' cards of local university libraries can be borrowed upon requested. Please refer to our Interlibrary Loan Policy on our website.

7. Library Services and Facilities for Alumni

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

8. Drinking Fountains

Two drinking fountains are installed near the toilets on 3rd floor and 4th floor. It is the library regulation that users are not allowed to bring water/drink bottles in the library.

Library Regulations / Users' Code of Conduct

A. Admission to the use of the College Library is conditional upon the observance of these regulations made by or with the authority of the Library Committee. The Library Committee has power to exclude from the Library buildings or services any person whom is believed to violate the library regulations or harm the Library readers or materials. All users of the Library are presumed to know its regulations and rules before using the Library services and facilities.
B. All members of the Library staff are empowered to enforce Library regulations.
C. All readers using the library may be requested to produce their valid Library membership card to enter the Library building.
D. The librarian has discretion to restrict certain categories of material held by the Library from being borrowed.
E. Do not consume food and drink, or to smoke and play in the Library.
F. Please keep quiet in the Library. If you have group project work to do, please use the study area at the ground floor of the library building.
G. Readers must not change the disposition of any Library furniture or equipment.
H. Please report lost books or damaged Library facilities to Library staff.
I. Please remember to keep your valuables with you at all times. The Library assumes no responsibility for personal belongings left in the Library.
J. 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.
K. Please return · all loaned materials upon graduation, withdrawal or cessation of employment from the College.
L. Please treat Library staff and fellow users with respect and courtesy.
M. Do not reserve or hide the Library materials intentionally so that other readers cannot use or find the materials.
N. Please take good care of all the Library materials as users are responsible for their checked out items.
O. Do not use your belongings, textbooks or notebooks to occupy a reading seat. Items left unattended on desk more than half hour will be cleared away.
P. Library users are not allowed to bring bags or briefcases into the Library. Lockers are provided at the 2nd floor entrance.
Q. Readers are not permitted to use mobile phones or any apparatus production of sound. Mobile phones, pagers or the apparatus must be switched off in the Library. A public telephone is located near the Library entrance on ground floor. Photograph or video shooting in the library should be applied beforehand.
R. Notices must not be displayed or distributed by readers in any part of the Library.

S. Students please use the electric sockets in the direction of Cloud View Road on 3rd floor when needed.
T. Do not sleep in the library.
U. Users may be referred to the College Authority if they are found guilty of infringement of the Library regulations.
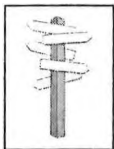
Online Public Access Catalogue (OPAC)

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

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. Encyclopedia
F. Yearbooks
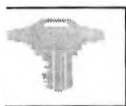
Classification Schemes

Users should understand the classification scheme in order to search a particular item in the library. Users should first retrieve the exact entry from our Online Catalogue. Then you have to write down the entry call numbers to locate the material with the help of sign labels or library layouts.

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

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

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

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

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

400 Language
410	Linguistics
420	English & Anglo-Saxon Languages
430	Germanic languages, German
440	Romance languages, French
450	Italian, Romanian, 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 Yung-hsiang. A simplified Scheme is illustrated below:

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

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

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

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

應用科學類
400	總論
410	醫學
420	家事
430	農業

440	工程		940	書畫
450	礦冶		950	攝影
460	應用科學 ， 化學工藝		960	圖案 ： 裝飾
470	製造		970	技藝
480	商業 ： 各種營業		980	戲劇
490	商學 ， 經營學		990	遊藝 ： 娛樂 ： 休閒

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
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

Writing research papers

Some titles about writing research papers:

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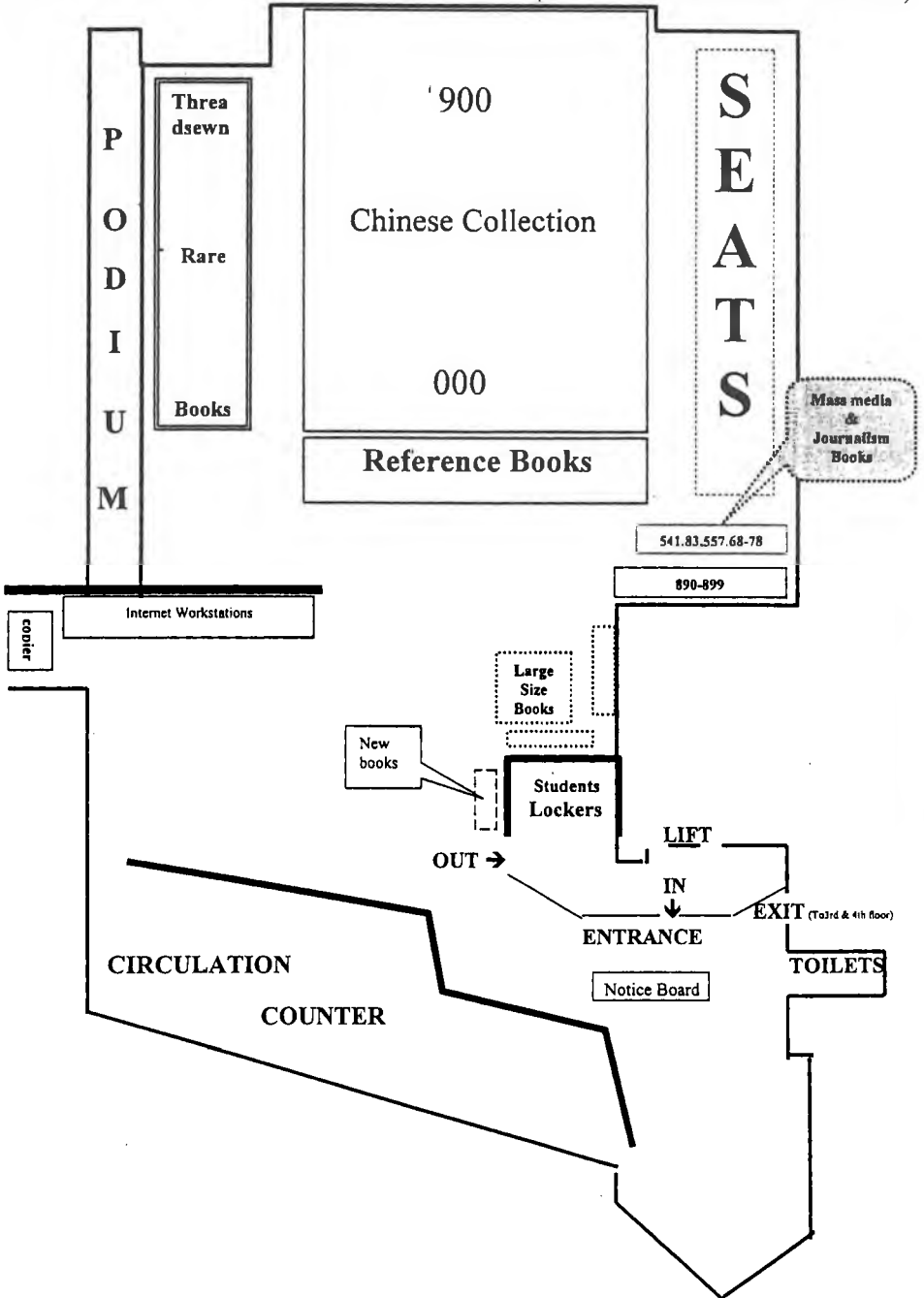4. **Writing research papers: a complete guide** / by James D. Lester

Library Materials Locations

Materials	*OPAC*	*Location*	*Checkout*	*Example*
Monographs (English)		4/F.,English Book	**Yes**	940.5421421 FOR 2004 D-Day 1944 : Sword Beach and the ...
Monographs (Chinese)		2/F.,Chinese Book	**Yes**	731.272 711 明治維新 ： 日本 ...
Oversize (English)	**O**	4/F.,Oversized Book	**Yes**	O 299.56113 PIG Japanese mythology
Largesize (Chinese)	**L**	2/F.,Oversized Book	**LIB USE ONLY**	L 300.81 709 大自然一千個爲什麼
Serials	**P**	3/F.,Periodicals (Current & bound issues)	**LIB USE ONLY**	P 361.3 BJSW British Journal of Social Work
Law Monographs (English)	**L** 340-349	4/F.,Law Library (English Book)	**Yes**	L 346.42020264 BEA Contract : case and materials
Law Monographs (Chinese)	**CL** 580-589	4/F.,Law Library (Chinese Book)	**Yes**	CL 580 1508 法學總論
Law Serials (English)	**LP**	3/F.,Periodicals (Current issues) 4/F.,Law Library (English Bound journals)	**LIB USE ONLY**	LP 340.05 LQR Law Quarterly Review
Law Serials (Chinese)	**LP**	3/F.,Periodicals (Current issues) 4/F.,Law Library (Chinese Bound Journals)	**LIB USE ONLY**	LP 320.0951 ZHENGFA 政法論壇 ： 中國政法大學學報
Reference : General (English)	**R**	4/F.,English Reference	**LIB USE ONLY**	R 951.25 HON Hong Kong 2003
Reference : Dictionaries (English)	**R**	4/F.,English Dictionary Reference	**LIB USE ONLY**	R 423 OXF Oxford English Dictionary
Reference : Encyclopedia (English)	**R**	4/F.,English Encyclopedia Reference	**LIB USE ONLY**	R 809.891724 ENC 2001 Encyclopedia of post-colonial studies
Reference (Chinese)	**R**	2/F.,Chinese Reference	**LIB USE ONLY**	R 660.4 412 中國縣情大全 ： 東北卷

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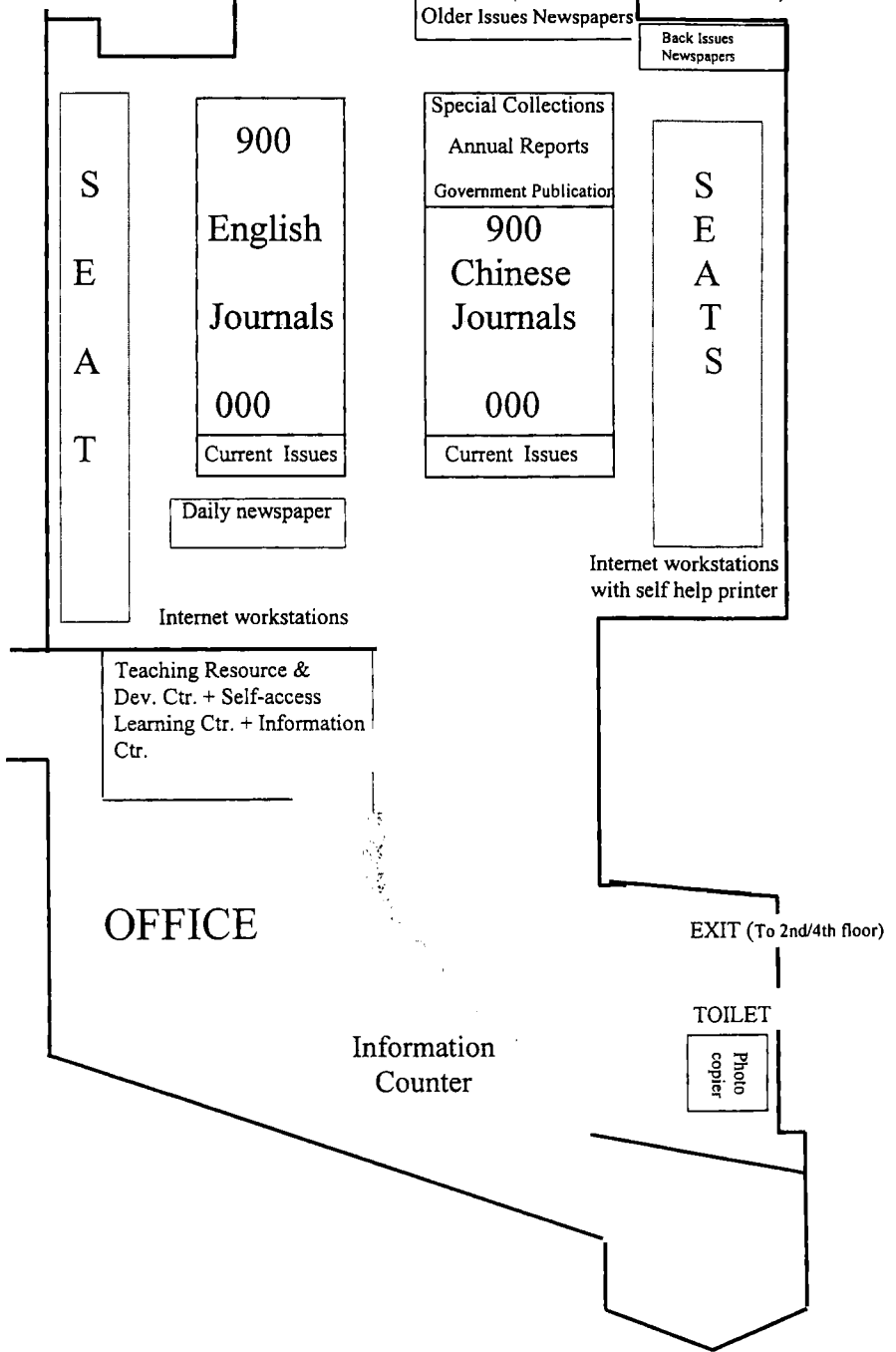| Materials	OPAC	Location	Checkout	Example
↓ day loan (English)		4/F.,English Books 2/F.,Chinese Books	Yes	337 APP 3 DAYS LOAN International economics : trade theory and policy
↓ day loan (Chinese)			Yes	121.261 1307 3 DAYS LOAN 孟子譯注
Closed stacks books (English)		5/F.,English Closed Stacks	Yes	131.3464 JUN/TWO ASK LIBRARIAN Two essays on analytical ..
Closed stacks books Chinese)		5/F.,Chinese Closed Stacks	Yes	625.501 1111 ASK LIBARIAN 遼史
Closed stacks references (English)	R	5/F.,English Closed Stacks	LIB USE ONLY	R 335.403 DIC ASK LIBRARIAN Dictionary of Marxist ...
Closed stacks References (Chinese)	R	5/F.,Chinese Closed Stacks	LIB USE ONLY	R 304 914 ASK LIBRARIAN 英漢現代科學技術詞彙
Reserve Collection (1 hr. loan)		2/F.,Counter Reserve Collection	LIB USE ONLY/ ONE HOUR LOAN	791.4395125 TEO ASK LIBRARIAN Hong Kong cinema : the extra dimension SOC CHAN C30 ASK LIBRARIAN 中國的孝敬與印度 ...
Special Collection (annual reports) (C.2 materials and those published in or before 1985 is placed on the 6/F)	HK.XX X	3/F.,Special Collection	LIB USE ONLY (open stacks)	328.5125 LEG(C) 1996-97 HK.LC 立法局 1996 至 97 年度 年報
		6/F.,Special Material (Request)	LIB USE ONLY (closed)	328.5125 LEG(C) 1996-97 HK.LC .c.2 立法局 1996 至 97 年度 年報
Special Collection (research reports)	.XXX	3/F.,Counter Research Report	LIB USE ONLY (closed stacks) /	306.736 HUN .CHK ASK LIBRARIAN 婚外情問題熱線統計. ...
		6/F.,Special Material (Request)	ONE HOUR LOAN	380.1 KEO .CUHK ASK LIBRARIAN Launching a new American chocolate candy in Hong Kong ...

Materials	OPAC	Location	Checkout	Example
ACCA items		4/F., ACCA Items	**Yes**	658.15076 ACCA/AFL 2002 Revision 3.7(3) ACCA revision series. Part 3, paper 3.7, Strategic Financial Management
CD-ROMs (with floppy disks)	**AVC**	3/F., AVD CD/CDROM (counter request)	**Yes**	AVC 307.105 HKRC ASK LIBRARIAN Regional Council Annual Report ...
DVDs	**AVD**	3/F., DVD, AVD (counter request)	**Yes**	AVD 791.43 PRI 2004 ASK LIBRARIAN Pride & prejudice
Audiocassettes	**AVS**	3/F., Sound Recording (counter request)	**Yes**	AVS 121.8 SI ASK LIBRARIAN 思入風雲
Videocassettes	**AVV**	3/F., Videocassette (counter request)	**Yes**	AVV 658.406 DEA ASK LIBRARIAN Dealing with crisis and ...
CD-ROM (with floppy disks)	**AVC(C)**	2/F., Counter CD/CDROM ... (counter request)	**Yes**	AVC(C) 658.4038 TIM 05563 ASK LIBRARIAN The knowledge management toolkit ...
DVDs	**AVD(C)**	2/F.,Counter DVD (counter request)	**Yes**	
Audiocassettes	**AVS(C)**	2/F.,Counter Sound Recording (counter request)	**Yes**	
Videocassettes	**AVV(C)**	2/F.,Counter Videocassette	**Yes**	
Audio-visual	**MC**	3/F.,Multi-media Centre	**LIB USE ONLY**	495.68 RI 日語入門：日語通自修課本
Own Books	**S**	2nd floor (Counter Request)	**LIB USE ONLY**	S282 708 山海經地理今釋

Materials	OPAC	Location	Checkout	Example
Teaching references		3/F, Teaching Reference	**TEACHERS USE ONLY**	802.58025 816 2005 漢語普通話語音教學示意圖書館
References (Chinese)	R	2/F , Special Chinese Reference	**LIB USE ONLY**	R 309.82 610 1996
References		History Teaching Support and Research Centre	**NOT CIRCULATE**	
Kit sets	**AVK**	3/F, Multi-media Centre	**LIB USE ONLY**	HK.LC 328.5125 LEG c.2 當生命遇上生命教材套
Local TV Programme	**LTV**	3/F., Multi-Media Centre	**LIB USE ONLY**	LTV 306.095125 WEN 2006/03/05-19 ASK LIBRARIAN 瑞士及佛山剪報聯展

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P O D I U M

Threa dsewn

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Books

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Chinese Collection

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Reference Books

S E A T S

Masa media & Journalism Books

541.83.557.68-78

890-899

Internet Workstations

copier

Large Size Books

New books

Students Lockers

LIFT

OUT →

IN ↓

EXIT (To 3rd & 4th floor)

ENTRANCE

CIRCULATION

COUNTER

Notice Board

TOILETS

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

			Older Issues Newspapers		
				Back Issues Newspapers	

S
E
A
T

900

English

Journals

000

Current Issues

Daily newspaper

Special Collections

Annual Reports

Government Publication

900

Chinese

Journals

000

Current Issues

S
E
A
T
S

Internet workstations

Internet workstations
with self help printer

Teaching Resource &
Dev. Ctr. + Self-access
Learning Ctr. + Information
Ctr.

OFFICE

EXIT (To 2nd/4th floor)

TOILET

Photo copier

Information
Counter

973

999

SEATS

SEATS

000

020

Largesize Books

ACCA

ER

Information Counter

ER*

copier

REFERENCE

SEATS

Exit to 2nd /3rd floors

TOILET

Encyclopedia/Dictionaries

New books

English References

English Bound Serials

Eng. Coll.

LAW LIBRARY

Chinese Bound Serials

SEATS

LD

Chinese Collection

Codes: ER=Electronic Databases
LD=Law dissertation of Beijing University

Procedures to create your PIN number, renew your borrowed items, reserve any borrowed items and access online database subscribed by the Library.

To renew your items, reserve any borrowed items or access online database at home, you need to type your name, barcode and PIN for authentication. The PIN is a password that you can create and amend directly.

A. Preparation: (For first-time user to create one's own PIN)

1. Type www.hksyc.edu.hk/lib to the library's homepage and click "Quick links > Online renewal"

2. Type your name and barcode as shown on your staff card or student card (both will be shown on the front and the backside of your card). Please OMIT the PIN, and press the button "submit"

3. A new page will be shown and please type your PIN twice on the area "Enter your PIN" and "Enter your PIN again" It is better to create your PIN number with at least 8 characters in order to protect securely.

4. Please press the button "submit" to finish the procedures of creating your PIN number.

B. Renew your items: (After you have created your own PIN)

1. Go to the library's homepage, move the cursor to the position "Quick links" and click "Online renewal"

2. Type your name, barcode, and your PIN that is created previously, then press "submit" on the left hand side, you will see "My circulation records -- login". You can modify your PIN or E-mail address.

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3. Select the items you need to renew or press the button "Renew all" to get all your items renewed. Press "Logout" to leave when you have renewed your items.

4. Please remember that overdue items cannot be renewed online.

C. Reserve your item: (Chinese and English monographs ONLY)

1. Go to the library's homepage or the library's online catalog (lib.hksyc.edu.hk) to browse an item.

2. If you see the "status" column has a date displayed, you can reserve the item. Please press the "Reserve" button on the upper left hand side

3. Type your name, barcode, and your PIN that has been created, then press "submit"

4. Mark the item you will request and press the button "Request selected item"

5. A new page "Your request is successful" will be displayed and 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.

D. Access online databases at home

1. Go to the library's homepage and click the hyperlink "Online Databases". Then select the database you want to search by title or by subject.

2. You can see the details of the selected online database with description. Please remind that you can only use the online database on 3/F in the Library ONLY if the word "restricted" is displayed. Otherwise you can use the database at home if the phrase "online access" is displayed.

3. Type your name, barcode number and PIN number to authenticate your identity after clicking "Online Access" hyperlink.

4. You have to install electronic readers like Adobe Acrobat Reader or Ebrary reader to see the digitized materials from some kind of specific database such as "China Academic Journals full-text database", "Ebrary". Please make sure that you have installed such readers before using those online databases.

（中譯本）

在家進行網上續借手續, 預約圖書館館藏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 PIN 碼以便核實身份. PIN 碼可自由設定或自由更改.

A. 首次設定個人 PIN 碼

1.開啟瀏覽器輸入 www.hksyc.edu.hk/lib 到本館網頁. 然後到右上方 "Quick links" 位置, 選擇 "Online renewal".

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 PIN 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 PIN 碼.

4.按 "Submit", 完成整個設定個人 PIN 碼程序.

B. 網上續借手續 (已設定個人 PIN 碼)

1.開啟瀏覽器到本館網頁, 移動鼠標到右上方 "Quick links" 位置, 然後選擇 "Online renewal"

2.在新畫面輸入英文姓名(name), 證件條碼號(barcode)及個人 PIN 碼(PIN),

然後按 "submit", 之後會看到 "My circulation records -- login" 字樣.
在此畫面, 讀者可以更改自己的 PIN 碼或電郵地址.

3. 在需要續借的圖書旁邊的小方格打勾, 再按 "Renew selected" 按鈕; 如
需續借所有借出書籍, 請按 "Renew all" 完成續借手續後請按 "Logout" 離
開.

4. 請留意所有過期歸還圖書不能在網上進行續借.

C. 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 (lib.hksyc.edu.hk) 檢索圖書.

2. 畫面會顯示圖書的作者書名出版資料等. 請留意 Status 一項, 如 Status
一欄有日期顯示, 則該書已被借走, 可以預約. 預約時請按畫面上 "Request"
按鈕.

3. 在新畫面輸入姓名, 條碼號及個人 PIN 碼, 然後按 "Submit" 按鈕.

4. 選定圖書, 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. 請提供有效電子郵件地址, 以便館方通知到館提取預約書籍.

D. 在家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(title)或學科(subject)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 "restricted"
字樣, 該網上資料庫只限於圖書館範圍使用. 反之如顯示 "online access" 字
樣時, 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. 點擊 "online access" 後, 請輸入姓名, 條碼號及個人 PIN 碼以便通過核

實.

4.部份網上資料庫如中國期刊網或 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器.

<center>圖書館規則及服務（中文摘要）</center>

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	30 冊	30 天	2 次（３０天）
學生	20 冊	14 天	2 次（１４天）

3. 逾期罰款: 普通書籍逾期罰款每冊每日 1.5 圓. "短暫借閱"資料限借一小時, 逾期未辦續借手續者, 每小時罰款 2 圓.

4. 所有參考書, 期刊限在館內使用, 不可借出.

5. 借閱書籍不得閱點, 塗點, 撕毀, 否則按損壞程度賠償. 如發現有損壞書籍, 應即時告知本館工作人員.

6. 本館已安裝書籍防盜探測器, 請讀者務必自重, 辦妥借書手續方可將書籍攜出館外, 以免觸動警報器, 有失體面.

7. 學生畢業或退學, 休學, 請將所借書籍繳還.

8. 如有損壞, 遺失書籍須按時價賠償, 另加手續費 30 圓. 絕版書另行處理.

三. 借用儲物櫃規則:

1. 可用本人有效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(二樓及四樓影印機附打印功能)一部, 影印或打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 或 HK$40

3. 首次購買儲值咭收費 40 圓或 60 圓 (20 圓或 40 圓 儲值+20 圓磁咭按金), 20 圓磁咭按金將在畢業或退學時退還.
   儲值用完後, 可繳回舊咭, 如無損壞, 另購新咭 (20 圓或 40 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, 按金沒收及責任自負.

6. 影印時發生故障, 請即時通知本館工作人員, 切勿自行處理, 否則須對後果自負.

五. 功課或網上資料打印服務

1. 讀者可使用本館於二至四樓已安裝 Microsoft Office 套裝軟件之電腦進行編輯或修改功課. 圖書館其他上網電腦亦安裝 Microsoft Word

Viewer, Microsoft Excel Viewer, Microsoft PowerPoint Viewer 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.　影印機適用之儲值咭亦適用於功課或網上資料打印之用.

**　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!