



Library Guide for Undergraduate Student

Library Membership

Library Card



Enter the Library

Borrow and return Library items

Check in Library rooms

Use All-In-One printers

Your student card is your Library card

My Library Account

- Renew loan items
- View loan records
- Check or cancel book requests
- Check Library fines
- Review your reading history

Sign in

xxxxxxx@hsu.edu.hk

[Can't access your account?](#)

Next

Please sign in with your Microsoft Office 365 system's username (username@hsu.edu.hk) and password.

If you are still unable to log in, please contact ITSC.

[Sign-in options](#)

Log in with your Microsoft Office 365 account username and password

Library Hours

Opening Hours during Term Time

	G/F	1/F	2/F
Mon - Fri	8:30 am - 7:00 pm	8:30 am - 9:00 pm	10:00 am - 7:00 pm
Sat	9:00 am - 5:00 pm	9:00 am - 5:00 pm	Closed

Please refer to the [Library website](#) for the most updated opening hours.

24 Hours Opening

Stella Fung Siu Wan Space for All on the G/F is open overnight for late-night study. Please check the [Library website](#) for details.

Borrowing and Return

◆ Loan Quotas and Fines

You can borrow a maximum of 30 items (including Course Reserve / Special Collections) at a time.

Categories	Loan Period	Maximum Loan Period	Fine (HK\$)	Maximum Fine (HK\$)	Hold
Circulation Collection	28 days	84 days	\$1 / opening day	\$100 / item	10 items
Multimedia Collection	3 days	9 days	\$2 / opening day		
Serials Collection (Back Issue)	3 days				
Course Reserve Collection	2 hours	N/A	\$2 / opening hour		
Special Collections	2 hours (Library Use Only)				

Digital Equipment Type	Loan Quota	Loan Period
iPad / MacBook	Either 1 Only	Same day loan
3D Scanner	1	
Camera / Camcorder / Insta360		2 days loan

Please read and fill out the [Library Equipment Loaning Agreement](#) before checking out the devices.

◆ Borrow and Return

Borrowing and return can be done via Self-check Machines or Service Counters.

When the Library is closed, Library items (except Course Reserve Collection and Multimedia Collection) can be returned to Book Drop outside G/F of the Library.



◆ Searching and Locating Materials

● Search Resources

[OneSearch](#) is a one-stop search tool that helps you quickly find the resources you want. You can use it to search for both print and e-resources: books, e-books, journal articles, multimedia materials, newspapers, and other digital objects.



● [Books and Items On-site](#)

- 2/F
- Collection in Institute for Chinese Language and Culture
 - Collection in English Language Centre

- 1/F
- Circulation Collections
 - CFA & CPA Collections
 - Serial Collection
 - Multimedia Collection
 - Reference Collection
 - New Book Display
 - [Good Read Corner](#)

- G/F
- Special Collections
 - [Course Reserve Collection](#)

- The Library uses the Library of Congress (LC) Classification Scheme to arrange all materials. Every item is assigned a call number.

Below is an outline of selected main subject divisions.

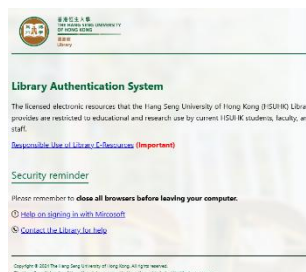
- B - Philosophy. Psychology. Religion
- D - History: General, Europe, Asia, Africa, Oceania
- G - Geography, Tourism, Anthropology, Recreation
- H - Economics, Management, Accounting, Marketing, Finance, Sociology
- J - Political Science, Public Administration
- K - Law
- L - Education
- N - Fine Arts, Architecture, Design
- P - Language and Literature
- Q - Science, Mathematics, Computer Science
- T - Technology, Engineering, Computer Networks
- Z - Bibliography. Library Science. Information Resources (General)

● e-Resources and Remote Access

More than 90% of the Library's resources are available in electronic format. You can access them anytime, anywhere by logging in with your HSUHK username and password.

You can explore the Library's e-resources through [Databases A-Z](#), which provides access to a wide range of academic databases, e-journals, e-books, newspapers, and other online resources.

For research and citation searching, [Scopus](#) and [Web of Science](#) are core research databases that support literature review, citation tracking, and academic research.



● AI Research Tools

The Library also provides access to selected AI Research Tools, including [Keenious](#), [Scite](#), and [Web of Science Research Assistant](#). For details, please refer to the Library's Topic Guide on Generative AI for Learning and Research.

When using e-resources, please observe the [Responsible Use of Library e-Resources](#) policy.

● Recommendation for Library Materials

Suggestions for purchasing Library materials are always welcome. Library users may send your request by filling in [online Library Materials Recommendation Form](#) on the Library webpage.

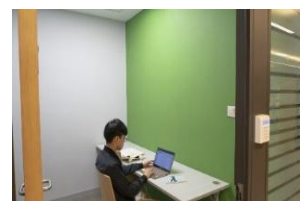
◆ Access Resources at Other University Libraries

You can [request a library card](#) to access HKU Libraries (for final year students only), CUHK Library, HKSYU Library, HKBU Library, EdUHK Library, HKAPA Library, SFU Library, TWC Library, and use physical and electronic resources on-site.

Space and Facilities

◆ Individual Study Space

[Self Study Rooms](#) and a [Barrier-free Self Study Room](#) are available for private study. Each room can be reserved once per day for a two-hour session.



◆ Collaborative Space

[Group Discussion Rooms](#) and a [Postgraduate Study Room](#) are available for your collaborative learning. Each room can be reserved once per day for a two-hour session.

◆ Study Cube

[Study Cube](#) is a soundproof booth that offers a quiet and private study area, ideal for online interviews and classes. Different types of Study Cubes are available, with capacities for 1 person and for 2 to 4 people. Each room can be reserved once per day for a two-hour session.



◆ Computer Workstations

All iMacs are installed with the Apple Pro Apps Bundle for Education, while some have Adobe Creative Cloud, which includes Acrobat, Illustrator, Photoshop, Premiere Pro, and more. Computers are available on every floor of the Library, with some workstations equipped with frequently used software like Microsoft Office and SPSS. iMacs are also available for graphic design and video editing.



◆ Photocopying and Scanning

All-In-One printers are available on every floor of the Library. You can print, copy, and scan document with your student card.

◆ Digital Equipment Loan Services/Self Service Locker

You can borrow Digital Equipment including iPads, MacBooks, cameras, camcorders, Insta360 and 3D Scanner at the Library G/F service counter.

You can also reserve books online and pick them up anytime from the self-service locker on the 2/F of S H Ho Academic Building, even at night, on weekends, or public holidays.



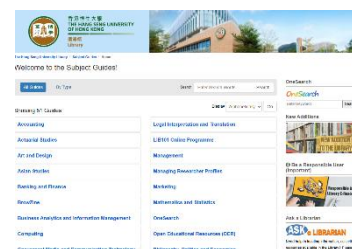
◆ Media Creative Space

Located on 2/F of the Library, the Media Creative Space contains a space for media production. Besides, students are welcome to borrow equipment for media production at the Service Counter on 2/F of the Library.

Learning Support Services

◆ Subject Guides

[Subject Guides](#) are good starting points for your study. They contain recommended resources and provide tips on searching related to specific subjects and topics, such as Generative AI for Learning and Research.



◆ Information Skills Workshops

The Library organises a series of [workshops](#) to help students to sharpen their information skills. Topics include finding resources of different subject areas, using citation management tools, making a professional presentation, etc. Students can earn iGPS unit(s) upon completion of each workshop.

◆ Reference and Information Services

Library staff are pleased to offer help in using Library services and resources. You can [reserve a time slot](#) with Learning Support Librarians for an in-depth consultation session. The librarians can assist you in making use of specific electronic databases, locating relevant literature for your assignment, and evaluating resources for your project needs. Both individuals and small groups are welcome.



◆ University Archives

Established in 2024, the HSUHK Archives is dedicated to identifying, collecting, and preserving records of historical significance to the University. The Archives staff provides advice and collaborates with various units to collect archival materials. Personal donations of materials are welcomed, especially those related to campus life.

◆ Contact Us



G/F - 2/F, S H Ho Academic Building,
The Hang Seng University of Hong Kong



library.hsu.edu.hk



[@hsuhklib](https://www.instagram.com/hsuhklib)



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LiveChat a Librarian