



## 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 current loan items
- View past loan records
- Place 'hold' on items borrowed by other users
- Check Library fines

**My Library Account**

Login:

Password:  [Change Password](#)

[How do I Login My Library Account?](#)

Default Password:  
First 4 digits of HKID / Passport ID / Mainland ID  
(alphabet included) + Last 3 digits of Student ID  
HKID: A123XXX(Y)  
Student ID: sXXX789  
Default password: a123789

## 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 <a href="#">Library website</a> for the most updated opening hours.			

### ◆ 24 Hours Opening

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

# Borrowing and Return

## ◆ Loan Quotas and Fines

You can borrow a maximum of 30 items (including 5 Course Reserve / Special Collections) at a time.

Categories	Loan Period	Renewal	Fine (HK\$)	Maximum Fine (HK\$)
Circulation Collection	28 days	2 times	\$1 / opening day	\$100 / item
Multimedia Collection	3 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)			

## ◆ 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

[SearchPlus](#) 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 and other digital objects.



### Books and Items On-site

- 2/F**
- Multimedia Collection
  - Lifestyle Corner
  - Collections in Institute for Chinese Language and Culture
  - Collections in English Language Centre

- 1/F**
- Circulation Collection
  - Serials Collection
  - CFA & CPA Collections
  - Good Read Corner

- G/F**
- Course Reserve Collection
  - Reference Collection
  - Special Collections
  - New Book Display

- 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. Anthropology. Recreation  
H - Social Sciences  
J - Political Science  
K - Law  
L - Education  
N - Fine Arts  
P - Language and Literature  
Q - Science  
T - Technology  
Z - Bibliography. Library Science. Information Resources (General)

## e-Resources and Remote Access

More than 90% of resources are in electronic format. Logging in with your Windows username and password, you can access them anytime anywhere. Please note items under [Responsible Use of Library E-Resources](#).



## ◆ Access Resources at Other University Libraries

You can [request a library card](#) to access HKU Libraries, CUHK Library, HKSYU Library, HKBU Library, and use both physical and electronic resources on-site.

## Space and Facilities

### ◆ Study Space

8 [Study Carrels](#) are available for private study. You can book 1 time slot of 2 hours within a day.



### ◆ Collaborative Space

10 [Group Discussion Rooms](#) and 1 [Postgraduate Study Room](#) are available for your collaborative learning. You can book 2 hours within a day.



### ◆ Computer Workstations

Computers are available on every floor of the Library. Adobe Creative Cloud software is available for use at the workstations on the 2/F.



### ◆ 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.



# 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.



## ◆ LIB101 Information Skills Online Programme

The [online programme](#) helps students to acquire information skills and make use of quality resources and information tools. Students can earn iGPS unit / ECA hour upon completion of the modules.



## ◆ Information Skills Workshops

The Library organizes a series of [workshops](#) to help students to sharpen their information skills. Topics include: finding resources of different subject areas, using citation management tool, making a professional presentation, etc. Students can earn iGPS unit / ECA hour upon completion of each of the workshops.



## ◆ Reference and Information Services

Professional Librarians are available at the Reference Desk on the G/F of the Library (2:30 - 7:00 pm on weekdays and 2:30 - 5:00 pm on Saturday during term time). We are pleased to offer quick help in using Library services and resources.

You can also [make an appointment](#) with Learning Support Librarians for an in-depth consultation session. The librarians can assist you in making use of specific electronic databases, locating useful literature, and evaluating resources for your project needs. Both individuals and small groups are welcome.



## ◆ Contact Us



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



(852) 3963-5310



[library.hsu.edu.hk](http://library.hsu.edu.hk)



[library@hsu.edu.hk](mailto:library@hsu.edu.hk)



@hsuhklib



Live-chat-a-Librarian