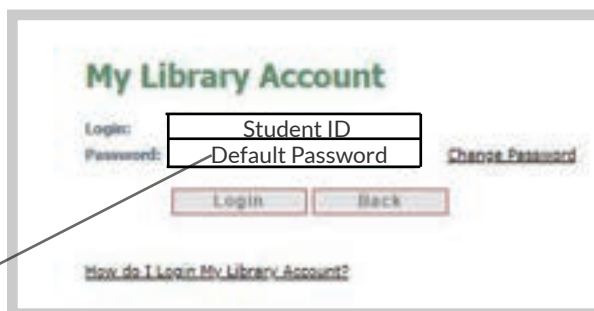# Library Membership

◆ 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
- Place 'hold' on items borrowed by other users
- Check Library fines

My Library Account

Login: Student ID
Password: Default Password   Change Password

Login   Back

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 the Library website 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 the Library website for details.

Borrowing and Return

◆ Loan Quotas and Fines

You can borrow a maximum of 50 items (including Course Reserve / Special Collections) at a time.

Categories	Loan Period	Renewal	Fine (HK$)	Maximum Fine (HK$)
Circulation Collection	60 days	2 times	$1 / opening day	$100 / item
Multimedia Collection	3 days	2 times	$2 / opening day	$100 / item
Serials Collection (Back Issue)	3 days	2 times	$2 / opening day	$100 / item
Course Reserve Collection	2 hours	N/A	$2 / opening hour	$100 / item
Special Collections	2 hours (Library use only)	N/A	$2 / opening hour	$100 / item

◆ 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.
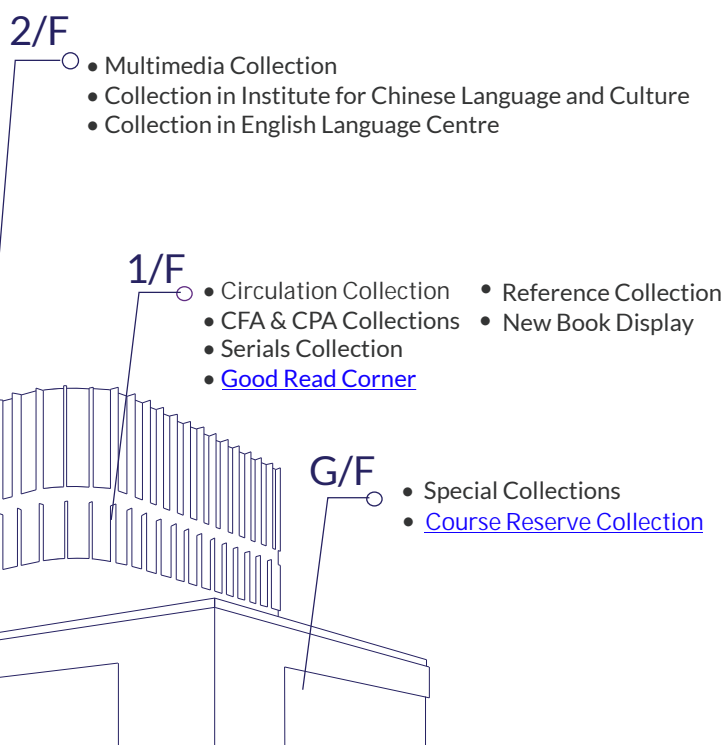
◆ Searching and Locating Materials

● 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
- Collection in Institute for Chinese Language and Culture
- Collection in English Language Centre

1/F
- Circulation Collection
- CFA & CPA Collections
- Serials Collection
- Good Read Corner
- Reference Collection
- New Book Display

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. 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, you can access them anytime anywhere by logging in with your Windows username and password. Please note items under Responsible Use of Library e-Resources.

Programme	Examples of subject related databases
Master of Arts in Global English Literary and Cultural Studies (MA-GELCS)	• Gale Literature: LitFinder • MLA International Bibliography (via EBSCO) • SAGE Knowledge
Master of Arts in Strategic Communication (MA-SC)	• Communication Source (via EBSCO) • SAGE Knowledge • Taylor & Francis Online
Master of Arts in Translation (Business and Legal) (MA-TBL)	• Cambridge Core • JSTOR • Nexis Uni
Master of Arts in Translation (Computer-Aided Translation) (MA-TCAT)	• EBSCOhost eBook Collection • JSTOR • Linguistics & Language Behavior Abstracts (via ProQuest)
Master of Business Management (MBM)	• Business Insights: Global (via GALE) • Business Source Ultimate (via EBSCO) • International Business Online (via Alexander Street)
Master of Science in Data Science and Artificial Intelligence (MSC-DSAI)	• ACM Digital Library • Skillport • Statista
Master of Science in Entrepreneurial Management (MSC-EM)	• Business Education in Video (via Alexander Street) • Entrepreneurial Studies Source (via EBSCO) • Business Insights: Global (via GALE)
Master of Science in Global Supply Chain Management (MSC-GSCM)	• Business Source Ultimate (via EBSCO) • International Business Online (via Alexander Street) • ScienceDirect (via Elsevier)
Executive Master of Science in Insurance (EMSC-INS)	• Business Source Ultimate (via EBSCO) • Skillport • Statista

◆ **Document Delivery Service**

The Document Delivery Service enables you to get resources beyond the Library collections. Journal articles, book chapters, and conference proceeding papers can be requested.

◆ **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 Self Study Rooms are available for private study. Each room can be reserved for once per day for a two-hour session.
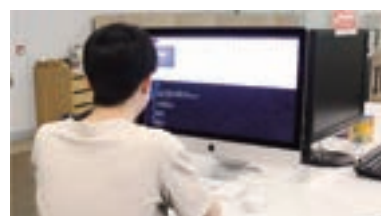
◆ **Collaborative Space**

10 Group Discussion Rooms and 1 Postgraduate Study Room are available for your collaborative learning. Each room can be reserved one per day for a two-hour session.

◆ **Computer Workstations**

Computers are available on every floor of the Library. Adobe Creative Cloud software is available on the iMac stations:

- at Media Creative Space (2/F of the Library)
- next to 1/F Service Counter
- opposite to G/F Service Counter

◆ **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.

◆**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 tool, making a professional presentation, etc.

◆ **Reference and Information Services**

Professional Librarians are available at the Reference Desk on G/F of the Library. We 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.

◆ **Contact Us**

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

(852) 3963-5310

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Live-chat-a-Librarian