圖書館
LIBRARY
香港恒生大學
THE HANG SENG UNIVERSITY
OF HONG KONG

Library Guide for Staff

Library Membership

◆ Library Card

Staff Card
Name
CHAN Tai Man
陳大雯
Staff ID
H012345

- Enter the Library
- Borrow and return Library items
- Check in Library rooms
- Use All-In-One printers

Your staff card is your Library card

◆ My Library Account

- Renew loan items
- View loan records
- Request items borrowed by other users
- Check Library fines

香港恒生大學
THE HANG SENG UNIVERSITY
OF HONG KONG

Sign in with your organizational account

xxxxxxxxx@hsu.edu.hk

Password

Sign in

Type your Windows Domain Password, and then select Sign in.

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@HSUHK Library on the G/F is open overnight for late-night study. Please check the Library website for details.

Borrowing and Returns

◆ Loan Quotas and Fines

Patron Type			Loan Quota	
Academic Staff			100 items	
Administrative & Academic Support Staff			30 items	
Categories	**Loan Period**	**Maximum Load Period**	**Fine (HK$)**	**Maximum Fine (HK$)**
Circulation Collection	150 days [1] / 28 days [2]	450 days [1] / 84 days [2]	$1 / opening day	$100 / item
Multimedia Collection	3 days	9 days (all staff)	$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)			

Notes:
[1] Loan period and Maximum Loan Period for Academic Staff are 150 and 450 days respectively.
[2] Loan period and Maximum Loan Period for Administrative & Academic Staff are 28 and 84 days respectively.

◆ 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, and other digital objects.

2/F
● **Books and Items On-site**
- Multimedia Collection
- Collection in Institute for Chinese Language and Culture
- Collection in English Language Centre

1/F
- Circulation Collections
- CFA & CPA Collections
- Serial 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. Logging in with your HSUHK username and password, you can access them anytime anywhere. Please note items under Responsible Use of Library e-Resources.

● Course Reserve

Recommended course-related materials including physical and electronic books, as well as journal articles, are available for students. Printed materials can be borrowed for 2 hours at the Service Counter on the G/F. Academic staff can request to add or remove items from the collection.

◆ Recommendation for Library Materials

Suggestions for purchasing Library materials are always welcome. Academic staff may send your request by:

- Filling in online Library Materials Recommendation Form on the Library webpage
- Emailing course reading lists to the Library
- Submitting titles during the Library Materials Bulk Recommendation Exercise

◆ 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, EdUHK Library, HKAPA Library and use physical and electronic resources on-site.

Space and Facilities

◆ Study Space

7 Self Study Rooms and a Barrier-Free Self Study Room are available for private study.

◆ Collaborative Space

Equipped with interactive whiteboards and movable furniture, Stella Fung Siu Wan Space for All@HSUHK Library on the G/F is a conducive place for learning and teaching. Faculty members can use it for various teaching activities.

◆ 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 staff card.

Learning Support Services

◆ **Subject Guides**

The Library prepared Subject Guides as pathfinders to assist students in their information search process on different subject areas. Faculty members are most welcome to send us suggestions and recommended contents to be included in the guides.

◆ **LIB101 Online Programme**

The online programme helps students to acquire information skills and make use of quality resources and information tools. It contains online activities and learning objects that could be embedded in teaching materials.

◆ **Tailor-made Information Skills Workshops for Students**

Faculty members are most welcome to contact our Learning Support Librarians to develop tailor-made workshops for students of different programmes.

◆ **Citation Management Tool - RefWorks**

The online tool RefWorks can help you to manage citations gathered from various information sources. You can use it to generate in-text citations and a reference list with just a few clicks.

◆ **Reference and Information Services**

Professional Librarians are pleased to offer help in using Library services and resources. You can contact a duty librarian through different means.

You can also make an appointment with Learning Support Librarians to discuss how we can assist you to equip students with information skills.
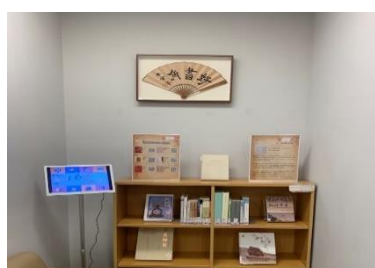
◆ **Subject Librarian Services**

A service for faculty members to work with Learning Support Librarians to provide students a key resource person to help them discover, navigate resources, and build research skills.

◆ **Library Activities & Collaboration**

The Library would be glad to work with faculty members to organize cultural and academic events in the Library.

Good Read Corner   Reading Club   Book Talk   Exhibition