



## 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
- Request items borrowed by other users
- Check Library fines

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 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\$)
Circulation Collection	28 days	84 days	\$1 / opening day	\$100 / item
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)			

## ◆ 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.



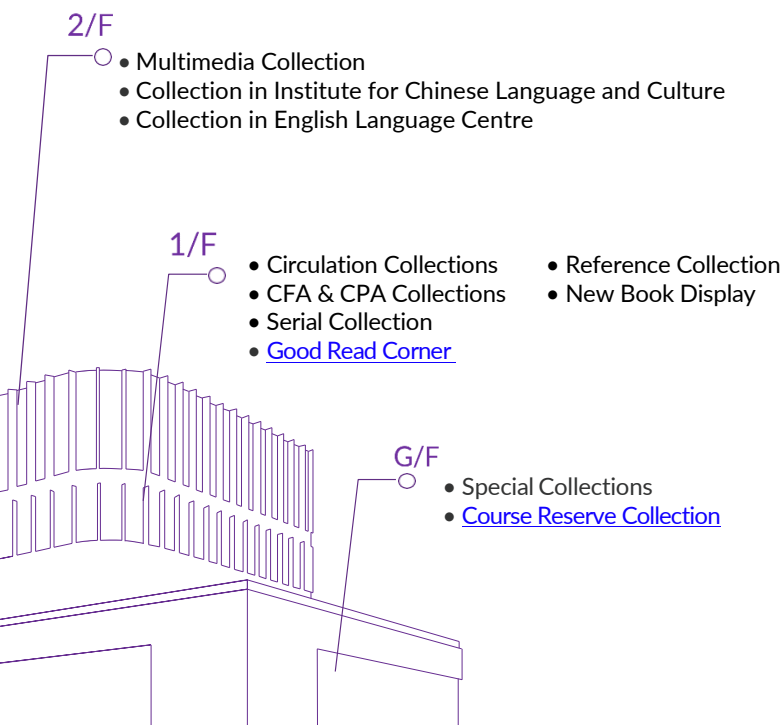
## ◆ Searching and Locating Materials

### ● 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.



### ● Books and Items On-site

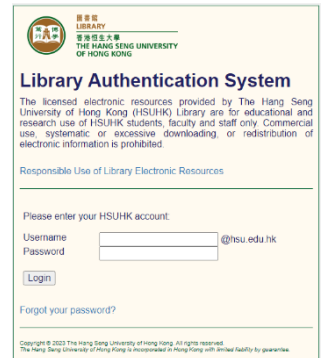


• The Library uses the Library of Congress (LC) Classification Scheme to arrange all materials. Every item is assigned a call number. Below is an outline of selected main subject divisions.

- 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](#).



The screenshot shows the 'Library Authentication System' login page. At the top, it features the logo of The Hang Seng University of Hong Kong (HSUHK) and the text 'LIBRARY THE HANG SENG UNIVERSITY OF HONG KONG'. Below this is the title 'Library Authentication System' and a disclaimer: 'The licensed electronic resources provided by The Hang Seng University of Hong Kong (HSUHK) Library are for educational and research use of HSUHK students, faculty and staff only. Commercial use, systematic or excessive downloading, or redistribution of electronic information is prohibited.' There is a section for 'Responsible Use of Library Electronic Resources' and a prompt to 'Please enter your HSUHK account.' The login form includes fields for 'Username' (with a placeholder '@hsu.edu.hk') and 'Password', and a 'Login' button. A link for 'Forgot your password?' is also present. At the bottom, there is a copyright notice: 'Copyright © 2023 The Hang Seng University of Hong Kong. All rights reserved. The Hang Seng University of Hong Kong is incorporated in Hong Kong with limited liability by guarantee.'

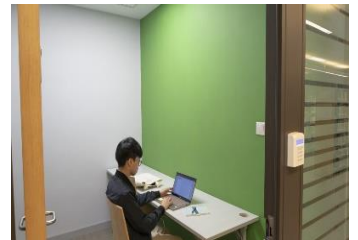
## ◆ Access Resources at Other University Libraries

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 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. Each room can be reserved once per day for a two-hour session.



### ◆ Collaborative Space

10 [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.



### ◆ 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.



### ◆ Media Creative Space

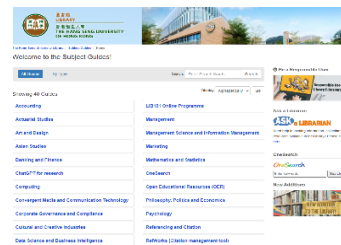
Located on 2/F of the Library, the Media Creative Space contains a space for media production and a video editing area. Besides, students are welcome to borrow equipment for media production at the Service Counter on 2/F of the Library.



# 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.



## ◆ LIB101 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. Students can earn iGPS unit(s) upon completion of each workshops.



## ◆ 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

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

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

 @hsuhklib

 LiveChat a Librarian