圖書館
LIBRARY

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

Library Guide for Postgraduate 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

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 Load Period	Fine (HK$)	Maximum Fine (HK$)	Hold
Circulation Collection	60 days	180 days	$1 / opening day		
Multimedia Collection	3 days	9 days	$2 / opening day	$100 / item	10 items
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.
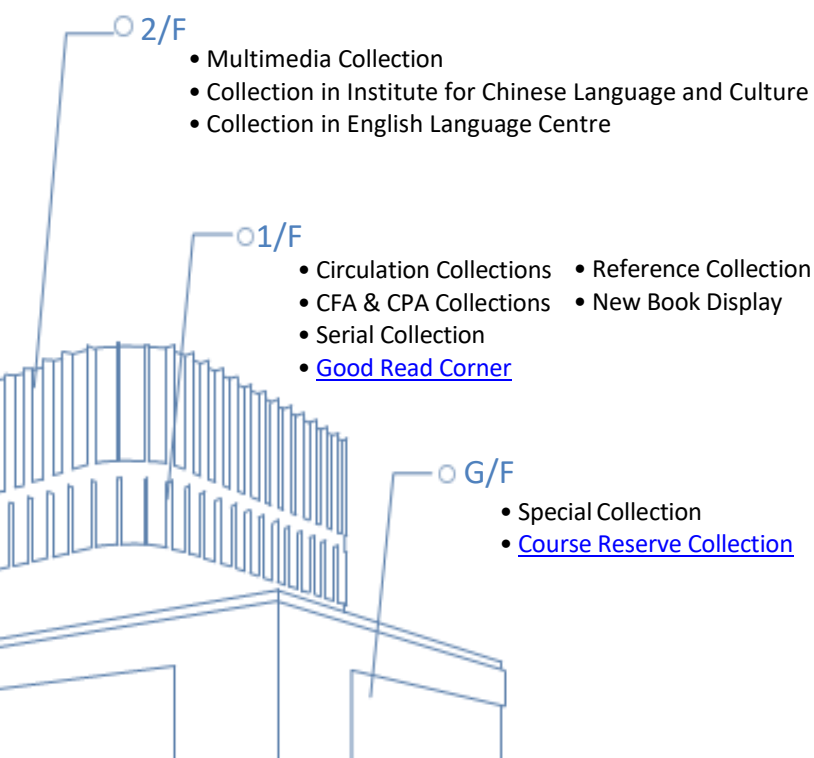
◆ Searching and Locating Materials

● 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, newspaper, 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 Collections
- CFA & CPA Collections
- Serial Collection
- Good Read Corner
- Reference Collection
- New Book Display

○ G/F
- Special Collection
- 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 resources are in electronic format, you can access them anytime anywhere by logging in with your HSUHK username and password. Please note Responsible Use of Library e-Resources when using e-resources.

Programme	Examples of subject related databases
Master of Arts in Global English Literary and Cultural Studies (MA-GELCS) / Master of Arts in English Language Teaching and Assessment (MA-ELTA)	• Cambridge Companions to Literature and Classics • English-Corpora.org • Linguistics & Language Behavior Abstracts (via ProQuest)
Master of Arts in Strategic Communication (MA-SC) / Master of Arts in Digital Media for Online Communication (MA-DMOC)	• Communication Source (via EBSCO) • Factiva • PressReader
Master of Arts in Translation (Business and Legal) (MA-TBL) / Master of Arts in Translation (Computer-Aided Translation) (MA-TCAT)	• Handbook of Translation Studies Online (via John Benjamins) • Linguistics & Language Behavior Abstracts (via ProQuest) • Translation Studies Bibliography (via John Benjamins)
Master of Business Management (MBM) Master of Science in Entrepreneurial Management (MSc-EM)	• Business Source Ultimate (via EBSCO) • CSMAR Database • Entrepreneurial Studies Source (via EBSCO)
Master of Science in Data Science and Artificial Intelligence (MSc-DSAI)	• ACM Digital Library • IEEE Xplore Digital Library • O'Reily for Higher Education
Master of Science in Global Supply Chain Management (MSc-GSCM) / Master of Science in Digital Innovation and Technology Management (MSc-DITM)	• Business Source Ultimate (via EBSCO) • International Business Online (via Alexander Street) • ScienceDirect (via Elsevier)
Master of Science in Insurance (MSc-INS) / Master of Science in Risk Analytics (MSc-RA)	• Business Source Ultimate (via EBSCO) • SAGE Business Cases • Statista
Master of Social Sciences in Public Policy and Risk Governance (MSocSc-PPRG)	• China and the Modern World (via GALE) • Mobilizing East Asia Online (via Brill) • Social Science Database (via ProQuest)
Master of Arts in Theatre Studies (MA-TS)	• Eighteenth Century Collections Online (via GALE) • Humanities Source Ultimate (via EBSCO) • Kanopy
Master of Arts in Chinese (MA-CHI)	• 中國學術輯刊全文數據庫 • 中華經典古籍庫 • 中文集刊 Chinamaxx Digital Libraries
Master of Arts in Cultural Heritage Management (MA-CHM)	• Art, Design and Architecture Collection (via ProQuest) • CultureGrams • 中國學術輯刊全文數據庫

◆ 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.

◆ Interlibrary Loan & Document Delivery Service

The Service enables you to get resources beyond the Library collections. Printed books, 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, SFU Library, TWC Library, and use physical and electronic resources on-site.

Space and Facilities

◆ Study Space

Self Study Rooms, a Barrier-free Self Study Room and Study Cubes are available for private study. Each room can be reserved for 2 time slots within one day.

◆ Collaborative Space

Group Discussion Rooms, a Postgraduate Study Room and a Study Cube for 2-4 people are available for your collaborative learning. Each room can be reserved once per day for a two-hour session (except Study Cube).

◆ Computer Workstations

Computers are available on every floor of the Library, with some workstations equipped with frequently used software like Microsoft Office and SPSS. 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.

◆ 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.

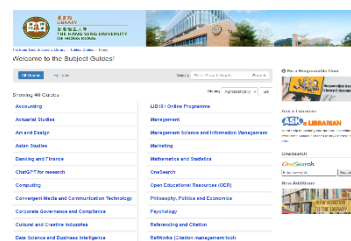## ◆ Digital Equipment Loan Services/Self Service Locker

You can borrow Digital Equipment including iPads, MacBooks, cameras, and camcorders 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.

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.

◆ 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

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.

◆ Contact Us

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

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LiveChat a Librarian