



Library Membership

Library Card



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
- 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.			

Opening Hours during Term Time

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 Returns

◆ Loan Quotas and Fines

Patron Type			Loan Quota	Hold
Academic Staff			100 items	10 items
Administrative & Academic Support Staff			30 items	
Categories	Loan Period	Maximum Loan 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, newspapers, 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 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. 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. Logging in with your HSUHK username and password, you can access them anytime anywhere. Please note [Responsible Use of Library e-Resources](#) when using 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. 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 Cube](#) are available for private study.

◆ Collaborative Space

Equipped with interactive whiteboards and movable furniture, [Stella Fung Siu Wan Space for All](#) 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, 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 staff 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 and Research 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.

◆ 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 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.



◆ HSUHK Scholars

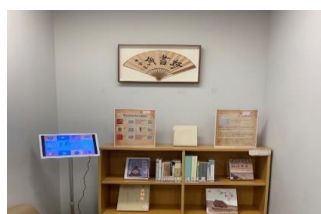
[HSUHK Scholars](#) is a platform to showcase and highlight HSUHK's research achievements. It features research profiles for academic staff, including professors and senior lecturers. Please refer to [HSUHK Scholars Guide](#) for detailed instructions on how to manage and update your own profile.

◆ Subject Librarian Services

A service for faculty members to work with Learning Support Librarians to provide students with 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

