

Quick Library Guide: **SCOPE**

Run Run Shaw Library, City University of Hong Kong

Library Homepage: <http://www.cityu.edu.hk/lib/>

Need help?

Phone: 3442-6415
Email: lbinfo@cityu.edu.hk
...or visit the **Reference Desk!**

Regular Library Opening Hours:

8:30 am - 11:00 pm daily

Regular Counter Service Hours:

Monday - Friday
8:30 am - 11:00 pm
Saturday
8:30 am - 7:00 pm
Sunday
12:00 noon - 6:00 pm

Check the Library website for changes to opening hours during examination periods, semester breaks and public holidays.

Additional Contact Numbers:

Circulation Counter
3442-8316
Law Reference Desk
3442-8395
IT Help Desk
3442-6963

Finding Library Materials

Use [Library Catalogue 2.0](#) (available on the library homepage) to do a quick, broad topic search.

Use the [Classic Library Catalogue](#) (Library Home > Classic Library Catalogue Search) for more specific searches and to search particular fields (such as title or author) or to conduct advanced searches.

Borrowing Procedures

Library materials can be checked out at the Circulation Counter using your **University Identity Card**. Alternatively, you can use the SelfCheck Units located at the Circulation Counter (for circulation books only).

Your Circulation Record

Via the Classic Library Catalogue, you may also **view your own loan record**, **renew book loans**, and **request books** that are currently on loan to others. You are required to enter your **PIN** (Personal Identification Number) when performing these requests.

Library PIN

First time users need to create their own **PINs** online at <http://lib.cityu.edu.hk/patroninfo> (just follow the 4 simple steps at the bottom of the Web page).

If you have forgotten your PIN (the message "Sorry, the information you submitted was invalid." appears if you have entered an incorrect one), **reset your PIN online**.

Library Databases and E-Resources

SCOPE students with a valid smart card issued by SCOPE may use most electronic resources within the Library or on campus, but can only access the **ProQuest Databases** from off campus. To see a list of Library databases by subject or source type, go to the Library Homepage, and choose **E- Resources > Databases > Subject/Source Type List**. In addition to CityU's resources, you can also use the Library resources provided by the awarding institution of your programme.

Online Library Guides

Most online Library instruction, including research guides and online tours developed for CityU students and staff, are also accessible by SCOPE students. View more details at <http://libguides.library.cityu.edu.hk/scope>.

BORROWING: Loan Quotas & Fines

Loan quota	10 items			
Loan period	Circulation books	Semi-closed (Reserve) / Closed Access Materials (maximum 3 items)		Media resources materials (maximum 1 item)
		30 days [#]	5 hours	1 day / overnight
Renewal*	2 times	-	-	-
Overdue fines	\$1/calendar day/item (1-10 days) \$2/calendar day/item (11-30 days) for recalled items: \$3/calendar day/item (1-10 days) \$4/calendar day/item (11-30 days)	\$2/hour/item (1-12 hours) \$4/hour/item (13-24 hours)	1 st day - \$24 2 nd day - \$48	\$5/calendar day/item
Book request quota	2 items	-	-	-

[#] The standard loan period will be shortened if someone else requests the item. You will be advised of a new due date by email.

* Recalled books cannot be renewed.

REMINDER: Taking Library materials out of the Library without following proper check out procedures is regarded as an offence and may be subject to disciplinary action.

Book Return

Return all CityU books to the **Circulation Counter** or the **bookdrops** near the Circulation Counter and the Library exit. Media resources, books of 5 hours/1 day loan and books with accompanying materials, such as discs, should **not** be put into the bookdrops.

Notices

All Library notices, such as **pre-overdue courtesy, overdue, recall** and **reservation** notices, are sent to your CityU email account. If you prefer using non-CityU email account to receive library notices, please use the **Set up Email Forwarding** function available at <http://email.cityu.edu.hk> to re-direct messages from the Library to your preferred email account.

Library PCs

SCOPE students with e-Portal access: can use most PCs in the Library. Refer to the Library PC Interactive Floor Plan (From the Library Homepage, choose **Facilities > Computers and Equipment > Library PC Interactive Floor Plan > Current CityU Staff and Students** (including SCOPE Students with e-Portal Access).

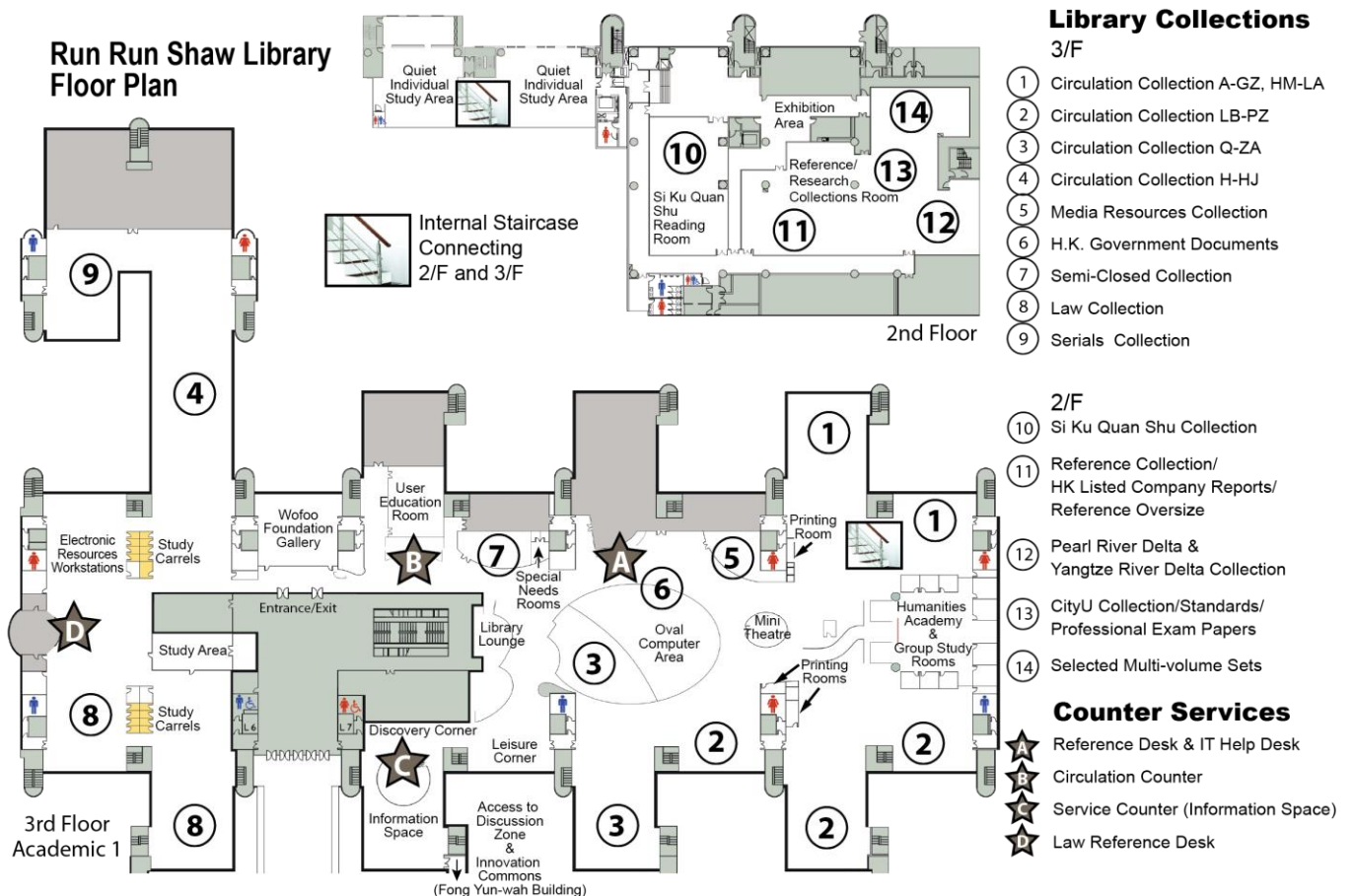
SCOPE students without e-Portal access: can use **some** of the PCs in the Library. Refer to the Library PC interactive Floor Plan (From the Library Homepage, choose **Facilities > Computers and Equipment > Library Interactive Floor Plan > Other Library Ticket Holders**)

Photocopying and Printing Services

Photocopiers are located at various locations within the Library. **Fast printing services** are located in the Oval Computer Area. Both are operated by Octopus cards. The current rates for black-and-white photocopying are HK\$0.3 and HK\$0.6 per page for A4 and A3 size respectively. The colour photocopying rates are HK\$3 and HK\$6 per page for A4 and A3 size respectively.

Lost and Found

Please contact the Library **Circulation Counter** or the **Security Office Counter** at R4501, 4/F, Amenities Building. Personal belongings should not be left unattended. The Library will not be responsible for any loss or damage.



REMINDER: Please turn off your mobile or switch it to silent mode before entering the Library. Mobile phone conversation is strictly prohibited within the Library area.