

# Quick Library Guide for SCOPE Students

## HELP AND SUPPORT

### Service Counters

Circulation Counter  
3442-8316

Virtual Instruction and  
Reference Help Desk  
3442-8395

IT Help Desk  
3442-6963

### Email

[lbinf@cityu.edu.hk](mailto:lbinf@cityu.edu.hk)

### WhatsApp a Librarian

6798-7732

## Finding Library Materials

Search [CityUHK LibraryFind](#) (available on the Library Homepage) to locate resources in electronic or physical format, including books, journals, articles, media resources, and more.

## My Library Account

Sign in to **My Library Account** (available on the Library Homepage) to keep track of your requests, to view and renew loans, and more.

## Borrowing Procedures

Library materials can be checked out at the Circulation Counter using a valid smart card issued by SCOPE. Alternatively, you can use the SelfCheck Units located at the Circulation Counter and Law Collection area (for circulation books only).

## Library Databases and E-Resources

SCOPE students with a valid smart card issued by SCOPE may use most electronic resources within the Library. Due to licensing restrictions, SCOPE students can access remotely to ProQuest Databases\* only (**excluding ProQuest Ebook Central**). SCOPE students are encouraged to use the Library resources provided by the awarding institutions of their programmes.

\* subject to annual review of license agreement

## Research Guides

Research Guides contain suggested resources to help you with your research and studies. From the Library Homepage, choose **Teaching & Learning** > [Research Guides](#).

## Borrowing: Loan Quotas

Loan quota	40 items		
Loan period	Circulation books	Semi-closed (Reserve) / Closed Access materials (maximum 3 items)	Media Resources materials (maximum 2 items)
	30 days #	1 day or 3 days	3 days
Renewal	Items can be renewed for any number of times up to the maximum renewal period, unless recalled.	-	-
Book request quota	6 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.

## Fines and Charges

The late return of books is liable to a fine as stipulated in the Library Regulations. View more details from the Library Homepage, choose **Services > Borrowing > Loans and Renewals**.

## Book Return

Return all CityUHK books to the **Circulation Counter** or the **bookdrops** near the Circulation Counter and the Library exit. Books of 1 day/3 days loan and books with accompanying materials, such as discs, should not be put into the bookdrops.

## Notices

All Library notices such as check-out and check-in receipts, as well as all pre-overdue, overdue, renewal, recall and reservation notices are sent to your CityUHK email account. If you prefer using non-CityUHK 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 CityUHK 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 Card Holders**)

## Printing and Photocopying Services

**Fast Printing Services** are located near the Oval Computer Area. The current rates for black- and- white photocopying/printing are HK\$0.3 and HK\$0.6 per page for A4 and A3 size respectively. The colour photocopying/printing rates are HK\$3 and HK\$6 per page for A4 and A3 size respectively. Printing and photocopying charges can be paid with Octopus cards.

## Lost and Found

Please contact the **Library Circulation Counter** or the **Security Office Counter** at R4501, 4/F., Bank of China (Hong Kong) Complex. Personal belongings should not be left unattended. The Library will not be responsible for any loss or damage.

## Library Floor Plan

For the physical location of various collections, service points, and facilities, you can view the Library floor plan. (From the Library Homepage, choose **About Us > Floor plan**)



### REMINDERS:

- 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.
- Turn off your mobile phone or switch it to silent mode before entering the Library. Mobile phone conversations are not permitted within most areas of the Library.
- Food is not permitted in the Library. Beverages in spill-proof containers are acceptable. For details, please refer to the [Food and Drink Policy](#) in the Library Regulations.
- Keep noise to a minimum in quiet discussion areas.
- Please do not leave your belongings unattended.