

# SCOPE Student Library Guide

## HELP AND SUPPORT

### Library homepage

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

### WhatsApp

6798-7732

### Email

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

### Counters contact no.

Circulation Counter

3442-8316

IT Help Desk

3442-6963

Law & Reference Help Desk

3442-8395

## Finding Library Materials

Search [CityU LibraryFind](#) (available on the library homepage) to locate resources in electronic or physical format. It searches across journal articles, e-books, books, databases, and more with options to locate the full text of available material.

## Sign in to get access to more features

Sign in to CityU LibraryFind using your CityU EID and AD/LAN password to:

- View full search results. (Some databases show results only when you've signed in.)
- Save your search query and search results for future viewing.
- View request options and place item requests.

## MY LIBRARY ACCOUNT: An easy way to stay organised

Sign in to My Library Account (available on the library homepage) to keep track of your requests, to view and renew loans, and to view fines.

## 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).

## 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/home>.

## 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 <sup>#</sup>	5-hours*, 1 day or 3 days	in-house use
Renewal	Items can be renewed for any number of times up to the maximum renewal period, unless recalled.	-	-
Book request quota	6 items	-	-

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

\*When the due time for 5-hour loans of Semi-closed (Reserve) falls into a time period when the Circulation Counter is closed, the due time will be extended to the opening time the next day the Circulation Counter is open.

## 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](#).

<b>Book Return</b>	Return all CityU books to the <b>Circulation Counter</b> or the <b>bookdrops</b> near the Circulation Counter and the Library exit. <u>Books of 5 hours/1 day/3 days loan and books with accompanying materials, such as discs, should not be put into the bookdrops.</u>
<b>Notices</b>	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 CityU email account. If you prefer using non-CityU email account to receive library notices, please use the <b>Set up Email Forwarding</b> function available at <a href="http://email.cityu.edu.hk">http://email.cityu.edu.hk</a> to re-direct messages from the Library to your preferred email account.
<b>Library PCs</b>	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 <b>Facilities &gt; Computers and Equipment &gt; Library PC Interactive Floor Plan &gt; <a href="#">Current CityU Staff and Students</a> (including SCOPE Students with e-Portal Access)</b> ). SCOPE students without e-Portal access: can use <b>some</b> of the PCs in the Library. Refer to the Library PC interactive Floor Plan (From the Library Homepage, choose <b>Facilities &gt; Computers and Equipment &gt; Library Interactive Floor Plan &gt; <a href="#">Other Library Ticket Holders</a></b> )
<b>Printing and Photocopying Services</b>	<b>Fast Printing services</b> are located in the Oval Computer Area. 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. <b>Photocopiers</b> are located at various locations within the Library. Both printing and photocopying are operated by Octopus cards.
<b>Lost and Found</b>	Please contact the <b>Library Circulation Counter</b> or the <b>Security Office Counter</b> at R4501, 4/F, Amenities Building. Personal belongings should not be left unattended. The Library will not be responsible for any loss or damage.
<b>Library Floor Plan</b>	For the location of resources (books, media items, short term loan books), service points, and facilities, you can view the Library floor plan. (From the Library Homepage, choose <b>About Us &gt; <a href="#">Floor plan</a></b> )

**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.
- 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.
- Enjoy your food and drinks before coming into the Library.
- Keep noise to a minimum in quiet discussion areas.
- Take care not to leave valuables unattended.