

Quick Library Guide *for* Staff

Run Run Shaw Library, City University of Hong Kong

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

This guide serves as an introduction to selected resources and services of the Run Run Shaw Library. To find out more, visit the Library Web site anytime at the above URL.

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

Details of opening hours during examination periods, semester breaks and public holidays will be announced in advance via the Library Web site and will be posted at the Library entrance.

Library Contact Numbers:

Circulation Counter

3442-8316

Law Section Counter

3442-8395

Reference Desk

3442-6415

IT Help Desk

3442-6963

24-Hour Library Hotline

3442-0206

RESEARCHING AND FINDING INFORMATION

Use the Library Web site as a starting point for your search:

Finding Library materials

Use the [Library Catalogue](#) to locate *books, journals, multi-media resources*, etc. in the Library. Each catalogue record will give you information about the item, including the location and a call number (serves as the address of the item), and whether the item is available. The Library Catalogue Search Guide is available at: <http://www.cityu.edu.hk/lib/instruct/guides/eresguid/webpac.pdf>.

Via the 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.

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).

However, if you have forgotten your PIN (the message “**Sorry, the information you submitted was invalid.**” appears if you have entered an incorrect one), contact the **Circulation Counter** to delete your PIN in the Library System, then you can create a new PIN.

Finding articles on a topic

Use databases to find articles on your topic. The Library subscribes to many databases on a variety of subjects, and many of them can be accessed remotely from off campus. To see a list of databases on your subject, go to the Library Homepage, and choose **E-Resources – Databases – [Subject List](#)**.

For assistance in using the Library Catalogue or in choosing or searching a database, contact the **Reference Desk** in person or by phone. You may also send queries to us using our [Ask a Librarian](#) service via the Library Homepage.

BORROWING

Loan Quotas

Academic/Administrative Equivalent Staff, Research Staff and Demonstrators				
Loan quota	40 items			
Loan period	Circulation books	HKALL books (maximum 20 items)	Semi-closed (Reserve) / Closed Access Materials (maximum 5 items)	Media resources materials (maximum 10 items)
	90 days [#]	30 days [#]	5 hours / 1 day / overnight	7 days
Renewal*	2 times	2 times	-	-
Book request quota	6 items			
Other Staff				
Loan quota	20 items			
Loan period	Circulation books	HKALL books (maximum 10 items)	Semi-closed (Reserve) / Closed Access Materials (maximum 5 items)	Media resources materials (maximum 5 items)
	30 days [#]	15 days [#]	5 hours / 1 day / overnight	7 days
Renewal*	2 times	2 times	-	-
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.

* Recalled books cannot be renewed.

Overdue Fines

All Staff	Circulation books	HKALL books	Semi-closed (Reserve) / Closed Access Materials		Media resources materials
			5 hours loan	1 day loan	
	\$1/calendar day/item (1-10 days) \$2/calendar day/item (11-30 days)	\$2/calendar day/item	\$2/hour/item (1-12 hours)	1 st day - \$24 2 nd day - \$48	\$5/calendar day/item
	for recalled items: \$3/calendar day/item (1-10 days) \$4/calendar day/item (11-30 days)	for recalled items: \$4/calendar day/item	\$4/hour/item (13-24 hours)		

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).

HKALL

Books can be requested from other university libraries in Hong Kong using **HKALL** (Hong Kong Academic Library Link) if they are not available in our Library. The requested items will be delivered to the Run Run Shaw Library's Circulation Counter for your collection. HKALL is accessible via the Library Catalogue.

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.

Books borrowed via **HKALL** Borrowing Services and **Interlibrary Loan Services** should be returned to the Circulation Counter.

Notices to users

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 **Setup Email Forwarding** function available at <http://email.cityu.edu.hk> to re-direct messages from the Library to your preferred email account.

Access to UGC Libraries	All full-time academic and administrative equivalent staff and research assistants can apply for a <i>Joint University Librarians Advisory Committee (JULAC) Library Card</i> in order to gain access to other UGC Libraries free of charge. Application should be made online. For details, please visit: http://www.cityu.edu.hk/lib/service/otherlib/julac.htm .
Interlibrary Loan Services	All full-time academic and administrative equivalent staff and research assistants can borrow books and obtain articles not available at the Library using the Interlibrary Loan Services. All requests should be submitted through ILLiad , the online interlibrary loan system which is accessible at http://www.cityu.edu.hk/lib/service/ill/ .
User Education Services	<p><u>To support your research:</u></p> <p>Classes and workshops are offered regularly to help you use the vast amount of Library resources effectively and efficiently.</p> <p>Library and Information Skills Programme Online is available for 24x7 online learning of library research skills.</p> <p><u>To support your teaching:</u></p> <p>Tutorials on making use of library resources for web-based teaching are available at http://www.cityu.edu.hk/lib/instruct/webteach/.</p> <p>Teaching staff may encourage your students to take Library orientation classes and Library courses on various topics, or the Library and Information Skills Programme Online.</p> <p>Faculty members may also request Course-Related Library Instruction to meet the specific needs of their courses.</p> <p>For more information about our user education services and to obtain various library guides, please visit http://www.cityu.edu.hk/lib/instruct/</p>
Recommendation of Library Materials	Staff members are welcome to make recommendations for the purchase of library materials using the recommendation forms available from any service counters or via the Library Catalogue. For details, please visit: http://www.cityu.edu.hk/lib/service/recommend.htm .

Reserving Materials for Classes	Teaching staff can request the Library to put particular Library materials on course reserve (short term loan). Please visit http://www.cityu.edu.hk/lib/collect/c-reserve/deposit.htm for details.
Photocopying Services	Photocopiers operated by Octopus Cards are provided at various locations within the Library. There is also one coin-operated photocopier in Printing Room 2. The current rates for Black-and-White photocopying are HK\$0.3 and HK\$0.6 per page for A4 and A3 size respectively. Colour photocopying is also available.
Study Carrels	A number of Study Carrels are available for loan on an hourly basis. Details about the facilities can be found at http://www.cityu.edu.hk/lib/about/facility/studym/ . Bookings can be made via the online Library Carrel & PC Workstation Booking System at http://libbs.cityu.edu.hk/IndividualBooking.htm . Please pick up the key to the booked carrel from the Circulation Counter.
Contact the Library	Detailed contact information including service contact points is available at http://www.cityu.edu.hk/lib/about/contact.htm

Locating Library Materials

The Library uses the Library of Congress (LC) Classification Scheme to classify library materials. Each item is assigned a Call Number according to its subject and shelved accordingly. The following is a brief outline of the LC Classification Scheme for selected subjects:

CLASS	SUBJECTS
A	GENERAL WORKS
B	PHILOSOPHY, PSYCHOLOGY, RELIGION
B-BJ	Philosophy, Psychology
BL-BX	Religion
C	AUXILIARY SCIENCES OF HISTORY
CT	Biography
D	HISTORY (Other than American)
E	HISTORY – U.S. - General
F	HISTORY – U.S. (Local), Canada, Latin America
G	GEOGRAPHY, ANTHROPOLOGY, RECREATION
H	SOCIAL SCIENCES
HA	Statistics
HB	Economic Theory
HC	Economic History and Conditions: National Production and Economic Conditions by Country; Environmental Policy
HD	Economic History and Conditions by Industry; Labor
HE	Transportation and Communication
HF	Commerce, Business and Management including Accountancy and Industrial Psychology
HG	Finance including: Money, Banking, Investment, Insurance
HJ	Public Finance including Taxation
HM	Sociology
HN	Social History and Conditions, Social Problems, Social Reform
HQ	Social Groups: Family, Marriage, Woman
HV	Social Pathology, Social and Public Welfare, Criminology
J	POLITICS AND GOVERNMENT
JX & KZ	International Law
K	LAW (General)
KD	Law of the United Kingdom and Ireland
KE	Law of Canada
KF	Law of the United States
KNN	Law of China (pre-PRC)
KNP	Law of Taiwan
KNQ	Law of PRC
KNR & KYQ	Law of Hong Kong
KU & KYT	Law of Australia and New Zealand

CLASS	SUBJECTS
L	EDUCATION
LB	Theory and Practice of Education: Teaching, Teacher Training, School Administration and Organization
M	MUSIC
N	FINE ARTS
P	LANGUAGE AND LITERATURE
PL	Language and Literature of Eastern Asia, Africa, Oceania
PR	English Literature
PS	American Literature (General works on translations are classed: PN241)
Q	SCIENCE – GENERAL
QA	Mathematics, Computing Science (Software)
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural History – General, Biology – General, Ecology
QK	Botany
QL	Zoology
QM	Human Anatomy
QP	Physiology
QR	Microbiology
R	MEDICINE
S	AGRICULTURE
T	ENGINEERING AND TECHNOLOGY
TA	Civil Engineering
TD	Environmental Technology
TE	Highway Engineering, Roads and Pavements
TF	Railroad Engineering and Operation
TG	Bridge Engineering
TH	Building Construction
TJ	Mechanical Engineering
TK	Electrical Engineering, Electronics, Computing Science (Hardware)
TP	Chemical Technology
TR	Photography
TS	Manufactures
U	MILITARY SCIENCE
V	NAVAL SCIENCE
Z	BIBLIOGRAPHY AND LIBRARY SCIENCE

