Library Guide for Staff

Resources

CityU Library Find
Library search platform:
A discovery tool to locate books, journal articles, e-resources, media and more.

Loan Privileges

<table>
<thead>
<tr>
<th>Staff Type</th>
<th>Max no. of books</th>
<th>Loan period* (days)</th>
<th>Max no. of media (items/days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic/Teaching/Research/ Administrative staff</td>
<td>60</td>
<td>90</td>
<td>10/7</td>
</tr>
<tr>
<td>Other staff</td>
<td>40</td>
<td>80</td>
<td>5/7</td>
</tr>
</tbody>
</table>

* Subject to recall

Course Reserves
Teaching staff may request to put heavily-used items for short term loan.

Services

Library Account
Sign in with your CityU EID and AD/LAN password to view and renew loans, keep track of requests and fines.

Classes & Workshops
- Orientation and tour for new staff
- Curriculum based library classes
- Information skills workshops

Research Guides
- Teaching Support from the Library
  - A Guide for Teaching Staff
  - Measuring Research Impact
  - Open Access Publishing

Access to collections of other libraries
- HKALL
- Interlibrary Loan (ILL)
- Using other UGC funded University Libraries

Study Areas
- 2,640+ study seats
- PC workstations (e-booking)
- Group study rooms (e-booking)

Create! The MakerSpace
It helps promote creativity & innovation. Facilities for booking include:
- 3D scanning
- Projection mapping
- 3D printing
- Physical computing
- Laser cutting

Also available
- Printing
- Mini theatre
- Copying
- CAVE (virtual reality facility)
- Scanning

Facilities

Research Support

CityU Scholars
- The University’s research hub to showcase your profile and research output.
- Take note of the self-archiving policy and publisher’s copyright transfer agreement (CTA) before uploading the full text of your publication.

ORCID
Make your research easier to be discovered by having a unique author identity.

Research Needs
Talk to a Librarian regarding your other needs such as OA (Open Access) publishing and research impact.

HELP
- lbind@cityu.edu.hk
- 3442-8395 / 6798-7732

Visit our Help Desks
- Circulation
- Information Space
- IT Help
- Law & Reference

Learn More about the Library
- Library at a Glance (with updated facts and figures)
- Library News
- Library Facebook

Apr 2019