Library Guide for STAFF

**Resources**

**CityU LibraryFind**
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* (items/days)</th>
<th>Max no. of Media* (items/days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic/Teaching/Research/ Administrative Staff</td>
<td>200/120</td>
<td>10/7</td>
</tr>
<tr>
<td>Other Staff</td>
<td>100/30</td>
<td>5/7</td>
</tr>
</tbody>
</table>

* Renewable; Subject to recall
^ Not renewable

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

**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
- Library 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

**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 Librarian regarding your other needs such as OA (Open Access) publishing and research impact.

**Facilities**

**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
- Scanning
- Copying
- Mini Theatre
- Online Teaching and Learning Studios
- Discovery Corner - Virtual Reality Services (CAVE)

**Help**

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

**Visit our Help Desks**
- Circulation
- IT Help
- Law & Reference

- lbinf@cityu.edu.hk
- 3442 8395
- 6798 7732

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