Library Guide for **Staff**

### Resources

**CityU LibraryFind**
A discovery search 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>5/5</td>
</tr>
</tbody>
</table>

*Subject to recall

### Course Reserves

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

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### 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

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### 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
- Copying
- Scanning
- Mini theatre
- CAVE (virtual reality facility)

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### 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 discover 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.

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**HELP**
- [libinf@cityu.edu.hk](mailto:libinf@cityu.edu.hk)
- 3442-8395
- 6798-7732

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

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