**Library Guide for STAFF**

**Resources**

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

<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>30</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

**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
- Copying
- Scanning
- Mini Theatre
- Discovery Corner - Virtual Reality Services (CAVE)

**Learn More about the Library**

Library at a Glance (with updated facts & figures)
Library News
Library Facebook

**Visit our Help Desks**

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

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