

Quick Library Guide for Undergraduate Students

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.

If you are a new student, your initial Library System PIN is the same as your Electronic ID Password. 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 databases on a variety of subjects, and many of them can be accessed remotely at home. 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, 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.

In order to be able to use the vast amount of Library resources effectively and efficiently, you are advised to attend our **Library classes** and/or take our **online Library courses**.

For more information about our user education programmes and to obtain various library guides, please visit <http://www.cityu.edu.hk/lib/instruct/>.

BORROWING

Loan Quotas & Fines

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 2 items)
	30 days [#]	15 days [#]	5 hours	1 day / overnight	3 days
Renewal*	2 times	2 times	-	-	-
Overdue fines	\$1/calendar day/item (1-10 days) \$2/calendar day/item (11-30 days) for recalled items: \$3/calendar day/item (1-10 days) \$4/calendar day/item (11-30 days)	\$2/calendar day/item for recalled items: \$4/calendar day/item	\$2/hour/item (1-12 hours) \$4/hour/item (13-24 hours)	1 st day - \$24 2 nd day - \$48	\$5/calendar day/item
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.

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).

IMPORTANT: Taking Library materials out of the Library without following proper check out procedures is regarded as an offence and may be subject to disciplinary action.

Book Return

Return all CityU books to the **Circulation Counter** or the **bookdrops** near the Circulation Counter, the Library exit and at the student hostels. Media resources, books of 5 hours/1 day loan and books with accompanying materials, such as discs, should **not** be put into the bookdrops.

All HKALL items should be returned to the Circulation Counter.

Notices

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.

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.

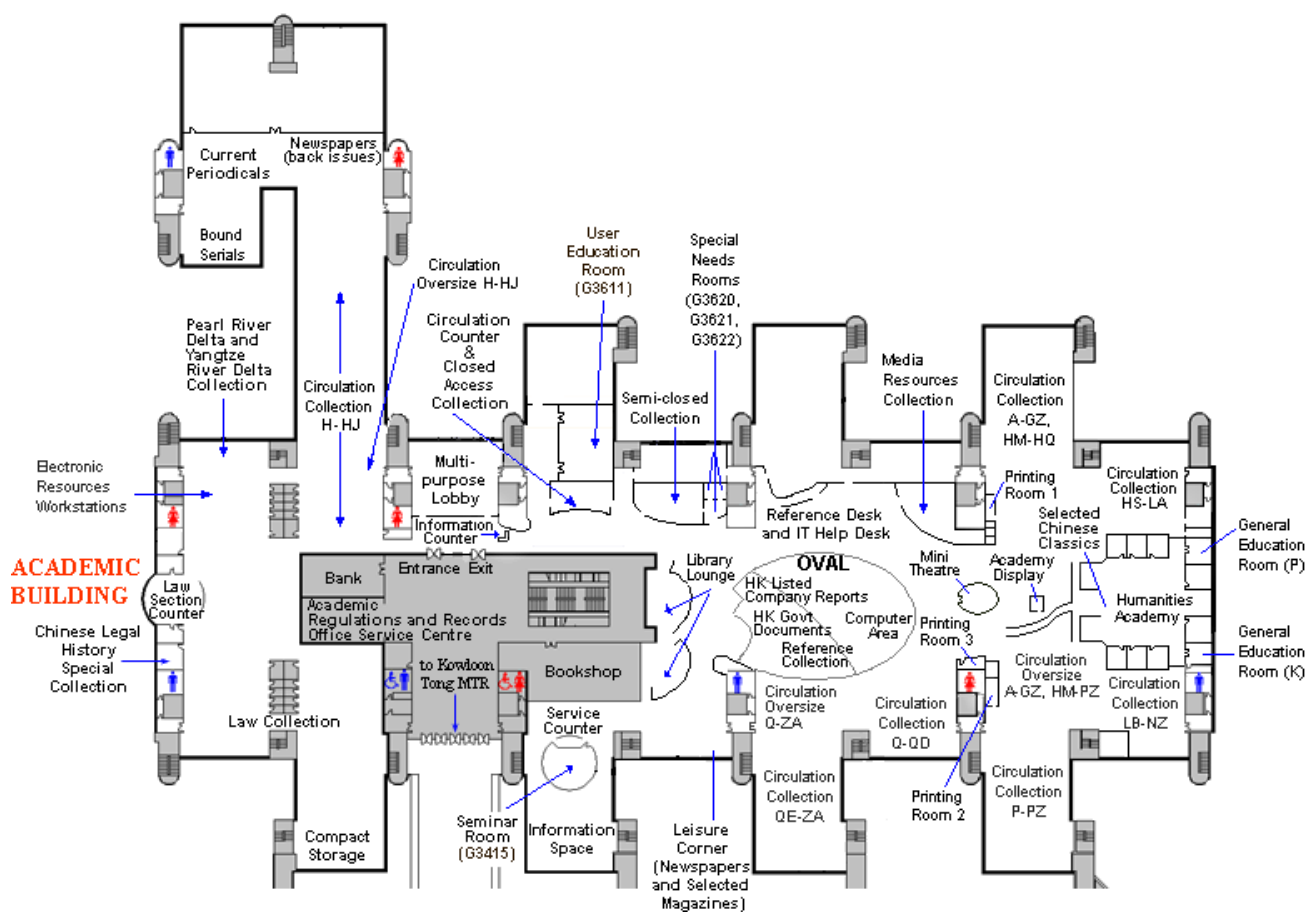
Access to UGC Libraries

Students enrolling in UGC-funded degree programmes can apply for a *Joint University Librarians Advisory Committee (JULAC) Library Card* in order to gain access to other UGC Libraries. Applicants will be charged \$50 by each host library for each registration and renewal. Application should be made online. For details, please visit: <http://www.cityu.edu.hk/lib/service/otherlib/julac.htm>.

Lost and Found

Please contact the Library **Circulation Counter** or the **Security Office Counter** at R4501, 4/F, Amenities Building. Personal belongings should not be left unattended. The Library will not be responsible for any loss or damage.

Library Floor Plan



REMINDER: Please turn off your mobile phone or switch it to silent mode before entering the Library. Mobile phone conversation is strictly prohibited within the Library area.