

Library Guide for SCOPE Students

HELP AND SUPPORT

Service Counters

Circulation Counter
3442-8316

Virtual Law &
Reference Help Desk
3442-8395

IT Help Desk
3442-6963

Email

lbinf@cityu.edu.hk

WhatsApp a Librarian

6798-7732

Finding Library Materials

Search [CityU LibraryFind](#) (available on the Library Homepage) to locate resources in electronic or physical format, including books, journals, articles, media resources, and more.

My Library Account

Sign in to **My Library Account** (available on the Library Homepage) to keep track of your requests, to view and renew loans, and more.

Borrowing Procedures

Library materials can be checked out at the Circulation Counter using a valid smart card issued by SCOPE. Alternatively, you can use the SelfCheck Units located at the Circulation Counter and Law Collection area (for circulation books only).

Library Databases and E-Resources

SCOPE students with a valid smart card issued by SCOPE may use most electronic resources within the Library. Due to licensing restrictions, SCOPE students can access remotely to ProQuest Databases* only (**excluding ProQuest Ebook Central**). SCOPE students are encouraged to use the Library resources provided by the awarding institutions of their programmes.

* subject to annual review of license agreement

Research Guides

Research Guides contain suggested resources to help you with your research and studies. From the Library Homepage, choose **Teaching & Learning > [Research Guides](#)**.

Borrowing: Loan Quotas

Loan quota	40 items		
Loan period	Circulation books	Semi-closed (Reserve) / Closed Access materials (maximum 3 items)	Media Resources materials (maximum 2 items)
	30 days #	1 day or 3 days	3 days
Renewal	Items can be renewed for any number of times up to the maximum renewal period, unless recalled.	-	-
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.

Fines and Charges

The late return of books is liable to a fine as stipulated in the Library Regulations. View more details from the Library Homepage, choose [Services > Borrowing > Loans and Renewals](#).

Book Return

Return all CityU books to the **Circulation Counter** or the **bookdrops** near the Circulation Counter and the Library exit. Books of 1 day/3 days loan and books with accompanying materials, such as discs, should not be put into the bookdrops.

Notices

All Library notices such as check-out and check-in receipts, as well as all pre-overdue, overdue, renewal, 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 **Set up Email Forwarding** function available at <http://email.cityu.edu.hk> to re-direct messages from the Library to your preferred email account.

Library PCs

SCOPE students with e-Portal access can use most PCs in the Library. Refer to the Library PC Interactive Floor Plan (From the Library Homepage, choose [Facilities > Computers and Equipment > Library PC Interactive Floor Plan > Current CityU Staff and Students](#) (including SCOPE Students with e-Portal Access).

SCOPE students without e-Portal access can use **some** of the PCs in the Library. Refer to the Library PC interactive Floor Plan (From the Library Homepage, choose [Facilities > Computers and Equipment > Library Interactive Floor Plan > Other Library Ticket Holders](#))

Printing and Photocopying Services

Fast Printing Services are located near the Oval Computer Area. The current rates for black- and- white photocopying/printing are HK\$0.3 and HK\$0.6 per page for A4 and A3 size respectively. The colour photocopying/printing rates are HK\$3 and HK\$6 per page for A4 and A3 size respectively. Printing and photocopying charges can be paid with Octopus cards.

Lost and Found

Please contact the **Library Circulation Counter** or the **Security Office Counter** at R4501, 4/F., Bank of China (Hong Kong) Complex. Personal belongings should not be left unattended. The Library will not be responsible for any loss or damage.

Library Floor Plan

For the physical location of various collections, service points, and facilities, you can view the Library floor plan. (From the Library Homepage, choose [About Us > Floor plan](#))



REMINDERS:

- 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.
- Turn off your mobile phone or switch it to silent mode before entering the Library. Mobile phone conversations are not permitted within most areas of the Library.
- Food is not permitted in the Library. Beverages in spill-proof containers are acceptable. For details, please refer to the [Food and Drink Policy](#) in the Library Regulations.
- Keep noise to a minimum in quiet discussion areas.
- Please do not leave your belongings unattended.