



香港能仁專上學院

Hong Kong Nang Yan College of Higher Education

Library Handbook

Jan 2021
(Version 2.6)

Table of Contents

1	LIBRARY MISSION	2
2	INTRODUCTION	2
3	OPENING HOURS	2
4	LIBRARY COLLECTION.....	3
4.1	CLASSIFICATION OF RESOURCES	3-4
4.2	CIRCULATION COLLECTION.....	4
4.3	PROF. SIN COLLECTION	5
4.4	RESERVE COLLECTION	5
4.5	MEDIA COLLECTION.....	5
4.6	PERIODICALS	5
4.7	ELECTRONIC RESOURCES	6
4.8	REFERENCE COLLECTION	6
5	BORROWING SERVICES.....	7
5.1	BORROWING.....	7
5.2	BORROWING PRIVILEGES.....	7
5.3	RETURN AND RENEWAL	8
5.4	ACCESS TO OTHER INSTITUTIONS.....	8
5.5	FINES	9
5.6	REMINDER & OVERDUE NOTICE.....	9
5.7	BOOK REQUESTS.	9
5.8	LOSS AND DAMAGE OF LIBRARY MATERIALS	9
5.9	ASSUMED LOST	10
6	INFORMATION SERVICES	11
6.1	ORIENTATION	11
6.2	INFORMATION SERVICES	11
6.3	WORKSHOPS.....	11
7	LIBRARY FACILITIES.....	12
7.1	WIRELESS LAN.....	12
7.2	PHOTOCOPYING/PRINTING.....	12
7.3	COMPUTING FACILITIES.....	12
8	CODE OF CONDUCT IN THE LIBRARY	13
9	ENQUIRIES AND SUGGESTIONS.....	13

1 LIBRARY MISSION

The mission of the Hong Kong Nang Yan College of Higher Education (NYC) Library is to build, maintain and provide quality resources and services in support of the learning and teaching activities of the College.

2 INTRODUCTION

The Library is located at the Yee Kuk Street campus. To enter the Library, it is required to have a valid College Identity Card.

Users can find information on library services and facilities on the library web site (<http://www.lib.ny.edu.hk>).

3 OPENING HOURS

	<u>Term Time</u>	<u>Term Breaks</u>
Monday – Friday	8:30 am – 7:00 pm	9:00 am - 5:30 pm
Saturday	9:00 am – 1:00 pm	Closed
Sunday & Public Holidays	Closed	Closed

Details of opening hours during semester breaks and public holidays will be announced in advance on the Library's web site and posted at the Library entrance.

4 LIBRARY COLLECTION

The Library is establishing a collection of resources to meet the current and emergent needs in learning, teaching and the personal development of students and staff in the College.

Relevant and appropriate resources will be chosen to support the teaching and learning of the College's academic programmes. The most necessary printed publications, periodicals, audio-visual materials and electronic resources will be acquired.

Most of the items in the Library collection are available for borrowing. Some items, such as reference materials and periodicals can only be used in the Library. This ensures the availability of the most demanded items to as many users as possible.

Library materials can be searched through the online Library Catalogue (<http://library.ny.edu.hk/>).

The holding of the Library as at 26 January 2021 are:

Printed books	Electronic books	E-journals	Multi-media	Total
28,329	207,942	2,131	932	239,334

4.1 CLASSIFICATION OF RESOURCES

The library resources are classified using the Library of Congress Classification Scheme and shelved accordingly.

Class	Subjects
A	GENERAL WORKS
B	PHILOSOPHY. PSYCHOLOGY. RELIGION
B-BJ	Philosophy. Logic. Psychology. Aesthetics. Ethics
BL	Religions. Mythology. Rationalism
BQ	Buddhism
BQ1001-1045	Buddhist literature
BQ1100-3340	Tripitaka (Canonical literature)
C	AUXILIARY SCIENCES OF HISTORY
CT	Biography
D	WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, AUSTRALIA, NEW ZEALAND, ETC.
E-F	HISTORY OF THE AMERICAS
G	GEOGRAPHY. ANTHROPOLOGY. RECREATION

H		SOCIAL SCIENCES
	HA	Statistics
	HB	Economic Theory. Demography
	HC	Economic History and Conditions
	HD	Industry. Land use. Labor
	HE	Transportation and Communication
	HF	Commerce
	HG	Finance
	HJ	Public Finance
	HM	Sociology
	HN	Social History and Conditions. Social Problems. Social Reform
	HQ	The Family. Marriage. Woman
	HV	Social Work. Social Pathology. Social and Public Welfare. Criminology
J		POLITICAL SCIENCE
K		LAW
	KNR1-489	Hong Kong
L		EDUCATION
M		MUSIC
N		FINE ARTS
P		LANGUAGE AND LITERATURE
	PE	English Language and Literature
	PE1001-1693	Modern English
	PL	Oriental Languages and Literatures
	PL1001-1960	Chinese language
	PL2250-3208	Chinese literature
	PN	Literature (General)
	PR	English Literature, Fiction
	PS	American Literature, Fiction
Q		SCIENCE (GENERAL)
R		MEDICINE (GENERAL)
S		AGRICULTURE (GENERAL)
T		TECHNOLOGY
U		MILITARY SCIENCE
V		NAVAL SCIENCE
Z		BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES

4.2 CIRCULATION COLLECTION

The collection consists of printed books, mainly written in English and Chinese, which can be checked out by users. The books can be borrowed by students for 14 days with 2 renewals if no request is made. Some of the books consist of supplementary items like CD and DVD. These supplements can be borrowed at the counter. Each supplement borrowed is counted as 1 item quota for borrowing.

4.3 PROF. SIN COLLECTION

The collection was kindly donated by Prof. Sin Chow Yiu to the library. The collection consists of mainly Chinese materials. Most of them are precious materials for Chinese learning and referencing. The collection is for library use only and cannot be borrowed out of the library.

4.4 RESERVE COLLECTION

The Reserve Collection is selected by the academic staff of the College to ensure learning activities are well supported by the latest and most appropriate materials. The borrowing period of the reserve items is 2-day. The collection is placed at the counter in close-stack cabinet. For borrowing, please contact the library staff on duty to offer you help.

4.5 MEDIA COLLECTION

The collection contains multi-media resources such as CD (Audio), CD-ROM, DVD and etc. CD (Audio) and CD-ROM (Software) can be borrowed by students for 14 days with 2 renewal if no request is made. DVD can be borrowed by students for 7 days with 2 renewal if no request is made. The collection is placed at the counter in close-stack cabinet. For borrowing, please contact the library staff on duty to offer you help.

4.6 PERIODICALS

The Library subscribes to periodicals, including scholarly journals, professional and trade journals, general interest and popular magazines and newspapers. The collection is for library use only and cannot be borrowed out of the library.

4.7 ELECTRONIC RESOURCES

The Library provides access to a number of databases covering subjects relevant to the College's programmes. These include e-books, e-databases and online English Learning materials. Users can access these electronic resources at any time anywhere via the online Library Catalogue web page (<http://library.ny.edu.hk/>).

4.8 REFERENCE COLLECTION

Reference collection includes different types of reference materials, including but not limited to dictionaries, indices, Buddhism reference books and etc. The collection is for library use only and cannot be borrowed out of the library. Some reference materials are located in storage. You may approach our library staff for further enquiries.

5 BORROWING SERVICES

5.1 BORROWING

Users may borrow library materials with valid student and staff cards. All Library materials must be checked out at the Library Service Counter. Disciplinary action will be instigated against users who remove library materials from the Library without proper checkout or authorization.

5.2 BORROWING PRIVILEGES

Patron category	Item type	Current checkouts allowed (Days)	Loan period	Renewals Limits	Renewal period (Days)
Full Time Staff	All	30	End of Semester	N/A	N/A
Full Time Student	Books	20	30	2	30
	CD (Audio)	5	14	2	14
	CD (Software)	5	14	2	14
	DVD	5	7	2	7
	Card	1	7	N/A	N/A
	Reserve Collection	5	2	N/A	N/A

5.3 RETURN AND RENEWAL

Borrowers must return their loans to the Library on or before the due date. Items may be renewed online through the online Library System. Loans will not be renewed if the item is requested by another user.

5.4 ACCESS TO OTHER INSTITUTIONS

Library is stocked with the Institutional Library Cards of the following libraries. Staff and students are welcomed to borrow them to get access to the libraries:

Institution	Type of library card
The University of Hong Kong Libraries	Reader * & Borrower Card #
The Chinese University of Hong Kong Library	Reader Card *
University of Macau Library	Borrower Card #
Hong Kong Shue Yan University Library	Reader Card *
Caritas Institute of Higher Education Library	Reader Card *
Chu Hai College of Higher Education Library	Reader Card *
Tung Wah College Library	Reader Card *

* The institutional reader cards allow users to get access to the libraries only (For staff and students).

The institutional borrower cards allow users to get access to the libraries and borrow items (For staff only).

Interested staff and students may borrow the cards via the Library Counter with 1-week loan period.

5.5 FINES

Fines will be incurred for late returns as follows:

Collection	Overdue Fines *	Maximum Fines
Circulation Collection / CD (Audio) / CD-ROM (Software)	\$1.00 per day	\$100.00
Reserve Collection	\$2.00 per day	
DVD / Card	\$5.00 per day	

* Holiday inclusive

5.6 REMINDER & OVERDUE NOTICE

A Coming due reminder, an Item Due Reminder and an Overdue Notice will be sent to users' College e-mail account 3 days before overdue, on the due date and on the day after due date 1 day respectively. Failure to read or receive an e-mail notice does not relieve the user of responsibility for overdue items or resulting fines.

5.7 BOOK REQUESTS.

Users can request items borrowed out via the online Library Catalogue. An email notice will be sent to alert the user when the item is ready to be picked up from the Library Service Counter. Requested items must be picked up within 7 days from the date of notice.

5.8 LOSS AND DAMAGE OF LIBRARY MATERIALS

Any damage or loss of loan items should be reported to the Library immediately. A charge for damaged/lost library materials will be imposed. The charge is calculated based on the listed price of the damaged/lost item plus a processing fee of HK\$100.00 plus any accumulated fines. All lost and damaged items remain the property of the Library and sums paid are non-refundable.

5.9 ASSUMED LOST

An unreturned item that accrues the maximum fine is assumed to be lost. The borrower will be billed accordingly. The charge is calculated based on the listed price of the lost item plus a processing fee of HK\$100.00. All assumed lost items remain the property of the Library. All sums paid are non-refundable.

6 INFORMATION SERVICES

6.1 ORIENTATION

At the beginning of each academic year, students can sign up for library orientation tours to familiarize themselves with the library resources and services and to meet the library staff who will serve their information and learning needs.

6.2 INFORMATION SERVICES

Information enquiry service is offered at the Library Service Counter. Library staff are here to assist users with research and other information needs. Students may seek advice on how to begin a project or an assignment through the use of various information resources.

6.3 WORKSHOPS

Information skills workshops are run on a regular basis throughout the academic year for users. These workshops cover many different topics, such as effective and efficient searching in the Library Catalogue and databases, as well as information search skills for assignments.

7 LIBRARY FACILITIES

7.1 WIRELESS LAN

The wireless network connection is available throughout the building. Users are encouraged to access learning resources provided by the Library through the Internet with their notebooks and laptops at any time.

7.2 PHOTOCOPYING/PRINTING

2 Octopus photocopiers are available in the Library and they support single or double-sided photocopying/printing in both A3 and A4 sizes.

Photocopying and printing fees are charged as follows:

Size	Colour	Fee
A3/A4	Black & White	\$0.20 per side
	Colour	\$2.00 per side

When making photocopies, users are reminded to observe copyright restrictions as they apply. Failure to do so may result in serious consequences. The Copyright Ordinance of Hong Kong is available online at <https://www.elegislation.gov.hk/hk/cap528>.

7.3 COMPUTING FACILITIES

36 computers are located in the Library. Users are encouraged to make use of the space and technologies provided to extend learning beyond textbooks and printed media. No booking is required for the seating.

8 CODE OF CONDUCT IN THE LIBRARY

- Library users should follow the instructions displayed in the Library or given verbally by the Library staff. Those who fail to do so will be subject to College disciplinary action. The library is a quiet place for reading and study. Students should therefore refrain from making noises or chatting to each other at all times.
- Anything which may cause damages to the Library is not permitted. Students are therefore not permitted to enter the Library along with wet umbrellas, foods or drinks and etc. Photography or shooting of any kind may not be carried out in the Library without permissions of the College Librarian or his/her delegate(s).
- Students should take care of both borrowed and unborrowed library materials in and out of the Library respectively. The full replacement cost of each item will be charged for any damage caused by users.
- Students may not reserve seats for themselves or others in the Library. The Library operates on a first-come-first-served basis. Unattended belongings may be removed by Library staff. The Library will not be responsible for any loss or damage of personal property.
- The use of pagers, mobile phones or other electronic devices is strictly prohibited. Users must switch them off or turn them to silent mode before entering the Library.
- The computers in the Library are for study or research purposes. They must not be used for games.

9 ENQUIRIES AND SUGGESTIONS

Enquiries and suggestions can be made in person at the Library Service Counter or directed to:

Phone: (852) 3996 1081

Email: library@ny.edu.hk