



Library Handbook

(For Student)

2018 Edition

July 2018

Library

The Open University of Hong Kong

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Library Opening Hours

Electronic Library

The Electronic Library can be accessed 24 hours a day at <http://www.lib.ouhk.edu.hk>.

Stanley Ho Library & Ho Sik Yee Library

	Non-examination period*	Examination period*
Mondays – Fridays (excluding public holidays)	09:00 – 22:00	09:00 – 22:00
Saturdays and Sundays (including public holidays)	12:00 – 22:00	
Public holidays (Mondays – Fridays)	13:00 – 21:00	
* Early closing at 17:40 on festival days including Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve, and Lunar New Year's Eve.		

Notice of opening hours and any subsequent changes will be posted in advance at the Library entrance and on the Library Homepage.

The closing procedures begin 15 minutes before the posted closing hour. No borrowing of library materials will be made after the closing procedure starts.

Essential Contacts

Information Desk	2768 6777
On-line Enquiries	libwww@ouhk.edu.hk
ITU Technical Support Hotline	2711 2100
ITU Technical Support Enquiries	ituhelp@ouhk.edu.hk

Introduction

This handbook provides an introduction to the services and facilities available in the OUHK Library and the Electronic Library. User guides on Library resources can be accessed from the Electronic Library and they are also available in the distribution racks located at the Library entrance.

Mission

The Library has been set up to provide quality information service and a convenient environment for information access to both students and staff, with a view to supporting learning, teaching and research activities of The Open University of Hong Kong.

Electronic Library

The Electronic Library is an Information Express providing access to resources relevant to the OUHK community. It can be accessed at <http://www.lib.ouhk.edu.hk> 24 hours a day all year round. Current OUHK staff and students have full-text access to the resources anywhere at anytime. Read the [Remote Access](#) on the Electronic Library homepage to learn more about off-campus access.

OUHK Libraries

The two campus libraries of the University serve the students and staff with a wide range of collections and services.

Stanley Ho Library

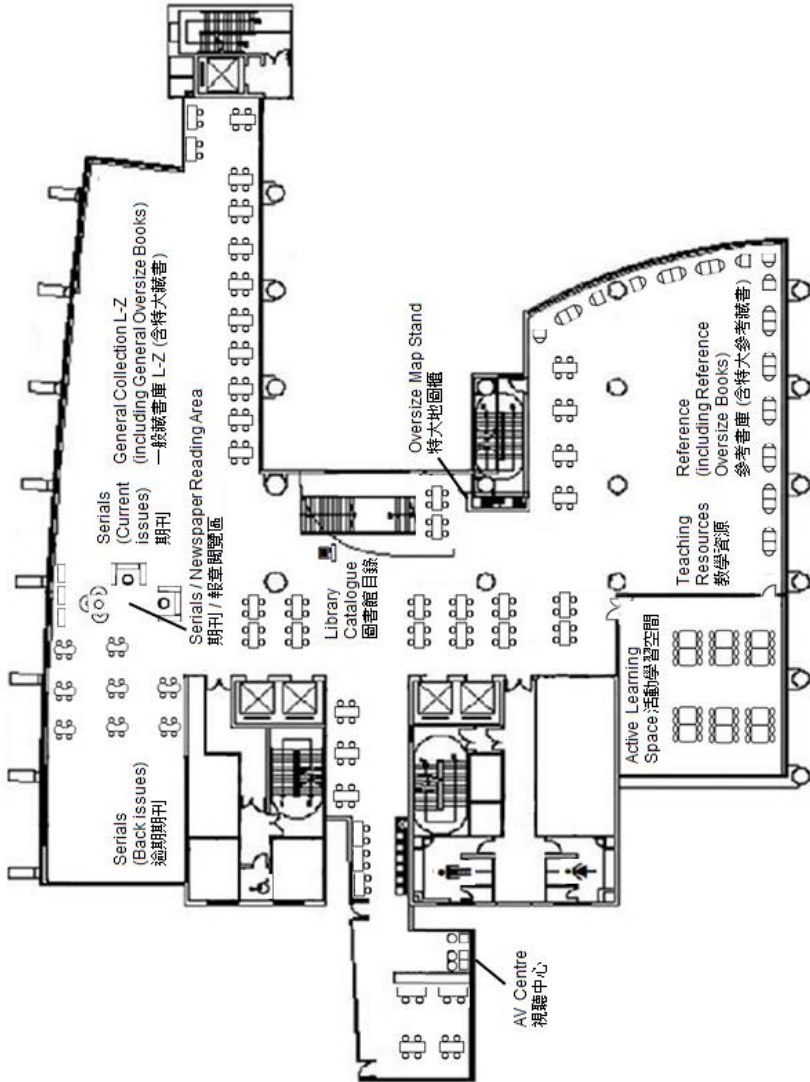
The Stanley Ho Library is located on levels 1 and 2 of the academic buildings on Main Campus with 400 seats available for study or research. The Library supports the teaching and research activities of the University by providing easy access to local and overseas resources as well as user-friendly multi-media teaching and learning facilities. While users can find print and non-print items on various subjects in the Stanley Ho Library, the collections on Fine Arts and Medicine are located separately at the branch library at Jockey Club Campus.

Ho Sik Yee Library

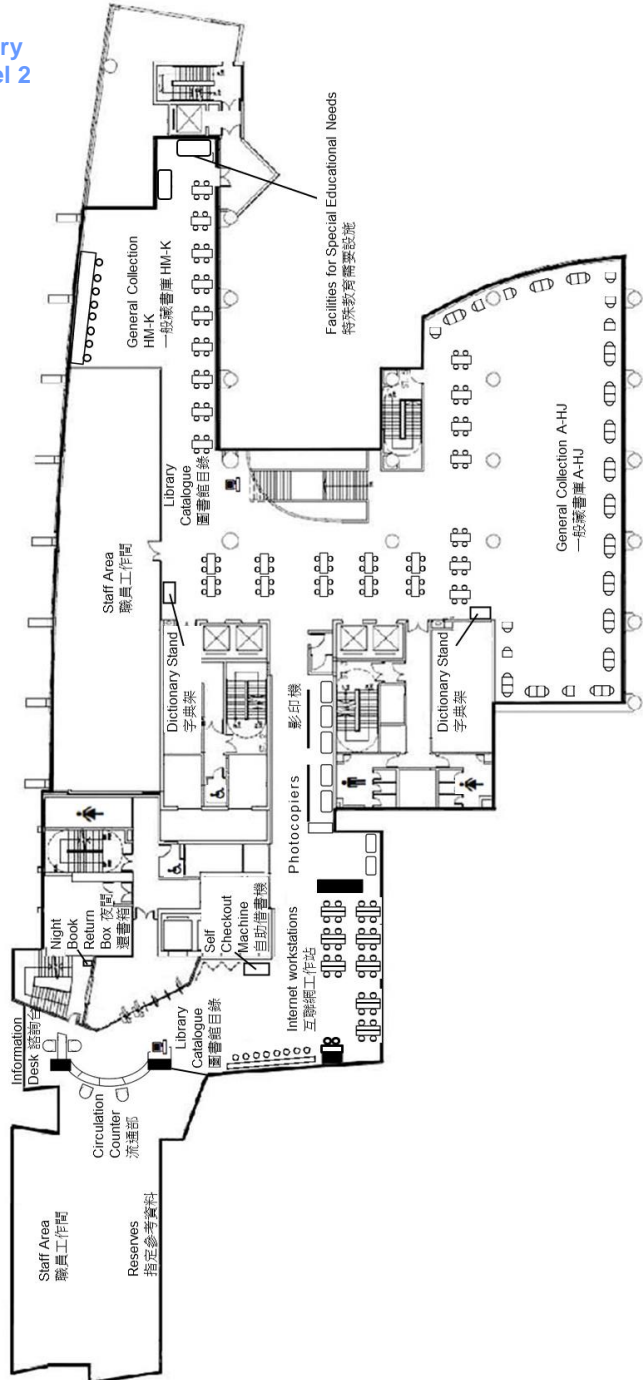
The branch library, Ho Sik Yee Library, is located on Level 5 of the Jockey Club Campus with a seating capacity of over 280. To meet the teaching and research needs at the Jockey Club Campus and to extend the library services of the Stanley Ho Library, the Ho Sik Yee Library holds the collections of Fine Arts and Medicine. The Library also provides Internet and multi-media facilities to facilitate users to access different types of resources.

Stanley Ho Library Floor Plan

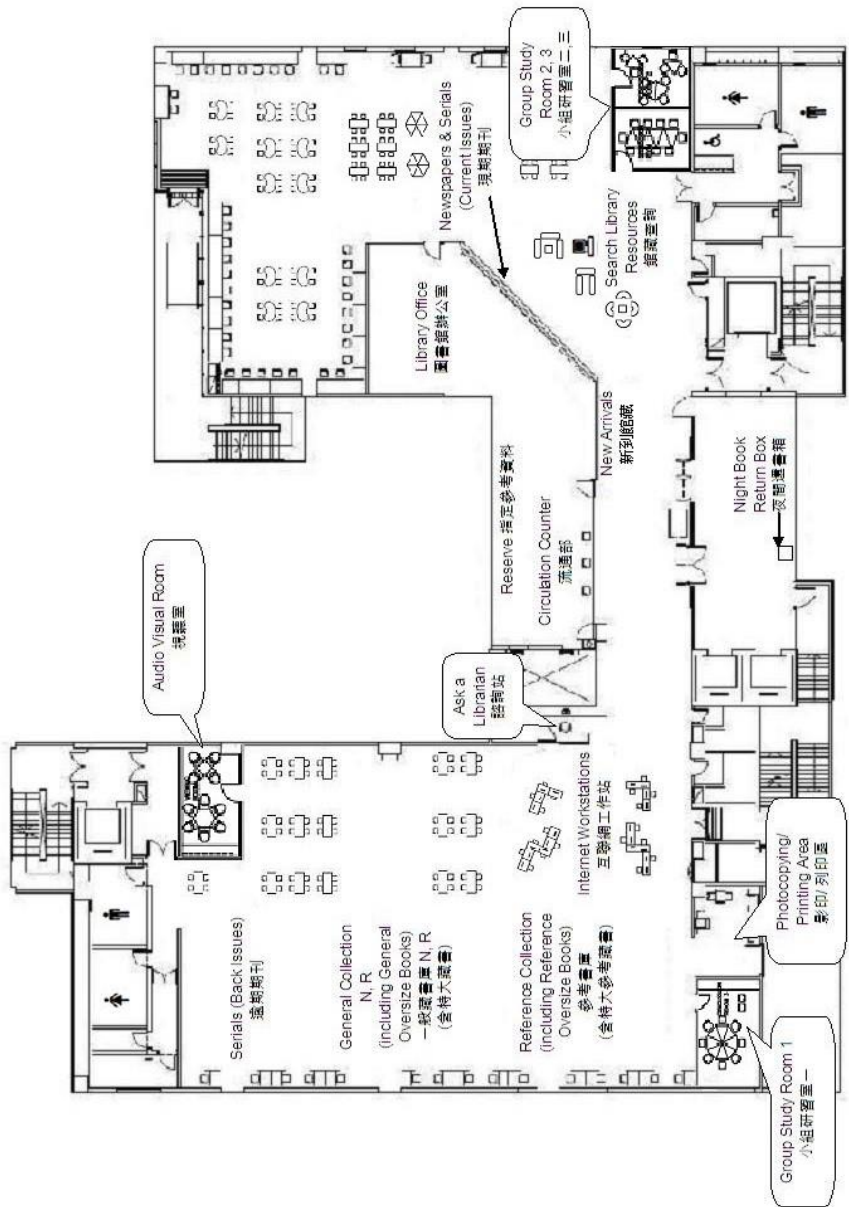
Stanley Ho Library Floor Plan - Level 1



**Stanley Ho Library
Floor Plan - Level 2**



Ho Sik Yee Library Floor Plan



Library Resources

Electronic Collections

The Electronic Library of the University at < <http://www.lib.ouhk.edu.hk> > provides abundant learning resources including full-text electronic journals, electronic books, databases, electronic news, reference resources, past examination papers and supplementary readings. Library users can access the electronic collections anytime while they are on campus, at home or in office.

E-Journals & Databases: The E-Library contains electronic resources including databases which cover more than 38,980 fulltext titles, subscribed electronic journals and selected Internet resources.

E-Books: There are more than 84,900 titles of full text electronic books in English and Chinese.

E-Reserve: contains past or specimen examination papers provided by the schools, supplementary readings recommended by teaching staff and OUHK theses and dissertations.

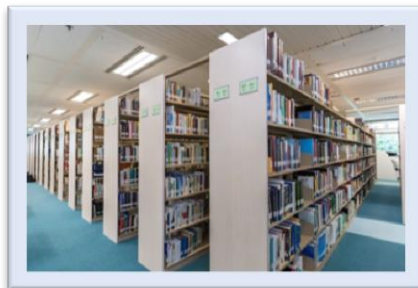
Print Collections

The OUHK libraries contain more than 211,100 printed and multimedia items. Books are classified according to the Library of Congress Classification Scheme and arranged on shelves by call number, which can be found in the Library Catalogue or the E-Library. Materials in different languages are inter-shelved on shelves.

While the collection at Stanley Ho Library covers most of the subjects, to support the learning and teaching activities at the Jockey Club Campus, the collection on subjects of Fine Arts and Medicine are shelved at Ho Sik Yee Library.

General Collection

General Collection contains around 163,000 titles that include materials in Chinese, English and foreign languages. Materials from the General Collection can be checked out at the Circulation Counters.



Reference Collection

The Reference Collection consists of standard reference tools such as dictionaries, directories, encyclopedias, indexes and abstracts, handbooks, atlases and Hong Kong Government documents. Reference materials are indicated by a prefix "REF" to the call number. They are for use in the Library only.

Reserve Collection

Reserve Collection consists of course materials, assignments, course set textbooks, selected past/specimen examination papers provided by schools, supplementary materials provided by teaching staff, audio-visual materials, CD-ROMs and microforms. Most of these reserved materials are available for 2-hour loans at the Circulation Counter of Stanley Ho Library or Ho Sik Yee Library.

Serials Collection

Serials collection contains about 640 printed titles. Current issues of periodicals are displayed on periodical racks while back issues or bound volumes of periodicals are located on bookshelves separately to the current issues. All serials are indicated by a prefix "SER" to the call number. They are for use in the Library only.

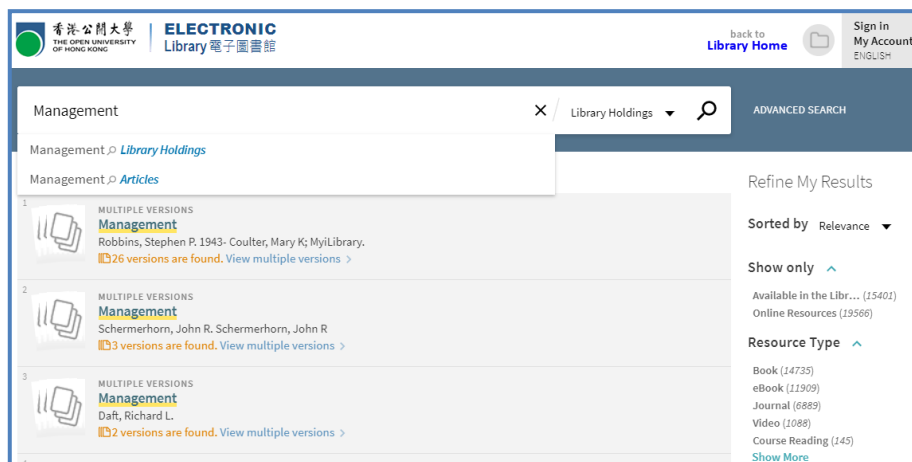
The Library also subscribes to 12 local and overseas newspapers. Current issues of newspaper are put on the newspaper stands in the reading area. Back issues are kept at Circulation Counter for one month.



Finding Library Materials

Electronic Library

Under Library Holdings, users can search for printed library materials, databases, ebooks and journals, and course reserves. Under Articles, users can search articles from most of the databases, e-journals, e-book chapters or free websites selected by the Library. Some articles provide links to full-text. OUHK users are advised to sign in first in order to retrieve more articles from OUHK subscribed resources.



The screenshot shows the Electronic Library search results for the term "Management". The page header includes the logo of The Open University of Hong Kong and the text "ELECTRONIC Library 電子圖書館". There are links for "back to Library Home" and "Sign In My Account ENGLISH". The search results are displayed in a list format, with three items shown. Each item includes a book icon, the title "Management", the author, and the number of versions found. A "Refine My Results" sidebar is visible on the right, showing options for sorting by relevance and filtering by resource type.

Management Library Holdings ADVANCED SEARCH

Management Library Holdings

Management Articles

1 **MULTIPLE VERSIONS**
Management
Robbins, Stephen P. 1943- Coulter, Mary K; MyiLibrary.
26 versions are found. [View multiple versions >](#)

2 **MULTIPLE VERSIONS**
Management
Schermerhorn, John R. Schermerhorn, John R
3 versions are found. [View multiple versions >](#)

3 **MULTIPLE VERSIONS**
Management
Daft, Richard L.
2 versions are found. [View multiple versions >](#)

Refine My Results

Sorted by Relevance ▼

Show only ▲

Available in the Libr... (15401)
Online Resources (19566)

Resource Type ▲

Book (14735)
eBook (11909)
Journal (6889)
Video (1088)
Course Reading (145)
[Show More](#)

Viewing Borrower Records

Library users can check their own loan records. Users can also renew their loan items in the "Borrower Record/Renewal" section. For details on renewal, please refer to the "Circulation Services – Renewals" section in this handbook.

Login is required to access your borrower record.

	User ID	Password
Staff*	Same as your e-mail login name	OUHK Single Password
Students**	"s" + first 7 digits of your student number	OUHK Single Password
Tutors/instructors	"t" + tutor/instructor number	OUHK Single Password
LiPACE students (without E-Library privilege)	Student number (all digits without the preceding "s")	HKID number without the digit in brackets (Default) / Password set before
Library Reader/Borrower Ticket holders	Library ticket number (all digits)	"g" + the first 6 digits of student or staff (retiree) numbers / Password set before
E-Library users without OUHK email account/Nursing tutors	E-Library user ID	E-Library Password

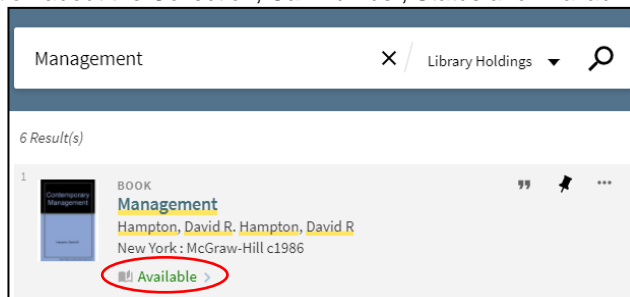
*OUHK staff (full-time, part-time, temp) with OUHK email account.

**Including students taking distance learning, full-time, eLearning programmes, or LiPACE students with E-Library access rights.

Locating Library Materials

Where Library materials are located?

On the search result page, user should click “Available” under the title of the result to get information about the Collection, Call Number, Status and Availability of an item.



Collection code:

Collection	Where in the Library <i>(Collection on Call no. N & R are available at Ho Sik Yee Library. The rest of the collection are provided at Stanley Ho Library)</i>	Meaning
Counter ^	Circulation Counter (Level 2, Stanley Ho Library / Ho Sik Yee Library (Level 5, Jockey Club Campus))	Use inside the Library for 2 or 3 hours
General	Level 2 (Call no. A-K) and Level 1 (Call no. L-Z), Stanley Ho Library / Ho Sik Yee Library (Level 5, Jockey Club Campus)	Can be checked out for 14 days or 30 days
General (Oversize)	Level 1, Stanley Ho Library / Ho Sik Yee Library (Level 5, Jockey Club Campus) (last row of General Collection)	Can be checked out for 14 days or 30 days
Reference	Level 1, Stanley Ho Library / Ho Sik Yee Library (Level 5, Jockey Club Campus)	Use inside the Library only
Reference (Oversize)	Level 1, Stanley Ho Library / Ho Sik Yee Library (Level 5, Jockey Club Campus) (last row of Reference Collection)	Use inside the Library only
Serials	Level 1, Stanley Ho Library / Ho Sik Yee Library (Level 5, Jockey Club Campus)	Use inside the Library only
Teaching Resources	Level 1, Stanley Ho Library	Use inside the Library only
E-Library	Web access	N.A.

^ “Counter” Collection includes Reserve Collection, OUHK Theses and University Collection.

Borrow/reserve the item:

Readers can learn about the availability of an item from the condition described under "Status".

Status	Meaning	Can I borrow this?	Can I make reservation?
Bindery	Being sent to binding	No	No
Damaged/Billing	Damaged item	No	No
Date/time	Checked out by another user	No	Yes (if all available copies are checked out/reserved)
In Process	To be catalogued	No	No
Just Returned	Item might be on shelf	Yes	No
Lost/Billing	Lost item	No	No
Missing	Missing item	No	No
On Display	On new book display shelf	No	Yes (at counter only)
On Hold Shelf	Waiting for user to pick up	No	Yes (if all available copies are checked out/reserved)
On Order	Being ordered	No	No
On Shelf	On shelf	Yes	No
Web Access	Available in E-Library	N/A	N/A
Reserved	Being held by another user	No	Yes (if all available copies are checked out/reserved)

New Arrivals

The New Arrivals lists include books, serials, audio-visual items or electronic resources newly added to the Library collection during the last three months.



The screenshot shows the website header for The Open University of Hong Kong. The logo and name are at the top left, followed by the motto "Government established · Diversified and innovative". A navigation bar contains several menu items: Home, About Us, Using the Library, Finding Resources, User Support, and User Privileges. The "Finding Resources" menu is expanded, showing a list of options: Databases, E-Books, E-Journals, E-Reserve, and New Arrivals. The "New Arrivals" option is circled in red. To the right of the navigation bar, there is a link for "Prospective Students". Below the navigation bar is a photograph of a library entrance with "EXIT" signs.

香港公開大學
THE OPEN UNIVERSITY
OF HONG KONG

政府創辦·多元創新
Government established · Diversified and innovative

Prospective Students

- Home
- About Us
- Using the Library
 - ▶ E-Library Search
 - ▶ Classic Catalogue
 - ▶ HK Self Financing Institutions Libraries Catalogue (CSIDS)
 - ▶ Other Library Catalogues
- Finding Resources
 - ▶ Databases
 - ▶ E-Books
 - ▶ E-Journals
 - ▶ E-Reserve
 - ▶ **New Arrivals**
- User Support
 - ▶ OUHK Archive
- User Privileges

How Library materials are shelved?

Library materials are shelved according to the call number on the spine of the materials. The call number on book spine matches the one found in the Library Catalogue.

For example:

Call number in Library Catalogue:
HG173 .P577 2001

Call number on spine:
HG
173
.P577
2001

Call number arrangement:

How to shelve library materials by call numbers

The first line of a call number will be shelved alphabetically.

For example:

AC	HB	HC	PN	QA
----	----	----	----	----

The second line of a call number will be shelved in numerical order. A call number with a smaller number is placed before one with a larger number.

For example:

90	150	171.5	450	512
----	-----	-------	-----	-----

The third line of a call number will be shelved alphabetically and then numerically. It should be noted that all numbers in this line are treated as if they were preceded by a decimal.

For example:

.C80	.K788	.K90	.L183	.P256
------	-------	------	-------	-------

The final line of the call numbers include dates, volume numbers, issue numbers, copy numbers, and other annotations. In such case, it will follow an ascending order.

Eventually, the call numbers will be arranged like this :

Book 1	Book 2	Book 3	Book 4	Book 5	Book 6
AC 90 .C80 2013	HB 150 .C80 2000	HC 171.5 .K788 2012	HC 171.5 .K90 2013	PN 450 .L183 2003	QA 512 .P256 2011

Library Facilities

Stanley Ho Library

Active Learning Space

The Active Learning Space (ALS) on Level one of the Stanley Ho Library is open to all Library users. The ALS is equipped with group tables and chairs, whiteboard writing surfaces, wireless LAN, projectors and LED monitors and a central control system for screen displays. It has been designed to provide a space that facilitates group presentation and collaborative studies for 40 users. The ALS is also available for reservation by OUHK staff for classes or for other teaching functions. OUHK staff could complete a booking form or contact the Circulation Section of the Library for details. When not reserved, the space is open to all Library users who can also bring their personal computers to connect to the LED displays for group work or study.



Audio-Visual Centre

The Audio-Visual Centre provides 4 multimedia workstations for listening and viewing audio-visual materials in the Stanley Ho Library. Users can book the workstation and equipment at the Circulation Counter. Users can also make use of the Internet workstations for listening and viewing VCD or DVD.

Internet Workstations

The Stanley Ho Library has 36 Internet workstations located on Level 2 that offer access to the Electronic Library and the Internet. All workstations are available to Library users on a first-come-first-served basis. Wireless LAN is available in the Library for accessing the Internet with your own mobile devices. More information about the wireless LAN service is available on the OUHK webpage.

Photocopying and Printing

The Stanley Ho Library provides photocopiers for black & white photocopying in A4 papers (HK\$0.2 per page) and A3 papers (HK\$0.4 per page). User can also print document through the Internet workstations via the 4 network printers. You can use your own notebook computers running on Windows to connect to the 4 printers via OUHK Wireless LAN Services. Please read the "Using the Library" > "Facilities" > "WiFi Network & WiFi Printing" on the Library Homepage for more details.

Self Checkout Machine

A Self Checkout machine is located at block C, level 2 of the Stanley Ho Library. Users can check out General collection items with their OUHK student/staff/tutor card. Receipt for successful transactions will be sent to users who have registered to receive OUHK emails.

Facilities for Special Educational Needs

The facilities for special educational needs, including braille translator, braille embosser and OpenBook OCR, are located on Level 2 of the Stanley Ho Library. Students can book the workstations in advance by calling the Library at 2768 6778 or contacting staff at the Circulation Counter. Students can also call the Registry at 2768 6634 at the beginning of each semester to borrow some of the equipment for home use.

Ho Sik Yee Library

Group Study Rooms

The three Group Study Rooms in Ho Sik Yee Library is an ideal place to conduct collaborative study or group work inside the library environment. The Group Study Rooms provide group study tables and chairs and wireless LAN for use by 4-10 students at the same time. Prior registration for use is required. User can book the Rooms in person at the Circulation Counter of Ho Sik Yee Library. Please download and read the [user guidelines](#) before making the registration.

Internet Workstations

The Ho Sik Yee Library provides 20 Internet workstations for access to the Electronic Library and the Internet. Wireless LAN is available inside the whole library for accessing the Internet with your own mobile devices. Please read the “Using the Library” > “Facilities” > “WiFi Network & WiFi Printing” on the Library Homepage for more details.

Photocopying/Printing Area

In the Photocopying/Printing Area, user can make photocopies and print document through the Internet workstations inside the Library. Printing/photocopying are charged by Octopus for HK\$0.2 per page in A4 papers/ HK\$0.4 per page in A3 papers, black & white only.

Audio-Visual Room

The Audio-Visual Room is equipped with LED monitor and blu-ray player. It can accommodate users in group, in a maximum of 10 each time, to listen to and view the audio-visual collection of the Library. To use the room, you can reserve the room in person at the Circulation Counter of Ho Sik Yee Library. Details such as booking procedure and user guidelines can be downloaded [here](#).

Library Services

Access to Electronic Library

The Electronic Library at < <http://www.lib.ouhk.edu.hk> > is a gateway to the electronic resources of the Library. Full Electronic Library services can be obtained through the Internet workstations at the Library or PC Laboratory. You can also access these resources outside the campus via Internet connection, simply log in with your user ID and password.

Book Loan Services

Borrowing Privilege

Students and staff of the University can use the University ID cards to enter the OUHK Library and borrow Library materials. Borrowers' categories and borrowing privileges are listed in the "OUHK Library Regulations" section. University ID cards and Library tickets are not transferable. For further information on Loan Services, please refer to "Using the Library" > "Loan Service" on the Library Homepage.

Borrowing and Returning

Circulating materials can be checked out at Circulation Counter or Self Checkout machine and returned at Circulation Counter. Users must use their own University ID cards to check out Library materials. Circulation services will stop 15 minutes before the Library closes.

Overdue and Losses

Borrowers are responsible for returning their loans on or before the due date. Late return of Library materials is subject to an overdue fine and the amount of which is specified in the Library Regulations. For lost or damaged items, borrowers are liable for the cost of replacement plus the shipping and/ or processing fees.

Renewals

A maximum of four renewals may be made on any loans. Users may renew their loans at the Circulation Counter. Self-renewal can be made online via the Electronic Library under their own borrower records.

Library materials **cannot be renewed** if:

- The items concerned are overdue OR
- Maximum renewal limit has been reached OR
- Items are being reserved by other users OR
- Your borrowing right is being suspended.

If you have enquiry regarding the renewal service, please contact our staff at 2768 6778.

Making hold requests on Library Materials

Materials that can be requested via Library Catalogue in Electronic Library are General Collection books and their accompanying items (SPM) when all the title's available copies are checked out or reserved by another user. A hold request has to be made in person for all other reserve materials (except SPM) at the Circulation Counter.

Library Notices

Current Staff/Students can receive the following Library notices timely through their personal OUHK email account:

- i. Pre-overdue reminders
- ii. Overdue notices
- iii. Book reservation notices
- iv. Library Service Update (LSU) – the latest issue
- v. Library workshop and other announcements

Night Book Return Box

Library users can return their loan items, excluding materials from interlibrary loan, to the night book return box located at the entrance of the Library after the Library closes.

Information Desk

Information Desk is located near the entrance of Stanley Ho Library. Our librarians can assist you in using library services and facilities and in finding information for research and study purposes.

Library Workshop

The Library provides users with education programmes and training workshops to assist users in using the Library effectively. Library orientation programmes for new students and staff are scheduled at the beginning of each semester. Training workshops on using resources of different subject areas are held from time to time. Library will also coordinate with Schools to customize training programmes related to the needs of their courses.

Interlibrary Loan Service

Interlibrary loan service is available to full-time academic or equivalent administrative staff, postgraduate students, and project-based undergraduate students. The service delivers books and journal articles not held by the Library. Items can be obtained from both local and overseas sources for study, research and teaching purpose. For detailed information of the service, refer to the "Using the Library" > "Loan Service" > "Interlibrary Loan Service" on the Library Homepage.

New Book Display

New books are put on display for one week at the New Book Display Area of the Library. New books will be returned to shelves for loan after the display period. Lists of new Library materials are available on E-Library for users' information on the newly catalogued materials.

Useful Library Service Directory

Service	Responsible Section	Contacts
Application for the OUHK Library Ticket	Circulation	2768 6781
Facilities for Special Educational Needs	Circulation Counter	2768 6778
Interlibrary Loan	Information Services	2768 6791
Information Enquiries	Information Services	2768 6777 / libwww@ouhk.edu.hk
Circulation Enquiries	Circulation Counter	2768 6778 (Stanley Ho Library) 3120 2555 (Ho Sik Yee Library)
Technical Support for Remote Access	2711 2100 / ituhelp@ouhk.edu.hk	

OUHK Library Regulations

1 Library opening hours

The opening hours will be determined by the Librarian and will vary with the demand for library use and staff availability. Details will be displayed at the entrance of the OUHK Library and posted on the Library website.

2 Admission to the Library

- (a) Admission to the Library will be permitted only upon presentation of a valid OUHK Identity Card¹, or OUHK Library Borrower's Ticket, or Reader's Ticket. Application for an OUHK Library Borrower's Ticket or Reader's Ticket can be made at the Circulation Counter.
- (b) OUHK Library Borrower's Ticket and Reader's Ticket are not transferable and any loss of them must be reported without delay. There may be a replacement charge.
- (c) Inactive students² for not more than one year may gain limited access to the OUHK Library facilities and services. See the Library notices posted at the entrance of the Library for the latest arrangement.
- (d) OUHK Library Ticket charges:

Users	Ticket charges	
	Reader's Ticket	Borrower's Ticket
OUHK Graduates ³	HK\$50/annual fee plus HK\$500/deposit ⁵	HK\$1,000/annual fee
OUHK Retirees ⁴	HK\$50/annual fee plus HK\$500/deposit ⁵	HK\$1,000/annual fee
Other educational Institutes-Academic (Individual)	HK\$1,500/annual fee plus HK\$500/deposit ⁵	HK\$3,000/annual fee
Public non-profit making organization (Corporate)	HK\$500/annual fee plus HK\$500/deposit ⁵	HK\$5,000/annual fee
Public profit making organization (Corporate)	HK\$2,000/annual fee	HK\$5,000/annual fee

Charge for card replacement above is HK\$50.

(e) Visitors must first obtain a special permit from the Librarian prior to using any services available in OUHK Library.

¹ OUHK staff should consult the OUHK Human Resources Unit for their Staff Identity Card. Part-time tutors should obtain their Tutor Identity Card from Registry. Registered students should obtain their Student Identity Card from Registry. Student status is determined by the highest level course(s) a student is currently enrolled in.

² Distance learning programme students who have not currently registered in course(s) are classified as inactive students.

³ LiPACE programmes are not included. Applicants are required to submit a photocopy of their OUHK graduation certificate.

⁴ Applicants are required to submit a photocopy of their Certificate of Service issued by the HRU of the OUHK to prove their retiree status.

⁵ Request for refund of the deposit, if applicable, should be made within **one** year upon the expiry of the Ticket. Request made after the 1-year period will not be accepted.

3 Borrowing regulations

(a) A valid OUHK Identity Card, or OUHK Library Borrower's Ticket must be presented when borrowing materials (print and non-print). They are not transferable.

(b) Borrowers' categories

Category	Borrowers	Identification
I	Full time academic/administrative staff	Valid barcode ID card from OUHK Human Resources Unit
II	Full time staff other than Category I	
III	Part time tutors	Valid tutor card from OUHK Registry
IV	Active students taking OUHK undergraduate degree and subdegree courses	Valid student card from OUHK Registry
V	Active students taking OUHK postgraduate courses	
VI	Full time temporary (contract term 1 year or over) academic/administrative staff	Borrower's Ticket from OUHK Library/ Valid LiPACE student card
VII	Full time temporary (contract term less than 1 year) academic/administrative staff; and all research assistants	
VIII	Special categories, including OUHK graduates and OUHK retirees, visitors, outsiders; and students taking LiPACE eligible programmes, etc.	

(c) Borrowing limits:

Categories of borrowers	Books from General Collection		Reserve Materials*	
	Loan Quota (items)	Loan Period	Loan Quota (items)	Loan Period**
	Books	Days	Item	Hours
I	40	30	3	2
II and III and IV	10	14		
V	16	30		
VI	16	14		
VII	10	14		
VIII	4	14		

* Refer to the Reserve Materials section below.

** Loan period may vary with the nature or playing time of the item

Restrictions:

The following are allowed to be used in the OUHK Library only

- Reference materials;
- Reserve materials, including AV materials (except special reserve materials);
- Periodicals and newspapers.

(d) Borrowing procedures:

All items must be signed out at the Circulation Counter. Only materials from the General Collection are allowed to be removed from the Library after signing out. Other materials, such as Reserve materials, reference materials, AV materials, periodicals and newspapers are normally not allowed to be removed from the Library. Special permission may be granted by the Librarian only under rare circumstances.

(e) Overdue materials:

It is the borrower's responsibility to return loan items on or before the due date or time.

(f) Fines:

All borrowers who return loan items late will be subject to an overdue fine. Library privileges will be withheld until the borrower completely settles his or her overdue fines at the Circulation Counter.

	Fines
General Collection	HK\$3 per day
Reserve materials	HK\$3 per hour
Non-circulating materials*	HK\$3 per day

*If the Librarian grants special permission to sign out and remove non-circulating materials from the Library.

(g) Renewals:

Renewals must be done by the borrower himself/herself on or before the due date/time. A maximum of four renewals may be made on any loan except items in the Reserve Collection. No renewal will be allowed if the item has been requested by another borrower.

(h) Reserve materials:

Reserve materials include all AV materials, CD-ROMs, computer manuals, slides, course materials, set books and accompanying materials. Reserve materials must be signed out but are not allowed to be removed from the Library, except special reserve materials. The borrowing period for reserve materials is normally two hours. A student's borrowing rights may be suspended if a reserve item is not returned on time. Borrowing rights will be resumed when the item is returned. Students may borrow up to three reserve materials, in different formats, at a time.

(i) Reservations:

A Handling fee, including postage, may be charged to reserve a book from the General Collection. The reserver will be notified to collect the item(s) from the Circulation Counter within 14 days. Items that are not picked up within that period will be returned to the General Collection for normal circulation, or will be passed to the next reserver, if applicable.

- (j) **Interlibrary loans:**
Interlibrary loan service is available to full time academic and administrative equivalent staff. Students taking postgraduate or project-oriented courses can apply for interlibrary loans and may be subject to a service charge. Materials obtained through interlibrary loans will be subject to the loan policy of the lending institution. Library staff will clearly explain the related procedures and regulations to enquiring borrowers.

- (k) **Return procedure:**
Borrowers must return all loan items to the Circulation Counter during regular library hours, or to the Library Book Return at the Library entrance when the Library is closed.

- (l) **Loss and damage:**
Any mutilation, damage or loss of library materials must be reported to library staff immediately. Borrowers will be held responsible for loss or damage to any items on loan to their account. Borrowers may be required to pay the full item value plus the shipping and handling fees for the replacement. Lost or damaged materials will continue to be the property of the OUHK Library even if a replacement charge has been paid.

- (m) **Special rules:**
The OUHK Library reserves the rights to make rules on library use and borrowing as appropriate for the proper management of the library facilities and services. Any changes will be posted on the notice board near the Circulation Counter.

4 Seat reservation

- (a) Reservation of seats in the Library is not permitted. Any seat left vacant for fifteen minutes may be taken by another library user. Any items leaving unattended for more than fifteen minutes may be reported to the Circulation Counter.

- (b) Under special circumstances, reservation on numbered seats in the OUHK Library may be carried out by the Library, e.g., during examination periods. No advance booking or choice of seat can be made. Please refer to the Library's notice board for details and the latest arrangement.

5 User conduct

- (a) Library users should follow the instructions on the proper use of the Library as displayed in the library or given verbally by library staff.
- (b) Library users should use their proper university ID to gain entry through the Library's Access Control System. Library staff may refuse entry if users cannot produce a proper university ID or establish their bona fide identity.
- (c) It is the user's responsibility to attend to their personal belongings. The OUHK Library will not be responsible for any loss or damage to personal property.
- (d) Unauthorized removal and/or mutilation of Library equipment/materials/resources, print and/or non-print, either in whole or in part, or any attempt to do so, will subject the offender to serious disciplinary action.
- (e) Library users shall enter/leave the Library through the designated entrance/exit unless directed otherwise by the Librarian and/or library staff.
- (f) Silence must be observed within the Library and adjacent areas. Users are reminded to switch off all beeping devices such as alarm watches, pagers and mobile phones while studying in the Library.
- (g) Smoking, eating and drinking are not permitted in the Library.
- (h) Anything which, in the opinion of the Librarian (or Library staff or security guards), may interfere with the proper use and management of the Library is not permitted within the Library. For example, food and/or drinks, games of any form, using music/video player. All filming, photographic, imaging and recording activities must be approved by the Library in advance.
- (i) Library users shall not wear clothing likely to soil Library property. All Library materials and resources must be kept clean.
- (j) Library users shall not damage, mutilate or deface any of the Library materials or resources.

- (k) At the request of the Librarian or the library staff in charge, the user shall display personal belongings for inspection at the Library exit. Users may also be required to show the contents of their bags, cases or other containers.
- (l) Library users shall not copy any data from their own software onto the hard disk of any computer in the Library. The University reserves the right to erase any such data on OUHK computers without notice and without making a copy.
- (m) Library users shall not copy to their own diskette any data from the hard disk of any computer in the Library without the permission of the University.
- (n) When using the Library's self-service photocopying machines, users must observe copyright law. The University and OUHK Library shall not be held responsible for any infringement of intellectual property rights that might arise from a user copying any materials or data. The Library does not guarantee that photocopying facilities will be available at all times. Users shall pay for any photocopies.
- (o) The Librarian may from time to time make special regulations regarding admission to and use of particular areas of the Library.

Appendix 1

Public libraries with OUHK course materials

Public Libraries	Telephone
Hong Kong District	
Aberdeen Public Library 3/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Aberdeen, Hong Kong.	2921 1055
City Hall Public Library* 2-6/F & 8-11/F, City Hall High Block, Central, Hong Kong.	2921 2672
Central Reference Library, 8/F, Hong Kong Central Library* 66 Causeway Road, Causeway Bay, Hong Kong.	2921 0222
Quarry Bay Public Library 4-5/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Quarry Bay, Hong Kong.	2922 4058
Kowloon District	
Kowloon Public Library* 5 Pui Ching Road, Kowloon.	2926 4062
Lai Chi Kok Public Library G-1/F, 19 Lai Wan Road, Lai Chi Kok, Kowloon.	2746 4270
Ngau Chi Wan Public Library 5-6/F, Ngau Chi Wan Municipal Services Building, 11 Clear Water Bay Road, Kowloon.	2927 6055
Shui Wo Street Public Library 5-6/F, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon.	2927 3055
Yau Ma Tei Public Library G. & M/F, 250 Shanghai Street, Yau Ma Tei, Kowloon.	2928 6055

New Territories

Cheung Chau Public Library 2/F, Cheung Chau Municipal Services Building, 2 Tai Hing Tai Road, Cheung Chau.	2981 5455
Shatin Public Library* 1 Yuen Wo Road, Sha Tin.	2694 3729
Tseung Kwan O Public Library 9 Wan Lung Road, Tseung Kwan O.	2706 8101
Tsing Yi Public Library 1/F, Tsing Yi Municipal Services Building, 38 Tsing Luk Street, Tsing Yi.	2497 2904
Tsuen Wan Public Library* 38 Sai Lau Kok Road, Tsuen Wan.	2490 3891
Tuen Mun Public Library* 1 Tuen Hi Road, Tuen Mun.	2450 7129
Yuen Long Public Library G-1/F, Yuen Long Leisure & Cultural Building, 52 Ma Tin Road, Yuen Long.	2479 2511

* Materials for postgraduate courses are available only in these locations.