Welcome to OUHK! To support your study at the University, OUHK Library has made available to you a variety of resources and services in the Campus Libraries and the Electronic Library. To learn more, visit the Library homepage at http://www.ouhk.edu.hk/lib.

**ELECTRONIC LIBRARY (E-Library)**

The Electronic Library provides access to resources relevant to your study and research at the OUHK. At the E-Library, you may:

- Browse & search 38,980 electronic journals and databases
- Browse & search 84,900 electronic books
- Search online examination papers and assigned readings
- Search 211,100 printed/multimedia items and 640 printed journals
- Renew and reserve Library items

**Access to E-Library from home or office**
- Many resources in E-Library are restricted to OUHK staff and students. You need to log in to access these resources from off campus:
  - **User ID**: “s” + first 7 digits of your student ID number [e.g. s9876543 for student number 98765432]
  - **Password**: OUHK Single Password*

* Set your own single password for Electronic Library and other online services of the University. Check details at: OUHK homepage (http://www.ouhk.edu.hk) ▶ Current Students ▶ Communication & Support ▶ Single Password Management.

**FACILITIES**

The Stanley Ho Library (1/F and 2/F of Main Campus) and the branch library, Ho Sik Yee Library (5/F of Jockey Club Campus) together provide more than 700 seats.

**Facilities Highlight**


To know more about the facilities of the library, visit Library Homepage (http://www.ouhk.edu.hk/lib) ▶ Using the Library ▶ Facilities
SERVICES

Opening Hours
- **Electronic Library**: 24 hours a day.
- **Stanley Ho Library and Ho Sik Yee Library**: open every day all year round

**Opening hours**
(Notice of opening hours and any subsequent changes will be posted in advance at the Library entrance and on the Library homepage.)

<table>
<thead>
<tr>
<th>Non-examination period*</th>
<th>Examination period*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays – Fridays (excluding public holidays)</td>
<td>09:00 – 22:00</td>
</tr>
<tr>
<td>Saturdays and Sundays (including public holidays)</td>
<td>12:00 – 22:00</td>
</tr>
<tr>
<td>Public holidays (Mondays – Fridays)</td>
<td>13:00 – 21:00</td>
</tr>
</tbody>
</table>

* early closing on some festival days

Library Card
- Bring your valid **student card** to enter the library and to borrow materials.

Loan Quota & Period

<table>
<thead>
<tr>
<th>User Categories</th>
<th>General Collection *</th>
<th>Reserve Collection *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quota</td>
<td>Period</td>
</tr>
<tr>
<td>Active students taking OUHK undergraduate programmes and sub-degree programmes</td>
<td>20</td>
<td>14 days</td>
</tr>
<tr>
<td>Active students taking OUHK postgraduate programmes</td>
<td>30</td>
<td>30 days</td>
</tr>
</tbody>
</table>

* General Collection contains more than 163,000 titles in Chinese, English & foreign languages.

**Reserve Collection** consists of course materials, course set textbooks, examination papers and other supplementary materials. Materials can be used inside the Library only.

Return
- Library materials borrowed from any one of the OUHK Library, i.e. Stanley Ho Library or Ho Sik Yee Library, can be returned to either library.
- You can return your borrowed books to the Circulation Counter or through the **book return box** located at the entrance of each library.
- Overdue fine: HK$3 per day for materials in General Collection and HK$3 per hour for materials in Reserve Collection.

Renewal
- In person: **Circulation Counters** / Online: Library Homepage (http://www.ouhk.edu.hk/lib) > Borrower Record.
- A maximum of 4 renewals may be made. Unsuccessful renewals may occur if
  i. The items concerned are overdue OR
  ii. Maximum renewal limit has been reached OR
  iii. Items are being reserved by other users OR
  iv. Your borrowing right is being suspended.

Book Reservation
- General Collection materials and their accompanying item (SPM) can be requested online or in person when all the title’s available copies are **checked out or reserved** by another user.
- The requested items can be collected at the Circulation Counters on or before the last pickup date as shown on the **Book Reservation Notice**.

Email Notices and Library Newsletter
- All active students will receive Library workshop and other announcements, the latest issue of Library Service Update (LSU) and the following Library notices through their personal OUHK email accounts: Pre-overdue Reminders, Overdue Notices and Book Reservation Notices.

Library Workshops
- The Library provides **orientation workshops** for students at the beginning of each semester, in which we will provide guidance on using Library resources. Please watch out for our news and join us.

More Help
- User guides on services and resources: Library Homepage (http://www.ouhk.edu.hk/lib) ➤ User Support ➤ Library Guides
- **Information Desk**: 2/F of the Stanley Ho Library/ **Ask a Librarian**: Ho Sik Yee Library

Contact Us
- Telephone: 2768-6777
- Email: libwww@ouhk.edu.hk