

Library Opening Hours

| | Tseung Kwan O Campus |
|----------------------------|---|
| Monday - Friday | 8:30 a.m. - 9:00 p.m. |
| Saturday | 1:00 p.m. - 6:30 p.m. (Effective from Oct 5, 2013) |
| Sunday and Public Holidays | Closed |

Opening Hours may be changed subject to the demand for use and staff availability. Any change to the standard opening hours will be publicized and notifications will be displayed accordingly in the Library.

Search for Library Materials

All library materials are classified by subjects. Within the subject class, the English items are shelved in alphabetical order by the first four letters of the author's surname or the title followed by the year of publication, volume number and copy number. Within the subject class, the Chinese items are classified in numerical order by assigning a four-number code of the author's name and shelved accordingly.

The Library Online Public Access Catalogue (OPAC)

The OPAC can be accessed on the Library web page at:

<http://library.cihe.edu.hk>

By accessing the online catalogue, you may

- browse records of books, journals, multi-media items and other materials held in the Library;
- check for the status of the items, e.g. available, on loan, on order, in process or on display;
- make use of the electronic resources online such as the e-journals and e-newspapers;
- place holds on checked out items or new items;
- view your loan records and items on hold;
- renew your checked out items;
- change your Personal Identification Number (PIN).

Borrowing Privileges

Loan quota and Loan Period

| Category of Borrower | Material Type | Loan Period | Max. No. of Renewals | Max. No. of Items |
|----------------------|---------------|-------------|----------------------|-------------------|
| CCHES Members | Books | 30 days | 1 | 6 |

**For details, please visit our library website <http://library.cihe.edu.hk>*

Overdue Fines and Other Charges

Late returns will be treated as overdue. All overdue fines are levied starting from the day following the due date (excluding Saturdays, School holidays and those days when the Library is closed).

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|--------------------------------|---|
| Circulation items | \$2 per item per day / per hour |
| Loss / damage of library items | Full replacement cost plus a processing fee of \$100 per item |

Remarks: Library materials other than the circulating collection are not normally allowed to be checked out of the Library. Under exceptional circumstances, staff members may obtain special permission from the Librarian to borrow such materials for a short period.

Borrowing Procedures

You should present your Library Card at the Circulation Counter when borrowing library materials. All library items should be checked out at the Circulation Counter.

Reservation of Library Materials

You may reserve items on loan by using the Library Online Public Access Catalogue (OPAC). Online requests enable to request an item currently checked out by other user. You will be notified by email when the requested item becomes available for collection. The reservation will be cancelled if the reserved item is not borrowed within the reservation validity period of 3 working days and the item will be put back on circulation or given to the next requester.

Recall of Loans

All library items on loan to you are subject to recall at any time for use by other users. On receipt of a recall notice, you can still exercise your right to keep the item on call for a further three-day period. Any late return of a recalled item will be treated as an overdue item and is liable for a fine.

Copying Services

Octopus-operated photocopiers and printers are installed in the Library. You may make copies or print out documents by inserting an octopus into the card reader.

Library Resources

Book Collection

Book collection includes English and Chinese books, and conference proceedings. The stitch-bound books and some less frequently used books are kept in closed stacks. Library users may search for these books on the OPAC and request them at the circulation counter.

Collections in western languages are catalogued in accordance with the Dewey Decimal Classification (DDC) Scheme. Main subject sub-divisions are:

| | |
|-------------------------------|--------------------------------------|
| 000 Generalities | 500 Natural Sciences and Mathematics |
| 100 Philosophy and Psychology | 600 Technology (Applied Science) |
| 200 Religion | 700 Arts |
| 300 Social Sciences | 800 Literature and Rhetoric |
| 400 Language | 900 Geography and History |

The oriental language collection is classified according to Lai's Classification Scheme. Different of books are grouped under nine categories, namely:

| | |
|----------------------|---------------------------------|
| 000 Generalities | 500 Social Sciences |
| 100 Philosophy | 600 History and Geography |
| 200 Religion | 700 World History and Geography |
| 300 Natural Sciences | 800 Language and Literature |
| 400 Applied Sciences | 900 Arts |

Reference Collection

The Reference Collection includes encyclopedias, dictionaries, almanacs, directories, yearbooks, handbooks and others. Reference books are indicated by a prefix “REF” to the call number. These materials are not available for loan.

Journals Collection

Current and back issues of printed journals are shelved by call number and are placed on displayed shelves. Bound volumes of journals are kept on stacks. Journals collection is indicated by a prefix “S” to the call number.

Reserve Collection

Teaching notes and readings on heavily used are placed in the Short Loan Area. Reserve collection is on shorter loan periods and some of the materials are restricted to use in the Library only.

Electronic Resources

The Library collects a number of e-books and e-journals and subscribes to various full-text and abstract electronic databases. All online resources are accessible via the Library web page.

Media Resources Collection

The media resources collection includes audiocassettes, videotapes, CD-ROMs, VCDs, DVDs and multi-media packages. These materials are indicated by a prefix “AV” to the call number.

Newspapers

Current issues of several popular local and overseas Chinese and English newspapers are displayed in the Library. The retention period of back issues is 1 month. Library users can also view e-newspapers from the subscribed online databases such as WiseNews (電子剪報) and China InfoBank and SCMP.

Special Collection

Special Collection contains government documents, past examination papers of professional bodies as well as prospectuses and calendars of tertiary institutions in Hong Kong and overseas. Some of these materials may be checked out for a short-term period.

Library

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Library Email

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Library Website

<http://library.cihe.edu.hk>



Library Guide for CCHES Members



September 2016

<http://library.cihe.edu.hk>

