



**FONG SUM WOOD**  
**LIBRARY**  
**GUIDEBOOK 2012-13**

WELCOME TO  
FONG SUM WOOD LIBRARY

Library

Academic

Commons

provides different renovat

services ling

Wood

Fong

Campus

Mr

WELCOME TO

FONG SUM WOOD LIBRARY

addition

benefactor

accommodating

Library

Academic

Commons

provides different renovat

services ling

Wood

Fong

Campus

Mr

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Library

Academic

Commons



## Library Opening Hours

Mon- Thu	8:30 a.m. - 00:00 midnight
Fri	8:30 a.m. - 10:00 p.m.
Sat	9:30 a.m. - 8:00 p.m.
Sun	1:00 p.m. - 8:00 p.m.
Public Holidays	CLOSED

Holidays and Special Opening Hours will be posted on the entrance and on the Digital Library.  
<http://www.library.ln.edu.hk/about/opening-hours>

FIND US ON FACEBOOK

<http://www.facebook.com/LuLibrary>

General Enquiry  
2616-8586 (PHONE)  
2616-5515 (FAX)  
[cirstaff@ln.edu.hk](mailto:cirstaff@ln.edu.hk) (E-MAIL)



# FOREWORD

The Lingnan University Library was named after the late benefactor Mr. Fong Sum Wood in 1998.

Since its beginning in 1968, the Library has grown to hold more than 500,000 volumes of books, bound journals and audio-visual materials. The core collections cover various areas of our liberal arts curriculum, including arts and humanities, social sciences, and business studies. In order to keep up with the speedy pace of technology advancement, the Library has introduced a wide range of electronic services, such as online full-text databases, CD-ROMs, wireless LAN and different types of automatic alert services. The Chiang Chen Information Commons (IC) in the Library also provides the Lingnan community a one-stop service for reference, information technology and multimedia services support.

The Library is located in the Patrick Lee Wan Keung Academic Building of the Lingnan Campus and occupies four floors. We provide over 190 public PCs and more than 600 seats for Library users. The Library is not only a place for studying and researching, but also a place for networking and cultural activities. Users can work on their group projects in the individual and collaborative workrooms in the IC on 1/F; or enjoy soft drinks and watch current news from the TV provided inside the Café for a break during study.

The Fong Sum Wood Library has long been the hub of academic activities in Lingnan. We strive to provide great services for accessing knowledge on campus.





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# COLLECTIONS & RESOURCES



## Print Collections



### Books

- ◊ Books for circulation: 1/F and 3/F
- ◊ Some less frequently used books: Compact Shelves on 2/F South

### Reference Materials

- ◊ Include dictionaries, abstracts, indexes, bibliographies, directories, encyclopedias, atlases, handbooks, yearbooks, statistical sources, government documents and annual reports of non-profit organizations in Hong Kong
- ◊ 1/F South, left-hand side of the entrance
- ◊ All reference books have a prefix REF in the call number. They can be used in the Library only

### Journals

- ◊ Over 1,900 print journals and serials
- ◊ Current and back issues of print journals: Open Shelves and Compact Shelves on 2/F South
- ◊ Rarely used bound journals are kept in Storage. For access to these journals, please contact Library staff.

URL for journals subscribed by departments:  
<http://www.library.ln.edu.hk/find/journals/serial-list-programs/departments>

URL for electronic full-text journals and from aggregated databases:  
[http://www.library.ln.edu.hk/services/library-forms/serials\\_search](http://www.library.ln.edu.hk/services/library-forms/serials_search)







## Magazines

- ◊ Local and foreign magazines: Free Magazine Corner in the Café on 1/F South; Popular Magazines Corner in 1/F Reading Room; Additional Languages Magazine Corner on 2/F South
- ◊ All magazines are for Library use only, and cannot be charged out

## Newspapers

- ◊ Almost 40 local and overseas newspapers in print format
- ◊ Current issues: newspaper racks in 1/F Reading Room
- ◊ Back issues: shelved in Back Issue Newspapers Room on 1/F (MB 101/12)

Some newspapers are stored as microfilm at the Multimedia and Language Learning Centre (MLLC) on 2/F North

## Reserve Materials

- ◊ Textbooks and supplementary materials recommended by the academic staff are available at the Circulation Counter
- ◊ Reserved AV materials are available at the MLLC Counter on 2/F North
- ◊ Loaned for shorter periods and cannot be renewed due to heavy usage

Certain reserve materials are also available as electronic reserve via the Library Online Public Access Catalogue (OPAC) at:

<http://library.ln.edu.hk/search/r> (Search by "Course Name or Course Code")

<http://library.ln.edu.hk/search/p> (Search by "Instructor")





## Electronic Collections

### E-Journals

>49,000 full-text electronic journals

### E-Databases

>210 electronic databases and reference tools

### E-Newspapers

Thousands of full-text electronic newspapers

### E-Books

>946,000 full-text electronic books

### Video on Demand

Consists of Local TV Programmes, videotaped lectures and seminars held at the University

### Notable Collections

Lingnan Publications, Examination Papers, Master and Doctoral Theses, Student Projects and Online Exhibitions with regular updates

### Digital Commons @ Lingnan University

Collects and preserves the scholarship and creative works of the Lingnan community and to share our intellectual life with a global audience

## Library-subscribed Online Resources

### How to Access?



#### *On Campus*

- ◊ Use any PCs or notebook computers connected to the Lingnan wired or wireless campus network





## Off Campus



You can access the licensed online resources remotely via

- ◊ the Library Proxy service;
- ◊ the ITSC's SSL VPN service;

For details, please visit:

<http://www.library.ln.edu.hk/find/remote-access-library-online-resources>

### Problems with Remote Access

You can...

1. Contact the Library staff at the IC Counter on 1/F South during Library opening hours
2. Call the hotline at 2616-8571 during the Library opening hours
3. Click "Ask A Librarian" and make a request at <http://www.library.ln.edu.hk/research/ask-librarian>

## AV Materials

- ◊ Over 80,000 items of media resources such as VCD, DVD, Blu-ray discs, Local TV Programmes, slides and online music
- ◊ AV & Multimedia Collections: MLLC on 2/F North



## Special Collections

- ◊ Thread-bound Chinese classics: Special Collections on 1/F South
- ◊ Old Lingnan Theses from Guangzhou Lingnan are stored in Lingnan Archives.

### How Can I Borrow From Special Collections?

Special Collections are available upon request at the Circulation Counter and must be used inside the Library.



# Library Materials Recommendations



You are welcome to recommend new books, serials, or audiovisual materials to the Library. Recommendations can be made online at: <http://www.library.ln.edu.hk/services/purchase-recommendation>

Print forms are also available at the Circulation Counter.

## 1-Search

1-Search is a Google like discovery tool which indexes Library resources in all formats, and provides a one-stop search platform to maximize content retrieval with relevance rankings that effectively facilitate users accessing library resources for their academic needs. For details, please refer to the Library Homepage or this link at:

<http://lingnan.summon.serialssolutions.com/>



# BORROWING SERVICES





## Loan Quota & Loan Period

- ◊ Lingnan University students and staff can use their University ID Cards to borrow Library materials
- ◊ The availability and locations of the items can be checked by the OPAC

### How Many Books Can I Borrow?

Borrower Type	A	B	C	D	E
Loan Quota					
Books, Reserve-2 days, Reserve-7 days, Notebook Computers & Electronic Dictionaries*	40	100	200	10	10
Bound journals, Unbound journals**, Reserve-3 hours, CD-ROM Databases, Special Collections	5	10	10	5	5
AV & Multimedia	10	10	10	5	5

Type A: Undergraduate students (UGC-funded), Associate Degree and Self-financed Degree students

Type B: Staff & Postgraduate students (UGC-funded)

Type C: Academic Staff #

Type D: JULAC Library Card holders

Type E: Lingnan University Graduates; External Borrower Card holders; Staff's Spouse



## How Long Can I Borrow The Materials For?

Borrower Type	A	B	C	D	E
Loan Period					
Books & CD-ROM Renewal ^ Subject to recall	30 days 3 times Yes	60 days 3 times Yes	120 days 5 times Yes	60 days No Yes	30 days No No
HKALL Renewal	15 days Twice	30 days Twice	30 days Twice	No No	No No
Journals, bound Journals, unbound	2 days No	2 days 3 hours	7 days 3 hours	No No	No No
Reference-3 hours Reserve-2 days Reserve-7 days Reserve-3 hours	No 2 days 7 days 3 hours	3 hours 2 days 7 days 3 hours	3 hours 2 days 7 days 3 hours	No 2 days 7 days 3 hours	No 2 days 7 days 3 hours
Special Collections	3 hours	3 hours	3 hours	3 hours	3 hours
Notebook Computers & Electronic Dictionaries	2 days	2 days	2 days	No	No
Notebook Computers (For Academic Staff and Research Assistants only) Renewal##	No No	No No	30 days 1 time	No No	No No
AV Materials	3 hours/ 7 days ^^	3 hours/ 7 days ^^	3 hours/ 7 days ^^@	3 hours	3 hours
Microform	3 hours	3 hours	3 hours	3 hours	3 hours
CD-ROM, stand alone or interactive	3 hours	3 hours	3 hours	3 hours	3 hours

Remarks:

\* For borrower Type A, B & C only

For details about borrowing Notebook Computers and Electronic Dictionaries, please visit:  
<http://www.library.ln.edu.hk/facilities/notebook-computers-and-electronic-dictionaries-borrowing>

\*\* For borrower Type B & C only

#Academic Staff will include Members of the Presidential Group, all UGC, Community College (CC) and LIFE teaching and research staff

^ Books & CD-ROM can be renewed within 3 days before the due dates for students and within 7 days for staff

## Notebook Computers can be renewed within 7 days before the due dates

^^ For more details or loan period for AV Materials, please enquire at the MLLC Counter or visit:

<http://www.library.ln.edu.hk/about/rules-regulations-policies/loan-rules-audio-visual-materials>



@ Upon request, loan period of AV materials for teaching purpose may be extended. Please send an email to Michael Ho (Assistant Library Officer, Media Services, email [kkho@ln.edu.hk](mailto:kkho@ln.edu.hk)) and cc Andrew Liu (Circulation Librarian, email [andrewli@ln.edu.hk](mailto:andrewli@ln.edu.hk)).

## My Library Account

You can view your circulation record and renew items via “My Library Account”. For details, please visit:

<http://library.ln.edu.hk/patroninfo>

Online Catalogue

View circulation record and renew items

Please contact us at 2616-8999 or [patron@ln.edu.hk](mailto:patron@ln.edu.hk) if you have trouble in online renewal or accessing your circulation record.

Please enter the following information:

For Lingnan Staff and Students:  
 User Name:   
 Barcode:   
 Password:   
 (The same password used for logging on to your Lingnan email account.)

For Other Eligible Users:  
 Name:   
 Barcode:   
 Barcode number in the 14 digits label on your library card.  
 PIN:   
 (PIN is 10 digits)  
 Logout your PIN

Submit

## Can I Renew My Items?

Online Catalogue

You are logged into Lingnan University Library / All Locations as Chan, Tai Man

EXP DATE: 01-01-2030

1 ITEM CHECKED OUT

Barcode	Title	Item No.	Exp. Date
31000350438571	快快樂樂 Photoshop CS3 / 图文编辑教程 / 文海阁工作室编著		

Renew Selected

Both staff and students can renew or self-renew books and CD-ROM on loan from the Library three times, provided that no hold request has been made for the same item by other users, and the item has not been overdue.

## Hold & Recall

You may HOLD a book by clicking Request/Hold on the OPAC.

[http://www.library.ln.edu.hk/services/borrow-renew-request#holds\\_recalls](http://www.library.ln.edu.hk/services/borrow-renew-request#holds_recalls)

You may request In-Process Items and books which have been charged out by other users.

When your requested item is available, a pick-up message will be sent to you by e-mail and SMS (if registered) and also shown on your online circulation record. You may then go to the Circulation Counter to pick up your item.

The Circulation Counter will hold your items for 3 days only and you may request up to 10 items.

Books charged out by Borrower Type A, B, C & D are subject to recall 14 days after they have been charged out.







You got one message!

## SMS Alert Service

You may register for SMS alert service so that overdue, recall and pick-up notices will be sent to your mobile phone. For registration, please visit:

<http://www.library.ln.edu.hk/services/sms-alert-service>

## Loss and Damage

Borrowers are responsible for any loss of or damage to items charged out. They are liable for the cost of the replacement, a processing fee (HK\$100), and the accumulated overdue fine.



## 24-Hour Book Drops



When the Library is open, you may put borrowed books into the book drop at the entrance on 1/F.

When the Library is closed, books may be returned into the 2 book drops on the ground floor of the Patrick Lee Wan Keung Academic Building near the University entrance.

## Overdue Fines

Patron accounts with overdue fines equal to HK\$5 or more will be temporarily blocked for further borrowing. You should clear the fines in order to resume your borrowing privilege.



For details, please visit:

[http://www.library.ln.edu.hk/services/borrow-renew-request#overdue\\_fines](http://www.library.ln.edu.hk/services/borrow-renew-request#overdue_fines)



# FACILITIES







## Chiang Chen Information Commons (IC)

Located on 1/F South, Chiang Chen Information Commons (IC) serves as a focal point of access to information in all formats, and provides services that allow students and faculty to convert information into knowledge. The wide spectrum of services provided at the IC includes:

- ◇ Over 50 PCs
- ◇ Café
- ◇ Collaborative Workrooms
- ◇ Individual Study Rooms
- ◇ Integrated Helpdesk (Staffed by experts from Library and ITSC)
- ◇ Multimedia Booths
- ◇ Photocopying, Printing and Scanning Facilities
- ◇ The Reference Collection

### Café

With comfortable seats, PCs, beverage vending machines, magazines and newspapers for leisure reading and refreshments.

Users are advised to drink in the Café area only. Mobile phones are also allowed in the Café.





## Multimedia Booth

Professional AV and editing equipment is available at the IC for users to digitize and edit audio and video materials for their learning and research needs.

For details, please go to:

<http://www.ln.edu.hk/itsc/av/multimedia>

How Can I Book The Multimedia Booth?

Booking can be made online at:

<https://smartapp.ln.edu.hk/Lingnan/>



## Multimedia and Language Learning Centre (MLLC)



### Audio Visual Equipment

A variety of VCD, DVD, Blu-ray disc, video and cassette tape players and high definition televisions are available at the MLLC on 2/F North. No booking of the equipment is needed in advance.



### Mini-theatre

Set up for group activities purposes, may also be used for organizing various workshops and seminars.





## Study Rooms

- ◊ 10 Individual Study Rooms on 1/F for private study
- ◊ 4 Collaborative Workrooms on 1/F IC
- ◊ 2 Discussion Rooms in 1/F Reading Room
- ◊ 2 MLLC Rooms on 2/F



Users can make self-bookings of the rooms online at:  
<https://smartapp.ln.edu.hk/Lingnan/>

Rooms can be accessed by Lingnan student/ staff ID card

- ◊ 3/F Self Study Rooms provide 88 study seats

## Library Public PCs

There are over 190 public PCs (including 30 notebook PCs for loan) available to our Library users and they are located on all floors in the Library. Most of them are located at the IC on 1/F South, 1/F Reading Room, the MLLC on 2/F North, as well as areas near the two Self Study Rooms on 3/F. The PCs are equipped with a variety of software tools including Microsoft Word, Excel, PowerPoint, Access, etc.

For detail software configuration list, please visit:

<http://www.library.ln.edu.hk/facilities/library-public-pcs-software>

## Photocopiers & Printers

### Photocopiers

- ◊ Operated by Octopus card
- ◊ Available on all three floors
- ◊ Adding value to Octopus card is available at the Student Canteen
- ◊ Illegal photocopying of copyrighted materials is strictly prohibited

Charges for photocopying:

A4: \$0.3 per page





## Printers

### Network Printing

(Charged by ITSC Printing Account)

- ◊ Black & White printers (A4 printing, available on all three floors)
- ◊ Colour laser printer (A3 & A4 printing, available at the MLLC on 2/F)
- ◊ A Print Account is needed for deduction of printing charge



### Octopus Printing

(Charged by Octopus card)

- ◊ Black & White Octopus printers (A3 & A4 printing, available on all three floors)
- ◊ Colour Octopus printers (A3 & A4 printing, available at the IC on 1/F and the MLLC on 2/F)

Charges for printing:

A4 B&W: \$0.3 per page

A3 B&W: \$0.6 per page

A4 Colour: \$2.5 per page

A3 Colour: \$5 per page

### GREEN Printing Tips:

1. All Library Octopus Black & White printers (except Octopus B&W\_IC5) are configured with DOUBLE-SIDED printing by DEFAULT. You can switch to single-sided or double-sided printing if needed.
2. To save paper, you are also encouraged to print multiple pages on an A4 sheet with both the Octopus Network Printers and Network Account Printers.

For details, please refer to <http://www.library.in.edu.hk/facilities/printing-library> or double click the "Printing Guide" icon on ALL Library Public PCs.





# OTHER SERVICES





## Language Learning



### English Self-access Programmes

Organized by the Centre for English and Additional Languages (CEAL), English Self-access Programmes include:

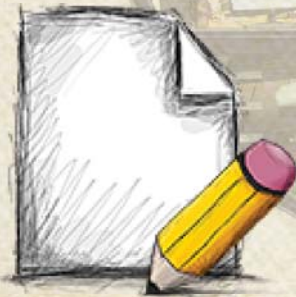


### Speaking Assistance Programme (SAP)

The English tutor on duty will regularly hold programmes for students to practice English, such as discussion groups, drop in hours, workshops on News and Views, and on other topics at the MLLC Room 1 on 2/F South.

For details and registration of the English Self-access Programmes, please visit: <http://www.library.ln.edu.hk/about/mlc/speaking-assistance-programme-sap>

### Writing Assistance Programme (WAP)



It consists of individual tutorials which aim at improving the writing proficiency of students held at the MLLC Room 2 on 2/F.

For details and registration of the Writing Assistance Programme, please visit: <http://www.library.ln.edu.hk/about/mlc/writing-assistance-programme-wap>

### Language Learning Online

On the Language Learning portal, you can access online materials for learning and practicing a number of different languages, such as English, French, Spanish, Korean, Japanese and Putonghua.

<http://www.library.ln.edu.hk/about/mlc/language-learning-online>





## Library ILP Workshops

圖書館ILP課程  
2012

For all staff and students\*

Online Registration

<http://www.library.ln.edu.hk/help/classes/>



LIB 100: Introducing Multimedia 21 Feb 2012 (Thu) 15:00 - 18:00 21 Feb 2012 (Thu) 15:00 - 18:00	LIB 170: Using RefWorks 28 Feb 2012 (Thu) 11:00 - 12:30 28 Feb 2012 (Thu) 11:00 - 12:30
LIB 100: Locating News Resources 15 Feb 2012 (Fri) 11:00 - 12:00 20 Feb 2012 (Mon) 11:00 - 12:00	LIB 310: Using Databases 29 Feb 2012 (Tue) 18:00 - 19:00
LIB 150: Locating Statistical Resources 27 Feb 2012 (Sat) 18:00 - 19:00	LIB 320: Job Hunting on the WWW 17 Feb 2012 (Fri) 15:00 - 18:00 22 Feb 2012 (Wed) 11:00 - 12:30 01 Mar 2012 (Thu) 15:00 - 16:00
LIB 160: Effective Web Search 28 Feb 2012 (Thu) 16:00 - 18:00	LIB 340: Finding Company Information 24 Feb 2012 (Fri) 11:00 - 12:30

Enroll now!

## Library Workshops

Want to exploit Library resources for a specific subject?

Join the Library workshops organized in each semester: you can sign up for Library workshops at:  
<http://www.library.ln.edu.hk/services/workshops>

## Wireless Computing

Lingnan staff and students can use their Lingnan Email Address & Password to access the Campus Wireless LAN service. For details, please visit:

<http://www.library.ln.edu.hk/facilities/wifi-access-library>



## Lingnan Library2Go App



The Library has developed a mobile Library App "Lingnan Library2Go" for iPad/iPhone/iPod Touch. It is now available for free download at the Apple App Store. For details, please visit:

<http://www.library.ln.edu.hk/services/library2goapp>

## Chat with a Librarian

Chat with a librarian on any library-related enquiries! The Library has launched a Chat Reference Service. Our librarian on duty will provide instant reply to your enquiries. Service hours: Monday – Friday, 2 – 5pm

Try the service at:

<http://www.library.ln.edu.hk/research/ask-librarian>



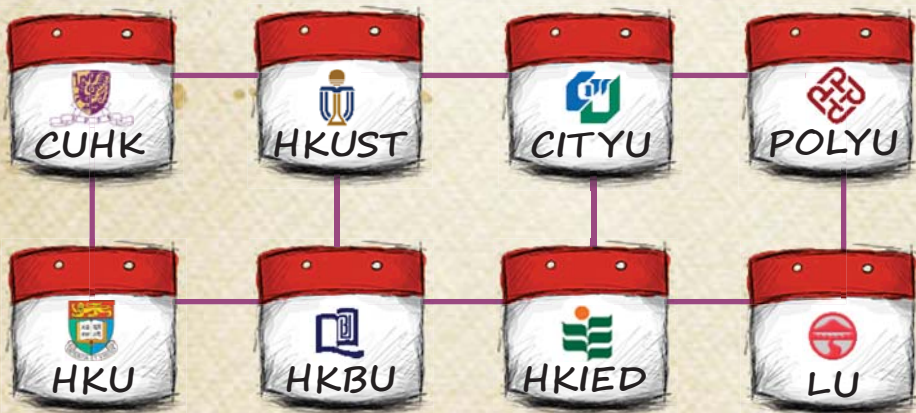
# CONNECT WITH OTHER LIBRARIES





## Hong Kong Academic Library Link (HKALL)

HKALL allows students and faculty at any UGC-funded institution to search the union catalogues and make direct requests for books from other UGC-funded institutions, effectively allowing access to 11 million locally owned Library materials.



HKALL can be accessed in two ways:

- ◊ Click Online Catalogue, type in your search item, and if the item is not found, click the Search HKALL button
- ◊ Click the HKALL button from Lingnan Digital Library homepage and search the HKALL catalogue at: <http://hkall.hku.hk/search>

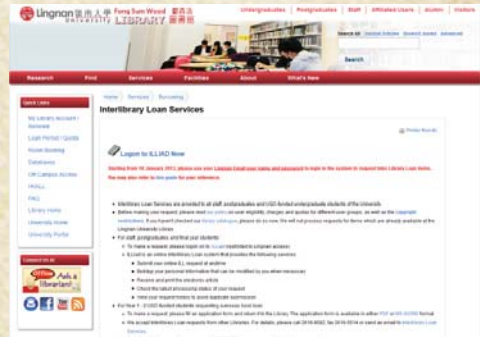
Books are normally available for pickup at the Circulation Counter within three working days. You will be sent an e-mail on their arrival.



## Interlibrary Loan Services (ILL)

Interlibrary Loan Services (ILL) are provided to all staff, postgraduates and UGC-funded undergraduate students of the University.

If you are looking for books and journal articles that are not available in the Lingnan University Library, you may request them from other local or overseas Libraries.



Requests can be made online. For details about Interlibrary Loan, please visit:

<http://www.library.ln.edu.hk/services/illiad>

## JULAC Library Card

Two types of JULAC Library Cards, a Reader's Card and a Borrower's Card are available for eligible members. UGC-funded undergraduate degree students of all years may apply for a renewable JULAC Library Reader's Card of CityU, CUHK, HKIEd, HKU and PolyU Libraries separately – for study and use of their collections in-house. Postgraduate students, academic and equivalent administrative staff may apply for the JULAC Library Borrower's Card to access and borrow items from other UGC-funded Libraries.

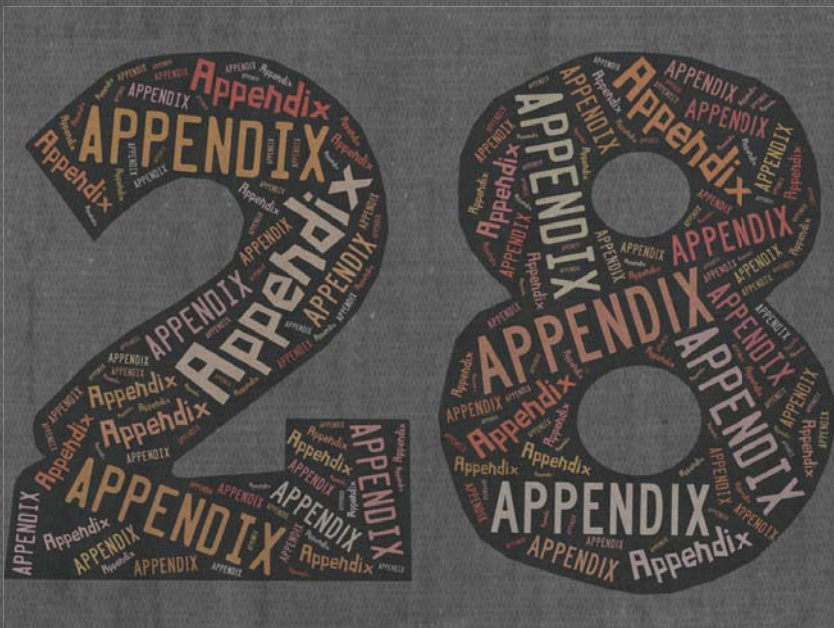
For details about JULAC Library Cards, please visit:

<http://www.library.ln.edu.hk/services/borrowing/ibrary-card-applications#julac>





# APPENDIX

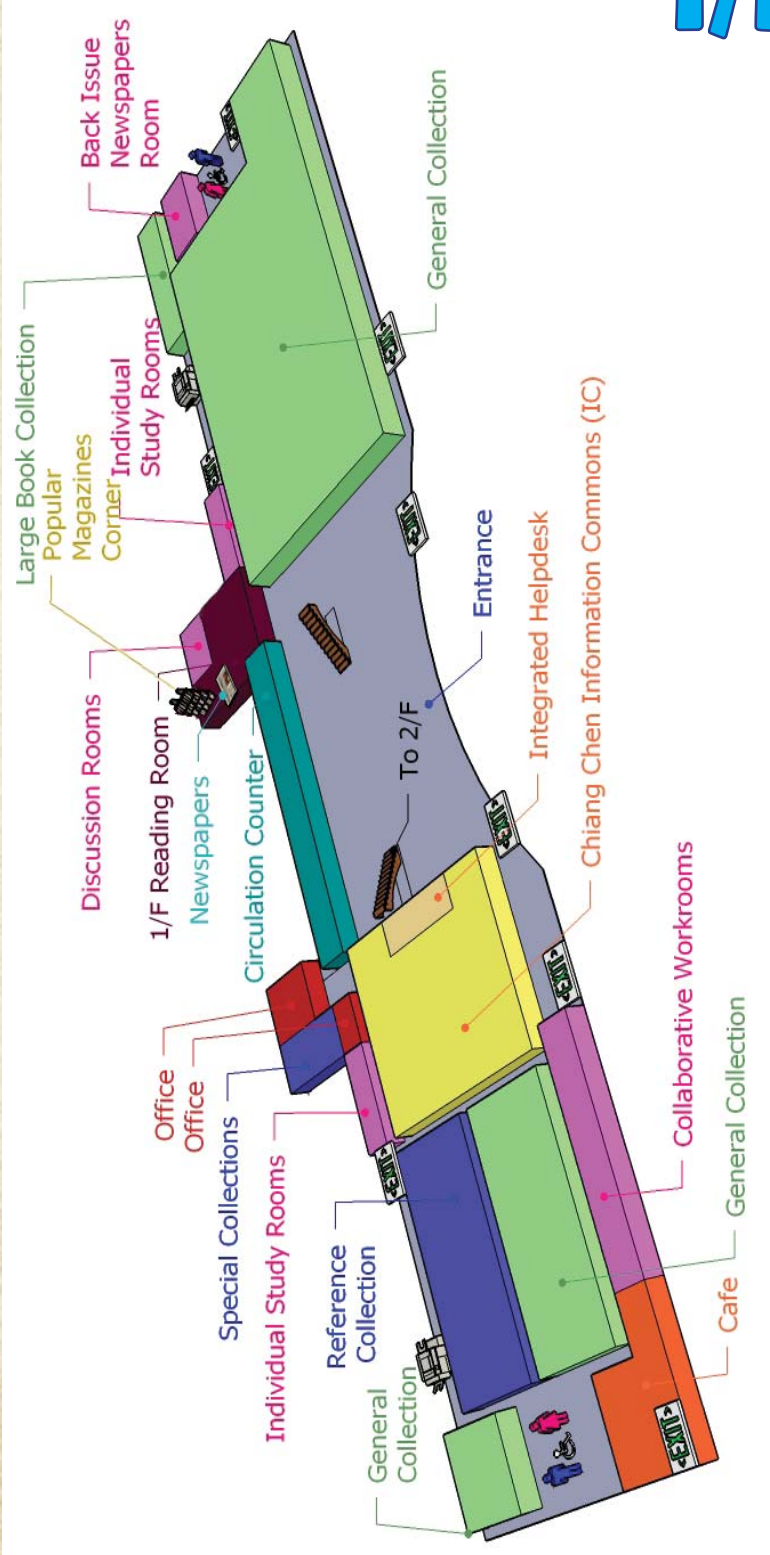


# Location Map

# 1/F

North

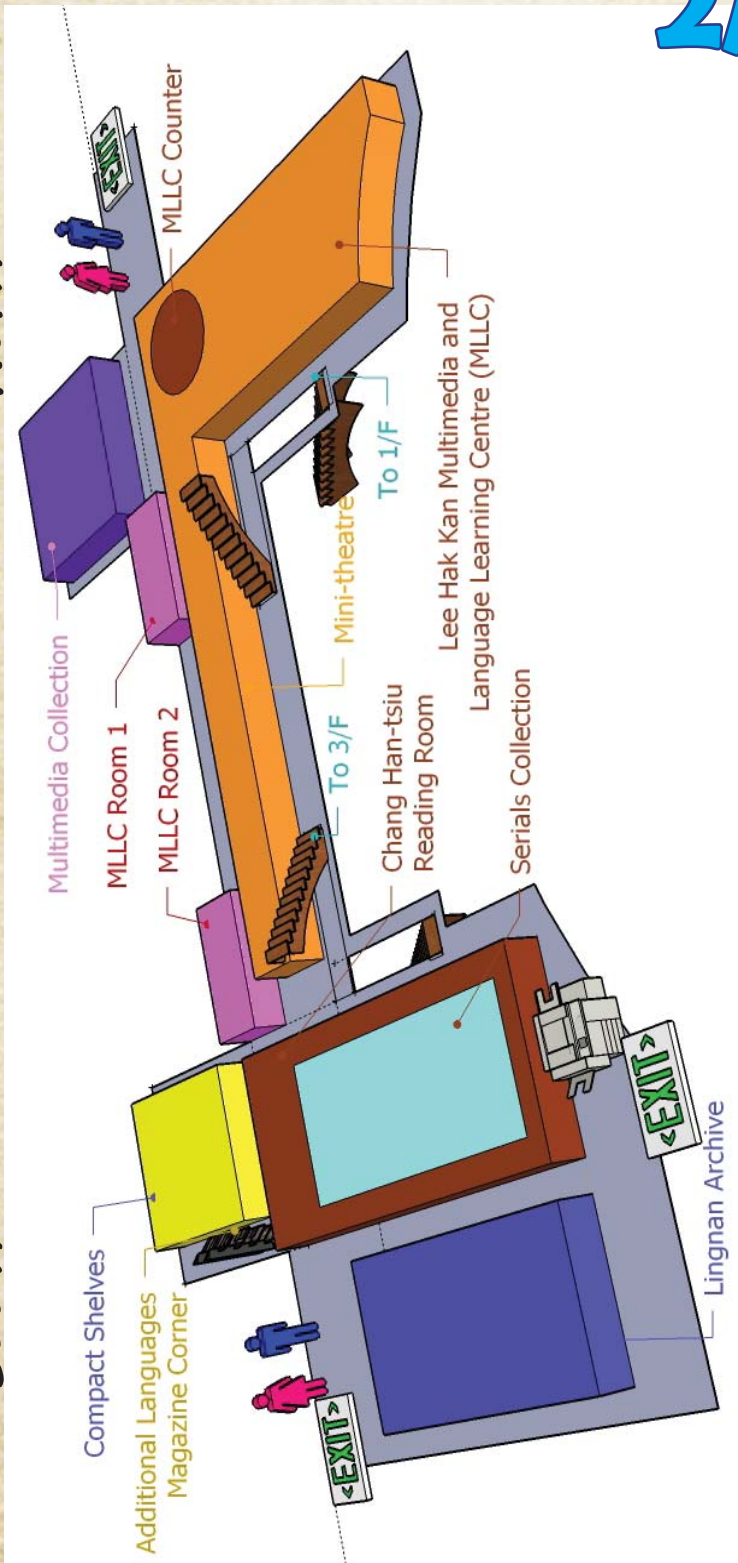
South





North

South

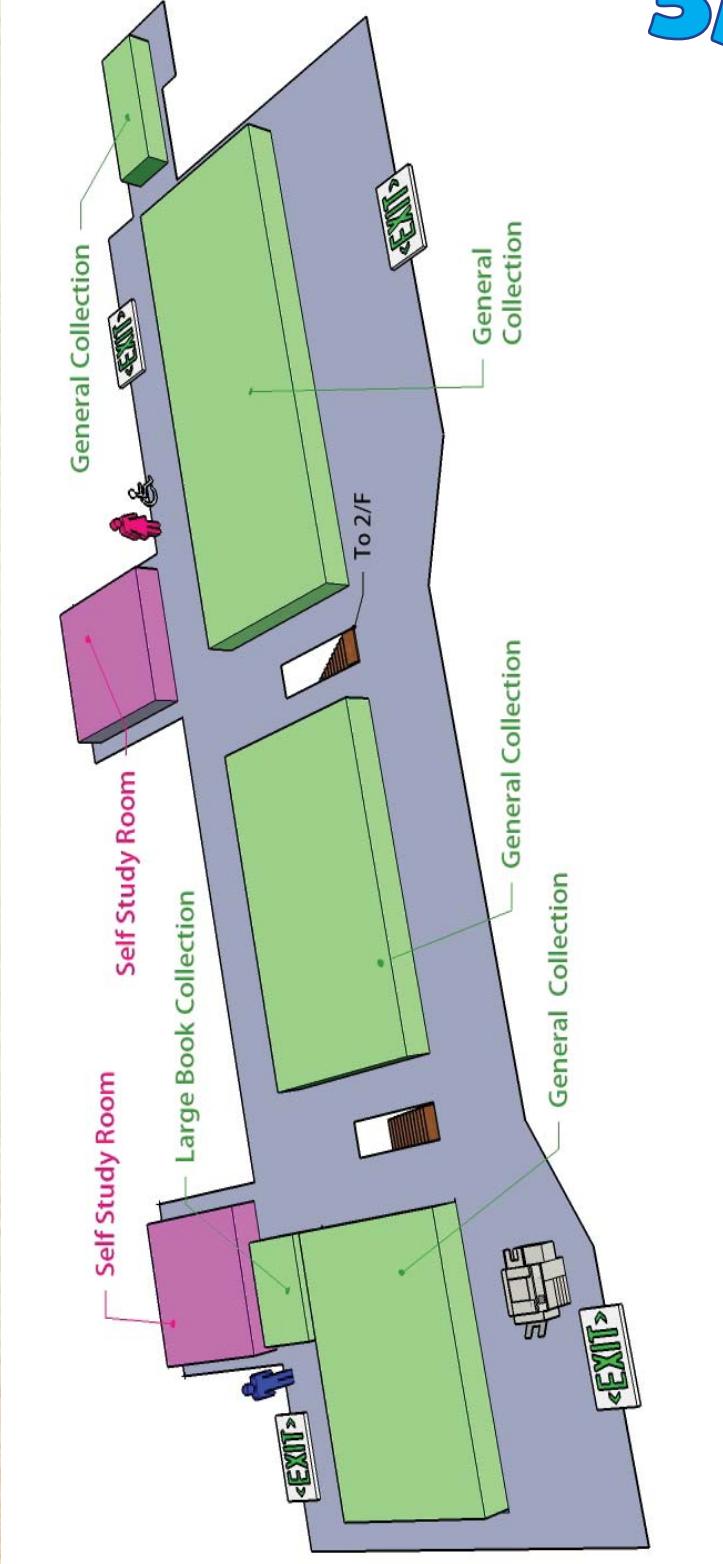


Location Map

3/F

North

South





## Contact Us

Service Points	
Collection Development (Books & AV, Databases, Serials)	2616-8544 libcoll@ln.edu.hk (E-mail)
General Enquiry & Circulation Services	2616-8586 2616-5515 (FAX) cirstaff@ln.edu.hk (E-mail)
Information Desk (IC)	2616-8571 refstaff@ln.edu.hk (E-mail)
Interlibrary Loan Services (ILL)	2616-8582 2616-5514 (FAX) illstaff@ln.edu.hk (E-mail)
Librarian's Office	2616-8546
Media Services	2616-8575
Systems Services	2616-8585 libsystems@ln.edu.hk (E-mail)

Staff Directory			
Position	Name	Telephone	E-mail Address
University Librarian	Ms. Rachel Cheng (鄭瑞瓊)	2616-8545	rachelcheng@ln.edu.hk
Cataloguing and Preservation	Ms. Sin Yee Tang (鄧倩兒)	2616-8558	sinyeetang@ln.edu.hk
Circulation	Mr. Andrew Liu (廖柏成)	2616-8580	andrewl@ln.edu.hk
Collection Development and Gift & Exchange	Mr. Bill Tang (鄧浩標)	2616-8562	bill@ln.edu.hk
First Year Initiatives Librarian	Ms. Phoebe Leung (梁曉茹)	2616-8573	phoebeleung@ln.edu.hk
Information Services	Ms. Ivy Kan (簡志妍)	2616-8570	ivykan@ln.edu.hk
Reader Services	Dr. Tommy Yeung (楊繼賢)	2616-8566	tyeung@ln.edu.hk
Reference	Ms. Rebecca Tam (譚淑瑩)	2616-8572	sy4tam@ln.edu.hk
Resources Management	Mr. Owen Tam (譚文力)	2616-8574	owent@ln.edu.hk
Scholarly Communication, Archives Processing and Donations	Ms. Sheila Cheung (張思蓓)	2616-8553	sheila@ln.edu.hk
Systems Development and Support	Mr. Wayne Lam (林悅榮)	2616-8576	waynelam@ln.edu.hk

# Library Summary Summer 2012

Gross Floor Area 面積	4,000 sq.m.
Circulation / Visitors 流通 / 訪客量	229,960 / 584,219
Seating Space 座位	609
Function Rooms 各類房間	10 Individual Study, 8 Collaborative
Book Volumes 藏書量	495,922
Acquisitions 新增典藏量	15,481 (books), 756,051 (e-books), 2,902 (AV materials)
Chinese: English (Books) 中英文書 比例	1 : 1 (books), 13 : 1 (e-books)
Printed Journals 紙本期刊	1,959
Electronic Journals 電子期刊	49,075
Electronic Books 電子書	946,776
Audio-Visual Materials 視聽資料	80,389
Reference Databases 參考資料數據庫	215
Public Computers 公用電腦	196 (30 notebook PCs for loan)
Photocopiers 影印機	9
Network Printers 網絡打印機	20 (17 black and white, 3 colour)
Library Staff 圖書館職員	37 (11 Professional, 26 Supporting)
World Wide Web Address 網址	<a href="http://www.library.ln.edu.hk">http://www.library.ln.edu.hk</a>





## Conduct of Library Users

1. All Library users should abide by the Library regulations and follow any other instructions from Library staff on the use of the Library.
2. The Librarian or deputy may temporarily exclude any person who has infringed any of the Library regulations or who has interfered with the comfort of other users and the work of the Library staff.
3. Umbrellas, food, drink or anything which in the opinion of the Library staff may interfere with the proper use and management of the Library are permitted in designated areas of the Library only.
4. Users must not wear rain-coats or any clothing likely to soil Library property.
5. Smoking is strictly prohibited in the Library. Any users found smoking in the Library will be sent to appropriate University disciplinary bodies.
6. No games are allowed in the Library or on Library computers.
7. Library users are required to sit in the seats provided. Tables and chairs should not be moved from their original positions.
8. Reservation of seats in the Library is not permitted. Items including Library books left unattended on Library tables exceeding twenty minutes may be removed by Library staff.
9. The Library is not responsible for the safe keeping of any belongings left in the Library.
10. Silence must be maintained in the Library. Use of mobile phones or pagers will lead to disciplinary actions.
11. All Library materials must be kept clean and in good condition. Any users found mutilating or defacing the Library materials will be sent to appropriate University disciplinary bodies.
12. When doing photocopies in the Library, users must observe the laws regarding copyright. Users are warned that they are fully responsible for any legal consequences that may arise concerning copyright.
13. When necessary, the Library may make special arrangements concerning the user of particular areas of the Library.



# Classification of Library Materials

All Library materials are classified by the Library of Congress Classification scheme. Below is an outline of the main subject divisions of the Library of Congress Classification:

A GENERAL WORKS

B PHILOSOPHY. PSYCHOLOGY. RELIGION

C AUXILIARY SCIENCES OF HISTORY (ARCHAEOLOGY, GENEALOGY, BIOGRAPHY)

D HISTORY: GENERAL, EUROPE, ASIA, AFRICA, OCEANIA

DS History of Asia

DS701-799 History of China

DS796.H7 History of Hong Kong

E-F HISTORY: AMERICA, WESTERN HEMISPHERE

G GEOGRAPHY. ANTHROPOLOGY. RECREATION

H SOCIAL SCIENCES

HA Statistics

HB Economics

HC426-430 Economic conditions-China

HC470.3 Economic conditions-Hong Kong

HD Industries, Industrial management, Industrial relations

HF Accounting, Commerce, Business, Marketing, Personnel management

HG Finance, Banking

HJ Public finance

J POLITICAL SCIENCE

K LAW

KNR Law of Hong Kong

L EDUCATION

LG51-53 Education (by Individual Institutions: China, including Hong kong)

M MUSIC AND BOOKS ON MUSIC

N FINE ARTS

P LANGUAGE AND LITERATURE

PE English Language

PL1001-3207 Chinese Language & Chinese Literature

PR English Literature

PS American Literature

Q SCIENCE

QA75.5-79.5 Computer Science

R MEDICINE

S AGRICULTURE

T TECHNOLOGY

TK 5105 Computer Networks

U MILITARY SCIENCE

V NAVAL SCIENCE

Z BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)



The following tables show the call number locations of the General Collection and Large Book (LBK) Collection:

### General Collection

Library of Congress Classification	Location
A to DS779.25 (General Books, Philosophy, Psychology, Religion, General History, History of Europe, History of Asia)	1st Floor South
DS779.26 to N (History of Asia continued, Geography, Anthropology, Social Sciences, Statistics, Economics, Commerce, Finance, Sociology, Political Science, Law, Education, Music, Fine Arts)	1st Floor North
P to Z (General Philology and Linguistics, Language and Literature, Chinese language and Literature, English Literature, American Literature, Science, Medicine, Technology, Military Science, Naval Science, Bibliography, Library Science)	3rd Floor

### Large Book Collection (LBK)

Library of Congress Classification	Location
A-N	Large Book 1st Floor
P-Z	Large Book 3rd Floor



Guidebook design by Polly Tse  
Publisher: Lingnan University Library  
First Print: August 2012  
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