FONG SUM WOOD
LIBRARY GUIDEBOOK 2015-16

Lingnan 嶺南大學
University

Library Opening Hours

Mon - Thu	8:30 a.m. - 12:00 midnight
Fri	8:30 a.m. - 10:00 p.m.
Sat	9:30 a.m. - 8:00 p.m.
Sun	1:00 p.m. - 12:00 midnight
Public Holidays	CLOSED

Holidays and Special Opening Hours will be posted on the entrance and on the Library website.

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(E-mail)

FOREWORD

The Lingnan University Library that occupies four floors in the Patrick Lee Wan Keung Academic Building 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 521,000 volumes of books, bound journals and audio-visual materials. In addition to print books, the Library also has a large e-book collection of more than 1,110,000 items. The core collections cover various areas of our liberal arts curriculum, including arts and humanities, social sciences, and business studies. The Library currently subscribes to over 1,190 print journals and approximately 65,000 online serials, as well as 275 databases. The Library's online catalogue, most databases and electronic resources are available both on and off-campus.

The Chiang Chen Information Commons (IC) in the Library provides the Lingnan community a one-stop service for reference, information technology and multimedia services support. The Library provides 600+ seats, 180 public workstations, and 18 individual and group study rooms, all with access to the Internet and campus network via wired and wireless connections.

The Lee Hak Kan Multimedia and Language Learning Centre (MLLC), located on the 2/F in the North Wing of the Library has more than 143,000 multimedia resources. The MLLC aims to encourage students to improve their language proficiency through independent study. The Library serves the Lingnan community as the cultural centre of the campus, offering boundless opportunities for cultural enrichment and knowledge discovery. Seminars and workshops are organized regularly in the MLLC's mini-theatre.

The Lingnan University Archives, located on the 2/F of the South Wing of the Library, preserves and showcases the University's history. 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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Lingnan University Library

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 1,190 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 full-text journals :
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;
- All magazines are for Library use only,
  and cannot be charged out

Newspapers

- Over 30 local and overseas newspapers in print format
- Current issues: newspaper racks in 1/F North Reading Room
- Back issues: shelved in Back Issue Newspapers Room
  on 1/F North (MB 101/12)
- Some newspapers are stored as microfilm at the Lee Hak Kan
  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-Books

1,110,000 full-text electronic books

E-Journals

65,000 full-text electronic journals

E-Databases

275 electronic databases and reference tools

E-Newspapers

Thousands of full-text electronic newspapers

Examination Papers

Lingnan Examination Papers since 1998

Video on Demand

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

Digital Commons @ Lingnan University

It is the platform for Lingnan's Digital Repository Service provided by the Library to collect and preserve the scholarship and creative works of our community and to share our intellectual life with a global audience. Its outcomes will showcase the breadth and depth of the University's scholarly activities.

Contents hosted on Digital Commons include but are not limited to:

- Book chapters
- Conference papers and proceedings
- Conference presentations
- Creative works
- Journal articles (preprints / postprints)
- Monographs
- Multimedia
- Newsletters
- Peer-reviewed journal published by Lingnan Community
- Student scholarship
- Theses & dissertations
- Working papers

SelectedWorks Author Gallery

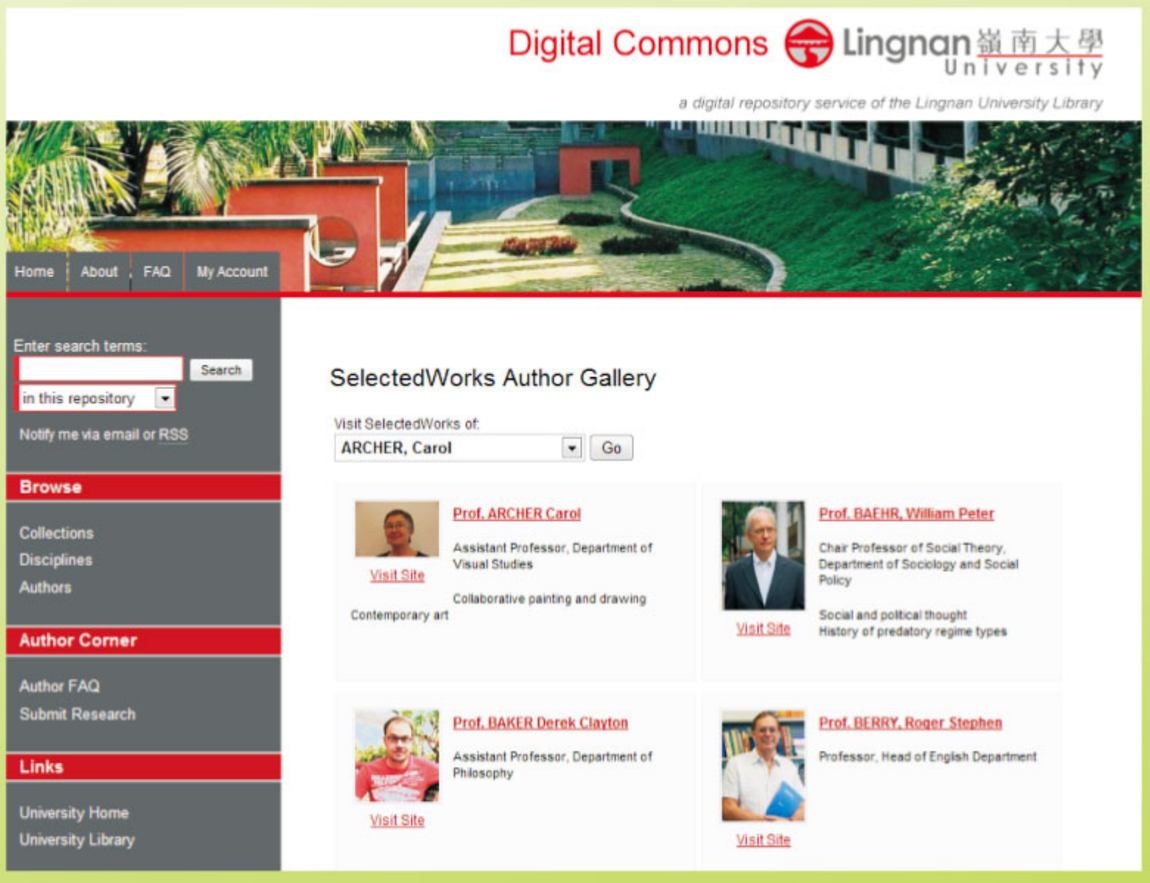
SelectedWorks allows our faculty to create a personal website, where he/she can include CV, publications, biography, contact information, photographs or all their scholarly outputs in variety of digital formats.

Through the SelectedWorks Author Gallery, we can archive and ensure the preservation of our faculty's scholarly research materials in digital formats.

All members of Lingnan University may request a SelectedWorks page through the Library.

Please contact Sheila Cheung (libdc@ln.edu.hk) for details.

You can learn more at http://commons.ln.edu.hk/sw_gallery.html



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

- Library Proxy service
- ITSC's SSL VPN service

For details, please visit:
http://www.library.ln.edu.hk/services/off-campus-access-library-online-resources

Problems with Remote Access

You can...

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

Lingnan University Archives

The Archives focuses on identifying, collecting and preserving original and unique records that document the history of the Lingnan University. It is located on the 2/F South of the Library. It opens every Tuesday to Friday from 1:00 p.m. to 5:00 p.m. (except public holidays).

AV Materials

- Over 143,000 items of media resources such as Blu-ray Discs, DVD, VCD, 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 on 2/F South.

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, journals, or audio visual 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 webpage or this link at:
http://www.library.ln.edu.hk/find/1-Search

SERVICES

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	F
Loan Quota						
Books, Reserve-2 days, Reserve-7 days, Notebook Computers & Electronic Dictionaries*	40	100	200	10	10	10
Bound journals, Unbound journals**, Reserve-3 hours, CD-ROM Databases, Special Collections	5	10	10	5	5	5
AV & Multimedia	10	10	10	5	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 Ω
Type E: Lingnan University Alumni @; External Borrower Card holders; Staff's Spouse Ω
Type F: Long-serving Retired Staff ##

Remarks:

* For borrower Type A, B & C only

** 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

Long-serving Retired Staff have privileges to access online databases in the Library and remote access of selected databases

Ω External Reader/Borrower, Staff's Spouse/Children & JULAC card holders have no privilege to remote access the Library's electronic resources

@ Lingnan University Alumni can apply for remote access privileges for selected databases

How long Can I Borrow The Materials For?

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

Remarks:

^ 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 Media Services (email: libav@ln.edu.hk).

My Library Account

You can view your circulation record and renew items via "My Library Account" on the Library homepage. For details, please visit:
http://library.ln.edu.hk/patroninfo

Renewals

General Collections items can be renewed online or in the Circulation Counter, provided that no hold request has been made for the same item by other users.

Moreover, overdue General Collection items can also be online renewed provided that students and staff do not have unsettled fines payment equals to HK$5 or above.

Student and staff (Type A, B and C) have 3 days grace period on overdue General Collection items, that means items that are returned or renewed within 3 days from the due date, overdue fines will not be charged.

Holds & 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

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 working days only and you may request up to 10 items.

Books charged out by Borrower Type A, B, C, D & F are subject to recall 14 days after they have been charged out and should be returned within 7 days after the recall notice is sent out.

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 will be held responsible for any loss, mutilation, damage or disfigurement of their loan items. The cost of replacement with an additional processing fee (HK$100) plus any accumulated fine will be charged. Damaged library materials shall remain properties of the University and Library users may not keep the damaged items after they have paid for their replacements.

* If the cost of replacement cannot be verified (e.g. gift or out of print title), an average book price of HK$500 will be charged.

24-Hour Book Drops

When the Library is open, you may use the book drop at the entrance of the library on 1/F.
When the Library is closed, books can be returned into the 2 book drops on the ground floor of the Patrick Lee Wan Keung Academic Building near the University entrance. However, AV & Multimedia materials, 3-hour Reserve items, interlibrary loan items from other UGC-funded institutions must not be returned to the book drops.

All books borrowed should be returned on or before the due date.

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. Octopus card can be used for payment of the overdue fines in the circulation counter.
For details, please visit:
http://www.library.ln.edu.hk/services/borrow-renew-request#overdue_fines

Information Literacy Workshops

Want to exploit Library resources for a specific subject?

Join the Library Information Literacy Workshops organized in each term: you can sign up for Library Workshops at:
http://www.library.ln.edu.hk/services/workshops

Research Consultation Service

Research Consultation Service is a personal research consultation service offered by our professional librarians to provide advices on effective information research. Our librarians will work with you and assist you in:

- Developing effective research skills and search strategies
- Identifying and evaluating the most appropriate resources for your research
- Keep tracking of the latest development of particular research areas by setting up automatic alerts on new journal articles from various electronic resources
- Providing guidance to access resources from other libraries

Make an appointment at:
http://www.library.ln.edu.hk/research-consultation-service

Chat with a Librarian

Chat with a librarian on any library-related enquiries! The Library has the online Chat Reference Service. Our librarian on duty will provide instant reply to your enquiries. Service hours during term 1 & 2: Monday – Friday, 2:00 p.m. – 6:00 p.m.

Try the service at:
http://www.library.ln.edu.hk/research/ask-librarian

OTHER SERVICES

Language Learning

English Self-access Programmes

Organized by the Centre for English and AdditionalLanguages (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/mllc/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 LBY Building, Room 205.

  For details and registration of the Writing Assistance Programme, please visit:
  http://www.library.ln.edu.hk/about/mllc/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/mllc/language-learning-online

Wireless Computing

Lingnan staff and students can use their Lingnan Email Address & Password to access the campus wireless LAN service (LUWLAN1X). 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 Android and Apple iOS devices. It is now available for free download at the Apple App Store and Google play. For details, please visit: http://www.library.ln.edu.hk/services/library2goapp

Lingnan University Library

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:

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

Café

Equipped with comfortable seats, PCs, beverage vending machines, water dispenser with hot & cold water, free 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 Multimedia Booth?

Booking can be made online at:
https://smartapp.ln.edu.hk/Lingnan/

Lee Hak Kan Multimedia and Language Learning Centre (MLLC)

Audio Visual Equipment

A variety of Blu-ray Disc, DVD, VCD, 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.

Mini-theatre

Set up for group activities and various workshops and seminars.

Study Rooms

- 10 Individual Study Rooms
- 4 Collaborative Workrooms on 1/F IC
- 2 Discussion Rooms in 1/F Reading Rooms
- 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 Study Rooms provide 88 study seats

Library Public PCs & Software

There are over 180 public PCs (including 20 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 & Scanner

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 B&W: $0.3 per page; $0.6 per sheet (Double-sided)

A4 Colour: $2.5 per page; $4 per sheet (Double-sided)

A3 Colour: $5 per page; $8 per sheet (Double-sided)

Printers

Express Printing Workstation (Charged by Octopus card)

Two Octopus printers in the Information Commons have been set up exclusively for express printing. You can make express printing from the PC placed on the top of this printer. You can print your files from your USB drives or downloaded from the Internet.

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:

Model	Printing Type	Printer Name (Default Setting)	Paper Size	Single-Sided	Double-Sided
Ricoh / Fuji Xerox ##	B/W Octopus Printing	Octopus B&W IC1 (Double-Sided) Octopus B&W IC2 (Double-Sided) Octopus B&W IC3 (Double-Sided) Octopus B&W IC4 (Single-Sided) Octopus B&W 1F Reading Room (Double-Sided) Octopus B&W 2F1 (Double-Sided) Octopus B&W 2F2 (Double-Sided) Octopus B&W 3F1 (Double-Sided) Octopus B&W 3F2 (Double-Sided)	A4	HK$0.30	HK$0.50
			A3	HK$0.60	HK$1.00
	Colour Octopus Printing	Octopus Colour IC1 (Single-Sided) Octopus Colour IC2 (Single-Sided) Octopus Colour 2F (Single-Sided)	A4	HK$2.50	HK$4.00
			A3	HK$5.00	HK$8.00

For an odd number double-sided print job, the last page of the print job is considered as a single-sided printing, therefore, it will be charged $0.3 per A4 page and $0.6 per A3 page for black and white printing, and @2.5 per A4 page and $5 per A3 page for color printing respectively.

Network Printing (Charged by ITSC Printing Account)

- Black & White printers (A4 printing, available on all three floors)
- A Print Account is needed for deduction of printing charge

Green Printing Tips:

1. All Library Octopus Black & White printers (except Octopus B&W _IC4) 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.
   For details, please refer to
   http://www.library.ln.edu.hk/services/library-printing-service

Scanners

- The new Kyocera photocopiers (in the Photocopier room on the 1/F, 1/F Reading Room, 2/F Serial Collection, 3/F North) all have double-side printing and scanning function. Users can download the scanned pages to the USB drive
- The two colour Octopus printers on IC 1/F and MLLC 2/F also have scanning function, scanned pages can be sent to email box or computers
- Individual desktop scanners are available on some computers on each floors of the Library

CONNECTED 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 Library webpage and search the HKALL catalogue at: http://hkall.hku.hk/search

Books are normally available for pickup at the Circulation Counter within 3 working days. You will be sent an e-mail and SMS Alert notice (if registered) 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, book chapter 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/interlibrary-loan-services

JULAC Library Card

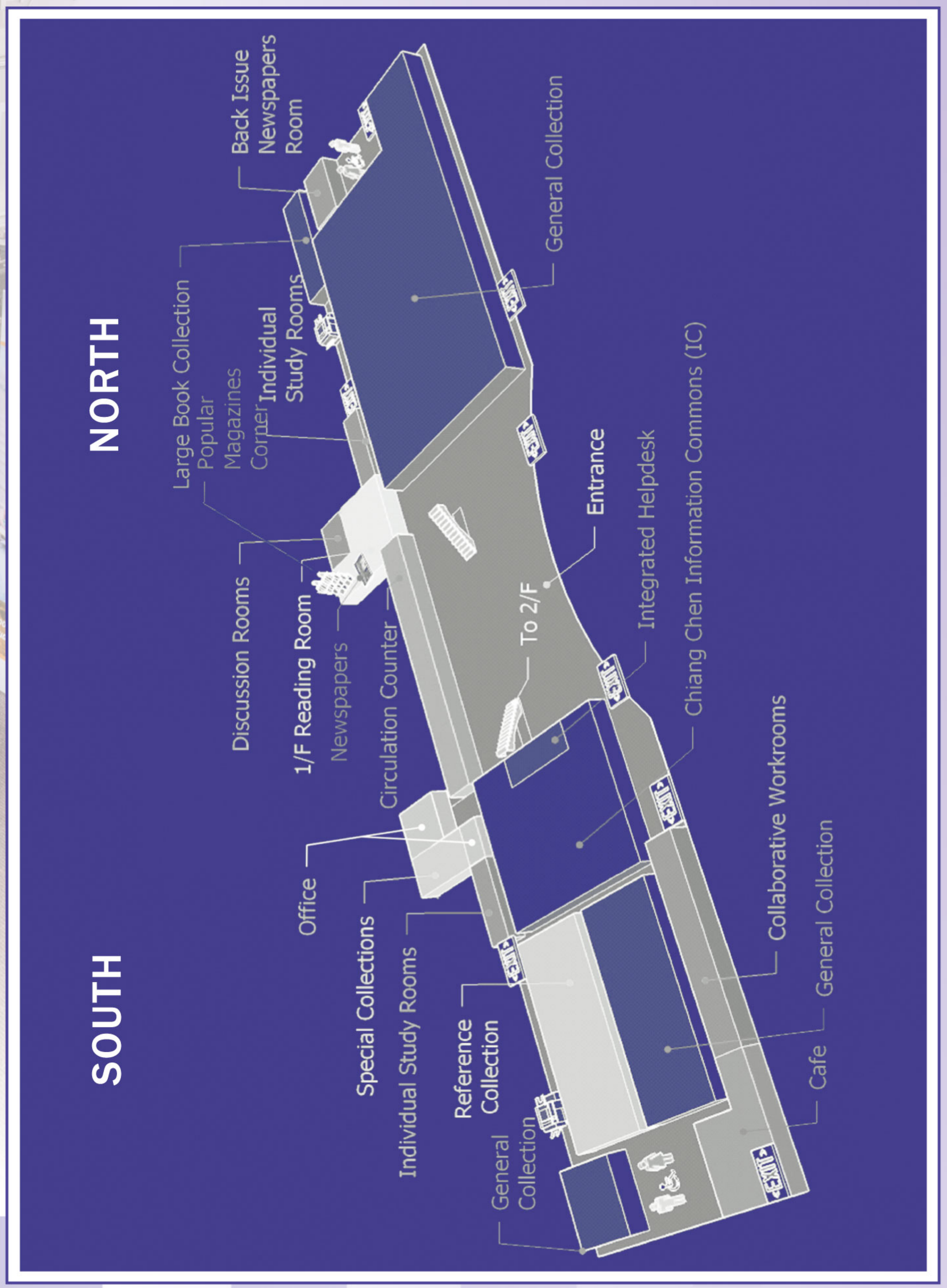
Two types of JULAC Library Cards, a Reader's Card and a Borrower's Card are available for eligible members. UGC-funded undergraduate degree students of all years may apply for a renewable JULAC Library Reader's Card of CityU, CUHK, HKIEd, HKU and PolyU Libraries separately – for study and use of their 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/library-card-applications#ugc_libraries

Lingnan University Library

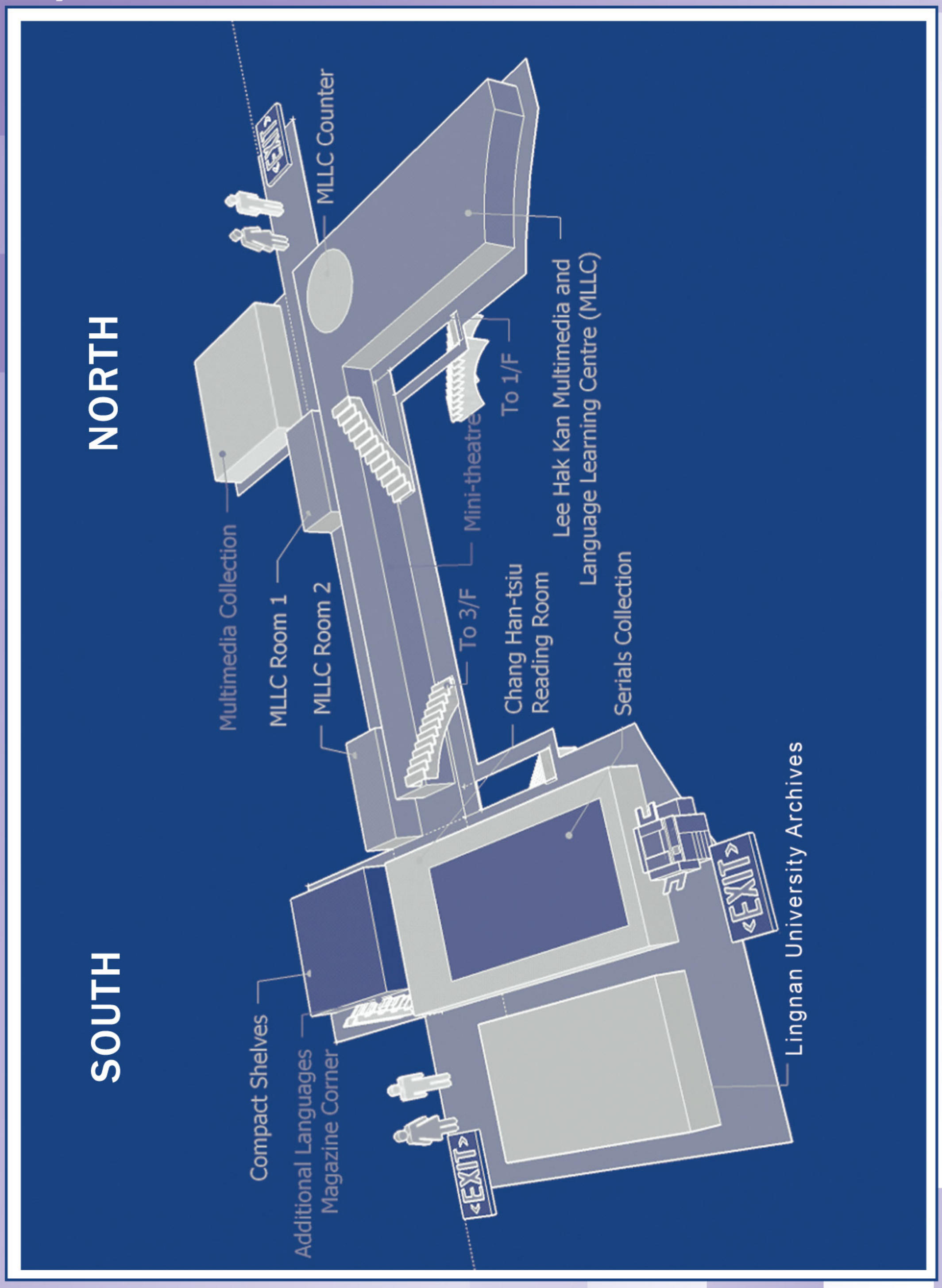
APPENDIX

1F



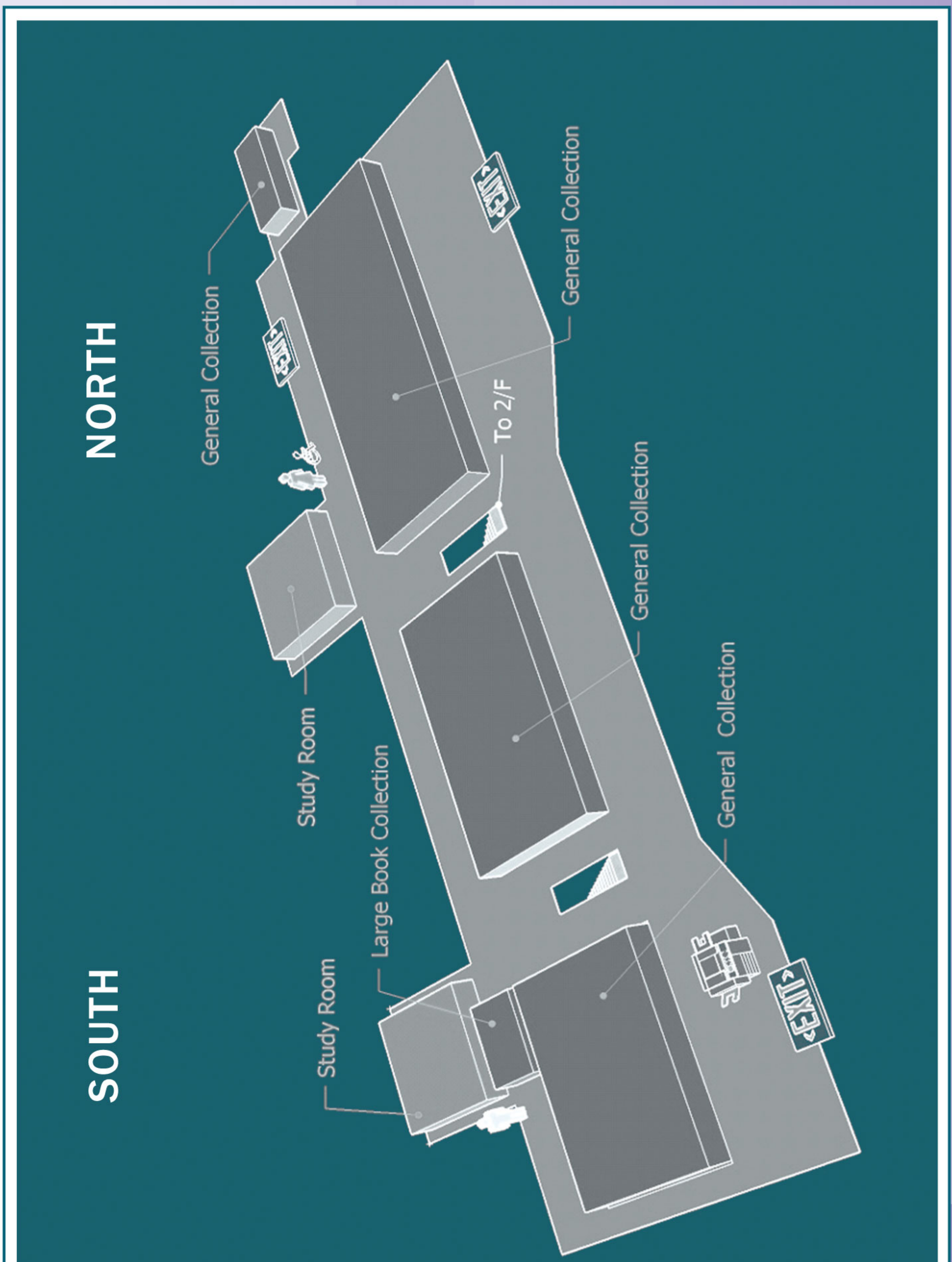
Floor Plan

2/F



Floor Plan

3/F



Floor Plan

Contact Us

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

Ask a Librarian			
Chief Information Officer & University Librarian	Ms Rachel Cheng 鄭瑞瓊	2616-8545	rachelcheng@ln.edu.hk
Access and Delivery Services	Mr Andrew Liu 廖柏成	2616-8580	andrewl@ln.edu.hk
Cataloguing and Preservation	Ms Patti Lai 黎珮婷	2616-8558	pattilai@ln.edu.hk
Collection Development and Gift & Exchange	To be appointed	2616-8562	libcoll@ln.edu.hk
First Year Initiatives	Ms Phoebe Leung 梁曉茹	2616-8573	phoebeleung@ln.edu.hk
Information Services and User Education	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
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Library Key Facts - Summer 2015

Gross Floor Area 面積	5,367 sq.m.
Circulation / Visitors 流通 / 訪客量	141,198 / 327,364
Seating Space 座位	637
Function Rooms 各類房間	10 Individual Study, 8 Collaborative
Book Volumes 藏書量	521,162
Electronic Books 電子書	1,110,667
Acquisitions 新增典藏量	6,364 (books), 73,971 (e-books), 14,173 (AV materials)
Chinese: English (Books) 中英文書比例	1 : 1 (books), 11 : 1 (e-books)
Printed Journals 紙本期刊	1,195
Electronic Journals 電子期刊	65,684
Audio-Visual Materials 視聽資料	143,511
Microforms 微縮資料	33,752
Reference Databases 參考資料數據庫	275
Public Computers 公用電腦	180 (20 notebook PCs for loan)
Photocopiers 影印機	7
Network Printers 網絡打印機	19 (16 black and white, 3 colour)
Library Staff 圖書館職員	38 (11 Professional, 27 Supporting)
World Wide Web Address 網址	http://www.library.ln.edu.hk
Integrated Library System 圖書館系統	Sierra (Innovative Interfaces Inc.)

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, AUSTRALIA, NEW ZEALAND, ETC.
DS History of Asia
DS701-799.9 History of China
DS796.H7 History of Hong Kong
E-F HISTORY OF THE AMERICAS
G GEOGRAPHY. ANTHROPOLOGY. RECREATION
H SOCIAL SCIENCES
HA Statistics
HB Economic theory, Demography
HC426-430 Economic history and conditions-China
HC470.3 Economic history and conditions-Hong Kong
HD Industries, Industrial management, Industrial relations
HF Accounting, Commerce, Business, Marketing, Personnel management
HG Finance, Money, Banking, Investment, Insurance
HJ Public finance
HM Sociology
HN 1-995 Social history and conditions, social problems, social reform
HV Social pathology, social and public welfare; and social service
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
E English Language
PL1001-3208 Chinese Language & Chinese Literature
PR English Literature
PS American Literature
Q SCIENCE
QA75.5-76.95 Electronic Computers, 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 in the General and Large Book (LBK) Collections:

General Collections

Library of Congress Classification	Location
A to DS779.25 (General Books, Philosophy, Psychology, Religion, General History, History of Europe, History of Asia)	1/F 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)	1/F 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)	3/F

Large Book Collections (LBK)

Library of Congress Classification	Location
A-N	Large Book 1/F
P-Z	Large Book 3/F

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