

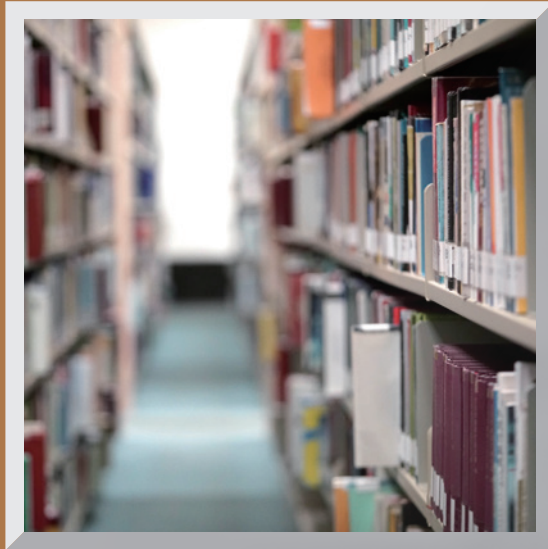


鄺森活圖書館
Fong Sum Wood Library



Lingnan 嶺南大學
University 香港 Hong Kong

LIBRARY GUIDEBOOK 2018 - 19



Library Opening Hours

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

Circulation Counter will be closed 15 minutes before the Library closes.

Holidays and Special Opening Hours will be posted at 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

Phone ☎ 2616-8586

WhatsApp 📞 6057-6002

Fax 📠 2616-5515

E-mail ✉ cirstaff@ln.edu.hk

FOREWORD

The Lingnan University Fong Sum Wood 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 545,000 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 1,303,000 items. The core collection covers various areas of liberal arts curriculum, including arts and humanities, social sciences, and business studies. The Library currently subscribes to 1,044 print journals and approximately 81,500 online serials, as well as 317 databases. Most of the databases and electronic resources are available both on and off-campus.

The Chiang Chen Information Commons (IC) in the Library provides the Lingnan community with a one-stop service for reference, information technology and multimedia services support. The Library provides 600+ seats, 170+ public PCs, 13 individual and group study rooms, and 5 faculty & postgraduate 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 188,000 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 Library has long been the hub of academic activities in Lingnan. We strive to provide excellent services for accessing knowledge on campus and we look forward to meeting you at the Library.

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- ◆ **Print Collections**
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 - Journals
 - Magazines
 - Newspapers
 - Reserve Materials
- ◆ **Electronic Collections**
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 - ↳ E-Journals
 - ↳ E-Databases
 - ↳ E-Newspapers
 - Examination Papers
 - Video on Demand
 - Digital Commons@Lingnan University
 - SelectedWorks Author Gallery
 - How to Access Electronic Collections
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 - Holds & Recall
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- ◆ **Lee Hak Kan Multimedia and Language Learning Centre (MLLC)**
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 - Mini-theatre
- ◆ **Study Rooms**
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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 are indicated by a prefix [REF] to the call number. They can only be used in the Library

Journals

- 1,044 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 journals:
<http://www.library.ln.edu.hk/I-Search/journals>

COLLECTIONS & RESOURCES

Magazines

- Local and foreign magazines: 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

- 24 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 I-Search at: <http://www.library.ln.edu.hk/I-Search/course-reserves>

COLLECTIONS & RESOURCES

ELECTRONIC COLLECTIONS

Library-subscribed Online Resources

- **E-Books**
1,303,203 full-text electronic books
- **E-Journals**
81,545 full-text electronic journals
- **E-Databases**
317 electronic databases and reference tools
- **E-Newspapers**
Thousands of full-text electronic newspapers

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

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

You can view more at <http://commons.ln.edu.hk/>

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 of Lingnan's Digital Repository for collecting and preserving the scholarship and creative works of our community to showcase the University's scholarly activities and to share our intellectual life with a global audience.

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 a 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://libguides.ln.edu.hk/scholarlycommunication/sw>

COLLECTIONS & RESOURCES

How to Access Electronic Collections?

On-Campus:

Any PCs or notebook computers connected to the Lingnan wired or wireless campus network

Off-Campus:

When you access the licensed online resources remotely, you will be prompted for your Username and Password of your Lingnan email account.

For details, please visit:

<http://www.library.ln.edu.hk/services/off-campus-access-library-online-resources>

For Enquiries with Remote Access:

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>

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, Weekends & Festival Days).

For more information, please visit:
<http://archives.ln.edu.hk/>

AV Materials

- Over 188,000 items of media resources such as Blu-ray Discs, DVDs, VCDs, local TV Programmes, slides and online music
- AV & Multimedia Collections: MLLC on 2/F North

COLLECTIONS & RESOURCES

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 for use in 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>

1-SEARCH

1-Search is an Integrated Library System (ILS) shared by the eight libraries funded by UGC (University Grants Committee). It is a Google-like discovery tool which indexes library resources in all formats and provides a one-stop search platform for Library books, AV materials, electronic resources, Lingnan Digital Repository, and HKALL that effectively assist users in their study and research.

For details, please refer to the Library webpage or this link at:
<http://www.library.ln.edu.hk/1-Search>

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 on I-Search

How Many Books Can I Borrow?

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

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

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

Type C: Academic staff #

Type D: JULAC Library Card holders Q

Type E: Lingnan University alumni@; External Borrower Card holders; Staff's spouse Q

Type F: Long-serving retired staff ##

Remarks:

- * For borrower Type A, B & C only
- ** For borrower Type B & C only
- *** For borrower Type C only
- # Academic staff includes Members of the Presidential Group, all UGC, and Lingnan Institute of Further Education (LIFE) teaching and research staff
- ## Long-serving retired staff have privileges to access online databases in the Library and remote access of selected databases
- Q Lingnan University alumni, 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

SERVICES

SERVICES

How Long Can I Borrow the Materials for?

Borrower Type	A	B	C	D	E	F
Loan Period						
Books & CD-ROMs Renewal ^ Subject to recall	30 days Yes Yes	60 days Yes Yes	120 days Yes Yes	60 days No Yes	30 days No No	60 days No Yes
HKALL Renewal ^ Subject to recall	15 days Yes Yes	30 days Yes Yes	30 days Yes Yes	No No No	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-3 hours	3 hours	3 hours	3 hours	3 hours (In Library Use Only)	3 hours (In Library Use Only)	3 hours
Reserve-2 days Reserve-7 days	2 days 7 days	2 days 7 days	2 days 7 days	2 days 7 days	2 days 7 days	2 days 7 days
Special Collections (In Library Use Only)	3 hours	3 hours	3 hours	3 hours	3 hours	3 hours
Notebook Computers	2 days	2 days	2 days	No	No	No
Staff Notebook Computers Renewal ^	No No	No No	30 days Yes	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)
Microforms (In Library Use Only)	3 hours	3 hours	3 hours	3 hours	3 hours	3 hours
CD-ROMs, stand alone or interactive (In Library Use Only)	3 hours	3 hours	3 hours	3 hours	3 hours	3 hours

Remarks:

- * For more details of loan periods and renewal policies, please refer to <http://www.library.ln.edu.hk/services/borrow-renew-request>
- @ For loan period of different types of 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).

SERVICES

My Library Account

You can view your circulation record and renew items via "My Library Account" on the Library homepage.

For details, please visit:

www.library.ln.edu.hk/1-Search/my-library-account

Renewals

General Collection items will be renewed automatically till the maximum allowable loan period, provided that no hold request has been made for the same item by other users, and the user does not have overdue item. Alternatively, users can renew the borrowed items at the Circulation Counter.

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

Students and staff (Type A, B and C) have 3-day grace period on overdue items, meaning that items that are returned or renewed within 3 days from the due date will not incur fines.

Holds & Recall

You may HOLD a book by clicking "Request" in 1-Search (After sign in)

http://www.library.ln.edu.hk/services/borrow-renew-request#holds_recalls

For books on bookshelf, once the request has been received, our staff will pick up the book and put it on the "hold shelf" in the Circulation Counter for you to borrow within three days.

For books In-Process or have been charged out by other users, once the book has been returned and available, a pick-up message will be sent to you by e-mail and SMS (if registered) and also shown in 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. The hold quota for Borrower Type A is 15 items, Borrower Type B is 30 items and Borrower Type D, E & F is 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 has been sent out.

HKALL items are subject to recall 15 days after they have been charged out and should be returned within 7 days after the recall notice has been sent out.

SERVICES

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 more information, 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 3 book drops located at:

- 1/F Library entrance
- G/F Main Building near the University entrance
- The covered corridor at 1/F Simon and Eleanor Kwok Building (SEK)

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

SERVICES

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
- Keeping track 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>

WhatsApp A LIBRARIAN: 6057-6002

Scan the QR code and save the number in your mobile device!

Service Hours: 11:00am - 7:00pm (Monday - Friday)

(WhatsApp messages received beyond the service hours will be answered on the next service day, we do appreciate if WhatsApp messages are received 10 minutes before the closing time of the service.)



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 & 2 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>

Language Learning Online

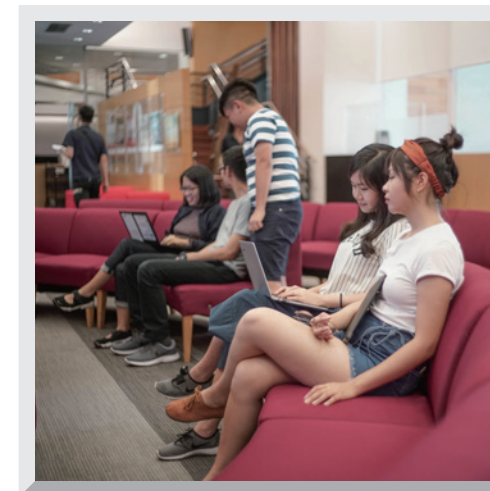
On the Language Learning portal, you can access online materials for learning and practicing many different languages, such as English, French, Spanish, Korean, Japanese and Putonghua.

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

Wireless Computing (Wi-Fi)

Lingnan staff and students can use their Lingnan Email Address & Password to access the campus wireless LAN service (LUWLANIX). For details, please visit:

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



OTHER SERVICES



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
- Faculty & Postgraduate Study Rooms
- Integrated Helpdesk
- Multimedia Booths
- PCs
- Photocopying, Printing and Scanning Facilities
- Reference Collection

Café

It is 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 use mobile phones and drink in the Café only. Food is NOT allowed in Café and the whole Library area.

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.

FACILITIES

STUDY ROOMS

- 5 Individual Study Rooms on 1/F North (MB101/4-8)
- 5 Faculty & Postgraduate Study Rooms on 1/F South (MB101/28-32)
- 6 Collaborative Workrooms on 1/F IC and 1/F Reading Room
- 2 MLLC Rooms on 2/F

Rooms can be accessed by Lingnan student/ staff ID card by making a reservation online:

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

- 3/F Self Study Room/Teaching Lab provides 44 study seats
- 3/F Postgraduate Common Room

LIBRARY PUBLIC PCS & SOFTWARE

There are over 170 public PCs (including 12 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 on 3/F. The PCs are equipped with a variety of software 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 & SCANNERS

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)

FACILITIES

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)	A4	HK\$0.30	HK\$0.50
		Octopus B&W IC2 (Double-Sided)			
		Octopus B&W IC3 (Double-Sided)	A3	HK\$0.60	HK\$1.00
		Octopus B&W IC4 (Double-Sided)			
		Octopus B&W 1F Reading Room (Double-Sided)			
		Octopus B&W 2F1 (Double-Sided)			
Octopus B&W 2F2 (Double-Sided)	A4	HK\$2.50	HK\$4.00		
Octopus B&W 3F1 (Double-Sided)					
Octopus B&W 3F2 (Double-Sided)	A3	HK\$5.00	HK\$8.00		
Octopus Colour IC1 (Single-Sided)					
Octopus Colour IC2 (Single-Sided)					
Octopus Colour 2F (Single-Sided)					

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, using student card)

- Black & White Printer IC2 & IC3 on 1/F IC.

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/facilities/printing-library>

Wi-Fi printing

Wi-Fi printing service is available to all Lingnan Library users. If you have a Microsoft Windows notebook computer, macOS device, Apple iOS device or Google Android device, you can send your print jobs to the Library network printers via the Lingnan Wi-Fi network (SSID: "ALUMNI", "eduroam", "LUWLAN1X" or "Universities WIFI").

For details, please refer to

<http://www.library.ln.edu.hk/facilities/printing-library/wi-fi-printing-service>

Green Printing Tips:

1. All Library Octopus Black & White printers are configured with DOUBLE-SIDED printing by DEFAULT. You can switch to single-sided printing if needed.

Scanners

- Two Express Scanning Workstations on IC 1/F with feeder can do A4 double-side scanning and scanned pages can be sent to email and USB.
- A book scanner which attached to the computers is available on IC 1/F.
- The Kyocera photocopiers (located in Photocopiers' Room of 1/F, Reading Room of 1/F, Old Newspapers Reading Room of 1/F, Serial Collection of 2/F and 3/F (North)) all have double-side printing and scanning function. Users can download the scanned pages to the USB drive.
- The Colour Octopus printers on IC 1/F and MLLC 2/F also have scanning function, scanned pages can be sent to email.
- Individual desktop scanners are available on some computers in the Library.

SERVICES AND FACILITIES FOR USERS WITH SPECIAL NEEDS

To ensure that all library users have their resources and services needed, the Library provides the following services and facilities to users with special needs.

Services provided

- i. Library Cards can be issued to persons accompanied the users with special needs on request.
- ii. Library Tour
- iii. Services at circulation counter
 - a. Books searching and reservation
 - b. Assist the users with special needs for the Borrowing & Returning services at the circulation counter
 - c. Assist the users with special needs accessing materials on 3/F



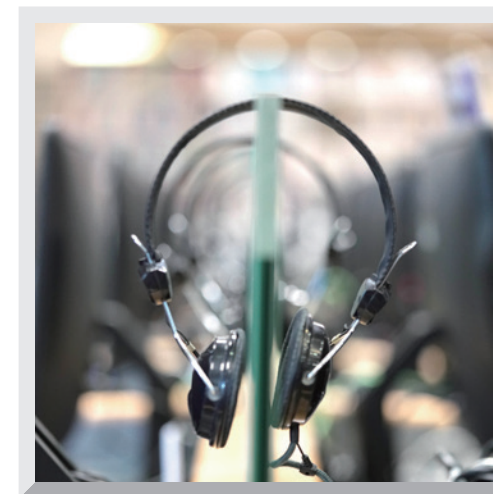
Here are the lists of software, hardware and facilities which are provided for users with special needs. Most of them are located at 1/F North Special Reading Equipment Room.

Software	Details
Screen Reader: JAWS (Job Access with Speech), NVDA HK edition*	JAWS can turn screen content to voice or braille and automatically do OCR for pdf file. NVDA is a screen-reading software that accommodates the need of Chinese users.
Electronic Magnifier: ZoomText Magnifier	The electronic magnifier can enlarge the text in the computer screen.
Chinese Input Method: BRITE	BRITE is a multi-functional Braille translation editing program which allows people to easily perform two-way instant translation between Braille and regular text.

* Personal computers (IC037 and IC038) in Information Commons (1/F South) also installed with NVDA software for the visually impaired patrons.

Hardware/ Facilities	Details
Braille Display: Focus 40 Blue braille display	The braille display is a portable machine that can turn the computer screen into braille. It works with screen reader software like JAWS & NVDA.
Braille Note Taker: Braille Mini Writer	This braille writer is a portable note taking device that can store braille into USB or MiniSD Card.
Desktop Video Magnifier CCTV: Merlin Elite HD/OCR 24" CCTV	The desktop video magnifier CCTV helps to enlarge books/text for reading featuring HD and text-to-speech(OCR) that allows user to listen to the text.
Braille Embosser (printer): ViewPlus Max embosser	Braille Embosser enables users to print braille on A4 papers.
Book Scanner: Plustek OpticBook A300	The Book Scanner is designed for scanning book for OCR and used with any text-to-speech software.
Height-adjustable Desk & Flexi monitor arm: Freemax E1 desk	Electric height-adjustable desk is designed to fit users with different levels of wheelchair. The Flexi-monitor arm facilitates the different position for the computer monitor.
3M Polarizing Light	3M Polarizing Light reduces glare on surfaces and the LED bulb is anti-flicker.
Washrooms	Three washrooms with facilities for users with special needs are located at the end of both North and South wing of 1/F and at north wing of 3/F.

For more details, please refer to
<http://www.library.ln.edu.hk/facilities/specialneeds>



CONNECTED WITH OTHER LIBRARIES



CONNECTED WITH OTHER LIBRARIES

HONG KONG ACADEMIC LIBRARY LINK (HKALL)

HKALL allows students and faculty at any UGC-funded institution to search in I-Search and make direct requests for books from other UGC-funded institutions, effectively allowing access to 11 million of locally owned library materials.

HKALL can be accessed on the Library homepage <http://www.library.ln.edu.hk> or under I-Search <http://www.library.ln.edu.hk/I-Search/HKALL>

Books are normally available for pickup at the Circulation Counter within 5 working days. An e-mail and SMS Alert notice (if registered) will be sent to you 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 chapters and journal articles that are not available in the Lingnan University Library, you may request them from other local or overseas Libraries.

Requests and renewals 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 for study and use of UGC-funded Libraries' 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

MEET YOUR LIBRARY STAFF

Our University Librarian and
all Library Staff always welcome you to use our library.



Dr. Louisa LAM

Chief Information Officer and University Librarian

"I will lead the library team to step up our services and to build a closer collaboration with faculty members, students, staff and all University stakeholders. Please let me know your views."



Ms. Phoebe LEUNG

**Assistant Librarian
Reader Services - Information Services
and User Education Division**

"I am devoted to provide information literacy and referencing services to all students and staff, feel free to contact me for any question on finding library resources."



Mr. Tak CHAN

**Library Attendant
Reader Services - Access and Delivery
Services Division**

"My responsibility is to support library's logistic work and circulation services."



Mr. WONG Kai Tim

**Library Services Ambassador
Reader Services - Multimedia and
Language Learning Centre**

"I am delighted to be one of the library services ambassadors for handling circulation of AV materials in the library."



Mr. WONG

One of the Security Guards of the library

"I am often the first person you see when you arrive the library, I am responsible for maintaining the security of the library."



Ms. Crisy CHEUNG

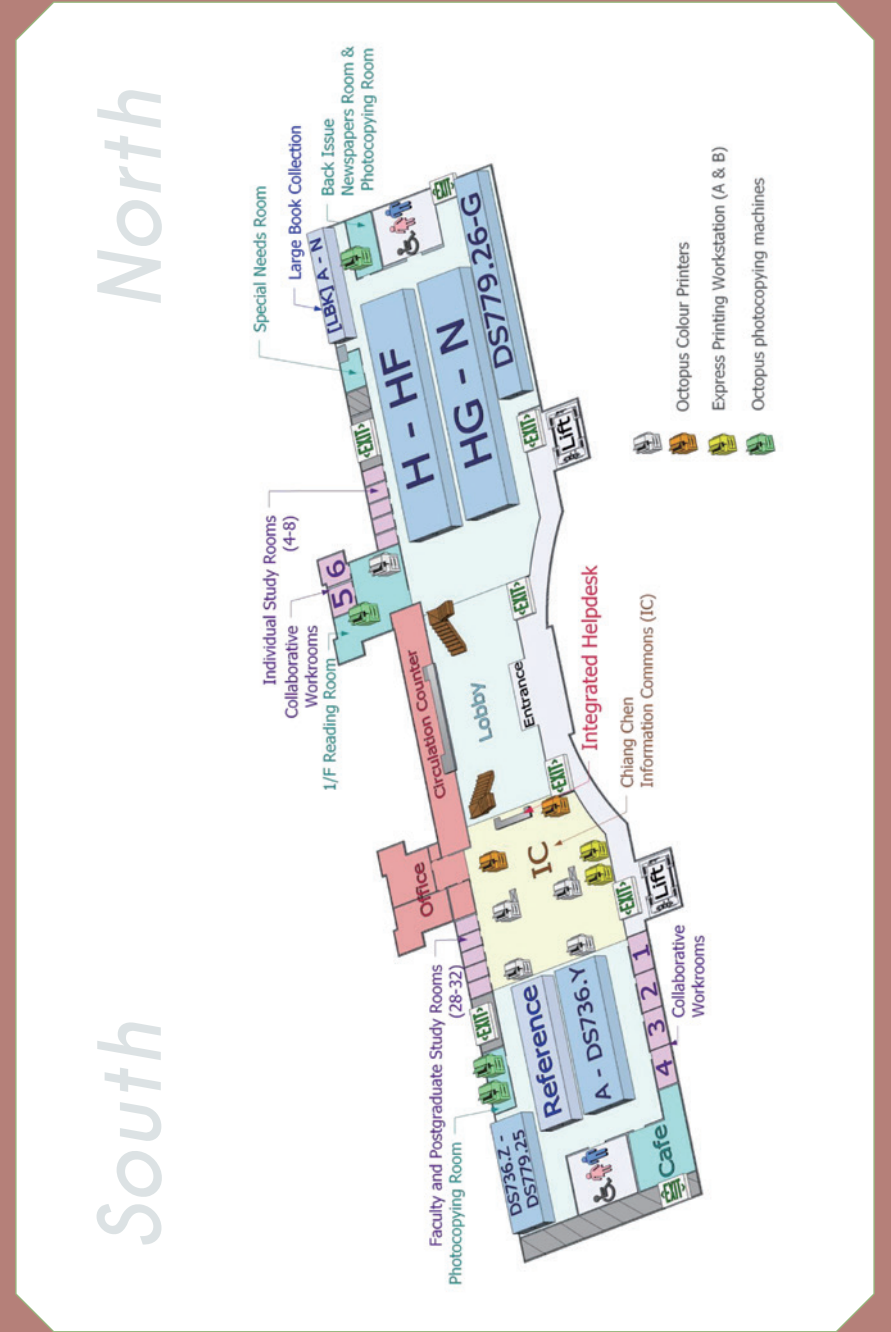
**Assistant Library Officer
Reader Services - Access and Delivery
Services Division**

"I am committed to give first-rate inter-library loan and circulation services to everyone in the Lingnan community."



APPENDIX

1/F FLOOR PLAN



2/F FLOOR PLAN



3/F FLOOR PLAN



CONTACT US

Service Points		
General Enquiry & Circulation Services	26 16-8586 26 16-55 15 (Fax)	cirstaff@ln.edu.hk
Collection Development and Gift & Exchange (Books & AV, Databases, Serials)	26 16-8544	libcoll@ln.edu.hk
Chiang Chen Information Commons (IC)	26 16-8571	refstaff@ln.edu.hk
Interlibrary Loan Services (ILL)	26 16-8582 26 16-55 14 (Fax)	illstaff@ln.edu.hk
Media Services	26 16-8575	-
Systems Services	26 16-8585	libsystems@ln.edu.hk
Scholarly Communication, Archives Processing and Donations	26 16-8553	libdc@ln.edu.hk
Librarian's Office	26 16-8546	-

Ask a Librarian			
Position	Name	Telephone	E-mail Address
Chief Information Officer and University Librarian	Dr Louisa LAM 林美珍	26 16-8545	louisalam@ln.edu.hk
Access and Delivery Services	Dr Andrew LIU 廖柏成	26 16-8580	andrewl@ln.edu.hk
Cataloguing and Preservation	Ms Patti LAI 黎珮婷	26 16-8558	pattilai@ln.edu.hk
Collection Development and Gift & Exchange	Mr Bill TANG 鄧浩標	26 16-8562	bill@ln.edu.hk
Information Services and User Education	Ms Phoebe LEUNG 梁曉茹	26 16-8573	phoebelzung@ln.edu.hk
Resources Management	Dr Tommy YEUNG 楊繼賢	26 16-8566	tyzung@ln.edu.hk
Scholarly Communication, Archives Processing and Donations	Ms Sheila CHEUNG 張思蕾	26 16-8553	sheila@ln.edu.hk
Systems Development and Support	Mr Joe CHOW 周偉明	26 16-8576	jozchow@ln.edu.hk

LIBRARY KEY FACTS - SUMMER 2018

Gross Floor Area 面積	5,367 sq.m.
Circulation / Visitors 流通 / 訪客量	111,534 / 190,140
Seating Space 座位	621
Function Rooms 各類房間	10 Individual Study, 8 Collaborative
Holdings (volumes) 館藏 (冊)	545,017
Electronic Books 電子書	1,303,203
Acquisitions 新增典藏量	6,897 (books), 100,782 (e-books), 6,801 (AV Materials)
Chinese: English (Books) 中英文書比例	1 : 1 (books), 11 : 1 (e-books)
Printed Journals 紙本期刊	1,044
Electronic Journals 電子期刊	81,545
Audio-Visual Materials 視聽資料	188,444
Microforms 微縮資料	34,016
Reference Databases 參考資料數據庫	317
Public Computers 公用電腦	174 (12 notebook PCs for loan)
Photocopiers 影印機	6
Network Printers 網絡打印機	12 (9 black and white, 3 colour)
Library Staff 圖書館職員	37 (10 Professional, 27 Supporting)
World Wide Web Address 網址	http://www.library.ln.edu.hk
Integrated Library System 圖書館系統	Ex Libris Alma & Primo

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 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
 - PE 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
 - TK5105 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 COLLECTION

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

ACKNOWLEDGEMENT:

The Library acknowledges Mr. Marcel Heijnen for his support in taking photographs for this publication, as well as Library staff and Library Service Ambassadors for their voluntary assistance in taking portraits and group photos. Their photographs reflect the vibrancy of the Library.

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Lingnan University
Fong Sum Wood Library
August 2018