What's inside?

Mr. Curious

I need help...

Miss Helpless
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.

Close on public holidays

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

http://www.library.ln.edu.hk/aboutus/openhour.html

General Enquiry

2616-8586 (PHONE)
2616-5515 (FAX)
cirstaff@ln.edu.hk (E-MAIL)
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 Main Building of the Lingnan Campus and occupies four floors. We provide over 150 public PCs and more than 490 seats for Library users. The Library is not only a place for studying and researching, but also a place for relaxing and networking. 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 promise to provide better services for accessing knowledge on campus.
What’s at the Library? Where can you find them?

Collections & Resources

Printed Collections
- Books
- Reference Materials
- Journals
- Magazines
- Newspapers
- Reserve Materials

Electronic Collections
- E-Journals
- E-Databases
- E-Books
- E-Newspapers
- Video on Demand
- Lingnan Digital Archive

AV Materials

Special Collections

Facilities & Services

Chiang Chen Information Commons (IC)
- Café
- Multimedia Booths

Multimedia and Language Learning Centre (MLLC)
- Audio Visual Equipment
- Mini-theatre
- English Self-access Programmes
- Language Learning Online
- Writing Tutorial Service

Study Rooms, Collaborative Workrooms, Discussion Rooms,
MLLC Rooms
3/F Self Study Rooms
Library Public PCs
Photocopiers & Printers
- Photocopiers
- 2 types of Printers
How do I use the Library?

**Borrowing Services**
- Loan Quotas & Loan Periods
- My Library Account
- Holds & Recalls
- SMS Alert Service
- Loss and Damage
- 24-Hour Book Drops

**Digital Library**
- How to access Library-subscribed online resources
  - On Campus
  - Off Campus
  - Problems with Remote Access
- I-Search

**How to access other Libraries’ materials?**
- Hong Kong Academic Library Link (HKALL)
- Interlibrary Loan Services (ILL)
- JULAC Library Card

**Appendix**
- Location Map
- Staff Directory
- Conduct of Library Users
- Re-Classification of Library Materials
- Library of Congress Classification Scheme
- Lai’s Classification (中國圖書分類法)
Collections & Resources

What’s at the Library?

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

Reference Materials
• Includes 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 2,200 printed journals and serials
• Current and back issues of printed 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/collections/ser_deptlist.html

URL for electronic full-text journals and from aggregated databases: http://www.library.ln.edu.hk/eresources/ejournals/
Magazines
- Local and foreign magazines: Free Magazine Corner in the Café on 1/F South; Popular Magazine Corner and 3rd Language Magazine Corner on 2/F South
- Back copies are kept behind the racks. All magazines are for Library use only, and cannot be charged out

Newspapers
- More than 40 local and overseas newspapers in printed format
- Current issues: newspaper racks on 2/F South
- Back issues: shelves in Lingnan Archive on 2/F South

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 Reading Room on 1/F North and the Circulation Counter
- 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](http://library.ln.edu.hk/search/r) (Search by “Course Name or Course Code”)
- [http://library.ln.edu.hk/search/p](http://library.ln.edu.hk/search/p) (Search by “Instructor”)

Collections & Resources
**Collections & Resources**

**Electronic Collections**

**E-Journals**
Over 37,000 full-text electronic journals.

**E-Databases**
Over 190 electronic databases and reference tools.

**E-Books**
Over 162,000 full-text electronic books.

**E-Newspapers**
Thousands of full-text electronic newspapers.

**Video on Demand**
Consists of local TV Programmes, videotaped lectures and seminars held at the University.

**Lingnan Digital Archive**
Lingnan Publications, Exam Papers, Master and Doctoral Theses, Student Projects and Online Exhibitions with regular updates.

** AV Materials**

- Over 43,000 items of media resources such as VCD, DVD, Blu-ray discs, local TV Programmes and slides
- AV & Multimedia Collections: MLLC on 2/F North

**Special Collections**

- Thread-bound Chinese classics: Special Collections on 1/F South

**Q: How Can I Borrow From Special Collections?**
Special Collections are available upon request at the Circulation Counter and must be used inside the Library.
Facilities & Services

What do we have?

Collections & Resources
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:
- 41 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, 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 and Language Learning Centre (MLLC)

Multimedia Booths
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

Q: How Can I Book The Multimedia Booth?
Booking can be made online at: http://libapp.ln.edu.hk:8888/

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.

English Self-access Programmes
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/libserv/mllc/
Facilities & Services

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/eresources/language/

Writing Tutorial Service
Organized by the Centre for English and Additional Languages (CEAL), the service consists of individual tutorials which aim at improving the writing proficiency of students.

For details and registration of the Writing Tutorial Service, please visit: http://www.library.ln.edu.hk/libserv/mllc/

• 10 Individual Study Rooms on 1/F for private study
• 4 Collaborative Workrooms on 1/F IC
• 2 Discussion Rooms on 1/F Reading Rooms
• 2 MLLC rooms on 2/F

Study Rooms, Collaborative Workrooms, Discussion Rooms, MLLC Rooms

Users can make self-bookings of the rooms online at:
http://libapp.ln.edu.hk:8888/

Located on 3/F of the Library, 88 study seats are provided.
There are over 150 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 and the MLLC on 2/F North. 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/libserv/library_pcs.html

**Photocopiers & Printers**

• 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

**2 types of 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
Facilities & Services

Octopus Printing (Charged by Octopus card)

- Black & white Octopus printers (A3 & A4 printing, available on all three floors)
- Colour Octopus printer (A3 & A4 printing, available at the IC on 1/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. Double-sided printing is available on ALL Octopus Printers
2. The Octopus B&W IC2 printer in the Chiang Chen Information Commons is configured with double-sided printing by default. IC Workstations have been set up for the new change
3. 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.ln.edu.hk/libserv/printing/ or double click the “Printing Guide” icon on ALL Library Public PCs.

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/help/classes/

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/libserv/wireless_comp/
Borrowing Services

How do I use the Library?

Facilities & Services
### Borrowing Services

- 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.

<table>
<thead>
<tr>
<th>Borrower Type</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Reserve-2 days, Reserve-7 days, Notebook Computers &amp; Electronic Dictionaries*</td>
<td>40</td>
<td>100</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Bound journals, Unbound journals**, Reserve-3 hours, CD-ROM Databases, Special Collections</td>
<td>5</td>
<td>10</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>AV &amp; Multimedia</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

#### Loan Quotas

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Borrower A</th>
<th>Borrower B</th>
<th>Borrower C</th>
<th>Borrower D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; CD-ROM or Floppy with text</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewal^</td>
<td>30 days</td>
<td>60 days</td>
<td>60 days</td>
<td>30 days</td>
</tr>
<tr>
<td>Subject to recall</td>
<td>3 times Yes</td>
<td>3 times Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>HKALL Renewal</td>
<td>15 days Twice</td>
<td>30 days Twice</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Journals, bound</td>
<td>2 days No</td>
<td>2 days</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Journals, unbound</td>
<td></td>
<td>3 hours No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Reference</td>
<td>No</td>
<td>3 hours</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Reserve-2 days</td>
<td>2 days</td>
<td>2 days</td>
<td>2 days</td>
<td>2 days</td>
</tr>
<tr>
<td>Reserve-7 days</td>
<td>7 days</td>
<td>7 days</td>
<td>7 days</td>
<td>7 days</td>
</tr>
<tr>
<td>Reserve-3 hours</td>
<td>3 hours</td>
<td>3 hours</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Special Collections</td>
<td>3 hours</td>
<td>3 hours</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Notebook Computers &amp; Electronic Dictionaries</td>
<td>2 days</td>
<td>2 days</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Notebook Computers (For Academic Staff and Research Assistants only) Renewal#</td>
<td>No</td>
<td>30 days</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>AV Materials</td>
<td>3 hours/7 days^&lt;sup&gt;^^&lt;/sup&gt;</td>
<td>3 hours/7 days^&lt;sup&gt;^^&lt;/sup&gt;</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Microform</td>
<td>3 hours</td>
<td>3 hours</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>CD-ROM, stand alone or interactive</td>
<td>3 hours</td>
<td>3 hours</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>CD-ROM, Microfilm and Database Workstations (per workstations)</td>
<td>2 hours/week</td>
<td>2 hours/week</td>
<td>2 hours/week</td>
<td>2 hours/week</td>
</tr>
</tbody>
</table>
Borrower Types:
A Undergraduate students (UGC-funded), Associate Degree and Self-financed Degree students
B Staff & Postgraduate students (UGC-funded)
C JULAC Library Card holders
D Lingnan University Graduates; External Borrower Card holders

Remarks:
* For borrower Type A & B only
For details about borrowing Notebook Computers and Electronic Dictionaries, please visit:
http://www.library.ln.edu.hk/libserv/pc_on_loan/

** For borrower Type B only

^ Books & CD-ROM or floppy with text 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 date

^^ For more details or loan period for AV Materials, please enquire at the MLLC Counter or visit:
http://www.library.ln.edu.hk/aboutus/rules/av_loan.html
On what condition can I renew my items?

Both staff and students can renew or self-renew books and CD-ROM or floppy with text 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.

You may HOLD a book by clicking on the OPAC.

http://www.library.ln.edu.hk/libserv/borrowing.html#Holds and 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 or SMS and also shown on your online circulation record. You may then go to the Circulation Counter to pick up your item.

Please note that the Circulation Counter will hold your items for 3 days only and you may request up to 5 items. Books charged out by Borrower Type A, B & C are subject to recall 14 days after they have been charged out.

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/libserv/sms.html

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.

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 Main Building near the University entrance.
Digital Library

How do I use the Library?

Borrowing Services
How to access Library-subscribed online resources

On Campus
- Use the PCs at the IC and on all floors of the Library
- Use wireless adapters or notebook PCs with wireless LAN connectivity throughout the Library: They are available for borrowing at the Circulation Counter

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/help/userguide/remote_access.html

Problems with Remote Access

I have 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
   http://www.library.ln.edu.hk/help/eref/
1-Search provides searching across the online catalogue, HKALL, and over 40 of the Library’s subscribed databases and electronic text collections. It does not search all of the Library’s databases and is not a substitute for searching the databases directly where more options and better results can be obtained than are currently available from 1-Search. 1-Search does provide a quick and convenient way to see if your topic is covered in more than one database or in any of the thousands of full-text books and journals.
How to access other Libraries’ materials?

Access other Libraries

Digital Library
HKALL allows students and faculty at any UGC-funded institution to search their online catalogues and make direct requests for books from other UGC-funded institutions, effectively allowing access to 9 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 two working days. You will be sent an e-mail on their arrival.
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 Library, you may request them from other local or overseas libraries.

Requests can be made online. For details about Interlibrary Loan, please visit:
http://0-libds20.ln.edu.hk.innopac.ln.edu.hk/libserv/illiad/

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 libraries.

For details about JULAC Library Cards, please visit:
http://www.library.ln.edu.hk/libserv/card_application.html#ugc
Appendix

Acquisitions
2616-8553
libacq@ln.edu.hk (E-MAIL)

General Enquiry & Circulation Services
2616-8586
2616-5515 (FAX)
cirstaff@ln.edu.hk (E-MAIL)

Interlibrary Loan Services (ILL)
2616-8582
2616-5514 (FAX)
illstaff@ln.edu.hk (E-MAIL)

Media Services
2616-8575

E-Resources & Serials
2616-8544
libser@ln.edu.hk (E-MAIL)

Information Desk (IC)
2616-8571
refstaff@ln.edu.hk (E-MAIL)

Librarian’s Office
2616-8546

Systems Services
2616-8505

Service Points
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.
Until 2007 the Library used the Dewey Decimal Classification to classify its English materials and Lai’s Classification to classify its Chinese materials and they were kept in separate locations. To enable library materials to be shelved together by subjects regardless of language, the Library has been undertaking a multi-year project to convert its entire collection of 500,000 plus items to the Library of Congress Classification Scheme and the project is now at its final phase.

As of summer 2010, Reference books, Periodicals, Large Books, Reserve books, and AV materials are all shelved by Library of Congress Classification. The conversion and interfiling of the Chinese book collection with the English collection is over 90% complete. For more up-to-date information on the progress of the LC Re-classification Project, please refer to the following website: http://www.library.ln.edu.hk/aboutus/reclass.html

During the transition period, clear signage is posted throughout the Library to direct users to the correct locations to retrieve library materials. Users are also advised to check the Library’s online catalogue when searching for library materials as both locations and call numbers are liable to change.

The following two tables show the main subject divisions of the Library of Congress Classification Scheme and the Lai’s Classification.
The following gives 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, M 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)
N FINE ARTS
   PE English Language & Literature
   PL Oriental Languages & Literatures
   PL1001-3208 Chinese Language & Literature
P LANGUAGE AND LITERATURE
Q SCIENCE
R MEDICINE
S AGRICULTURE
T TECHNOLOGY
   TK 5105 Computer Networks
U MILITARY SCIENCE
V NAVAL SCIENCE
Z BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)
See you~!