The next station is...
### Lingnan University Library Station

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon- Thu</td>
<td>8:30 a.m. - 00:00 midnight</td>
</tr>
<tr>
<td>Fri</td>
<td>8:30 a.m. - 10:00 p.m.</td>
</tr>
<tr>
<td>Sat</td>
<td>9:30 a.m. - 8:00 p.m.</td>
</tr>
<tr>
<td>Sun</td>
<td>1:00 p.m. - 8:00 p.m.</td>
</tr>
<tr>
<td>Public Holidays</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

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

**FIND US ON FACEBOOK**
http://www.facebook.com/LuLibrary

**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 Patrick Lee Wan Keung Academic Building of the Lingnan Campus and occupies four floors. We provide over 170 public PCs and more than 600 seats for Library users. The Library is not only a place for studying and researching, but also a place for networking and cultural activities. Users can work on their group projects in the individual and collaborative workrooms in the IC on 1/F; or enjoy soft drinks and watch current news from the TV provided inside the Café for a break during study.

The Fong Sum Wood Library has long been the hub of academic activities in Lingnan. We strive to provide great services for accessing knowledge on campus.
Collections & Resources  6-11

Print Collections
• Books
• Reference Materials
• Journals
• Magazines
• Newspapers
• Reserve Materials

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

Library Subscribed Online Resources
• How to Access

AV Materials

Special Collections

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My Library Account
Holds & Recall
SMS Alert Service
Loss and Damage
24-Hour Book Drops
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- Multimedia Booth

Multimedia and Language Learning Centre (MLLC)
- Audio Visual Equipment
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- Library of Congress Classification Scheme
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**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 2,200 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/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 Magazines Corner in 1/F Reading Room; Additional Languages Magazine Corner on 2/F South
• Back issues are kept behind the racks. All magazines are for Library use only, and cannot be charged out

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

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

Reserve Materials
• Textbooks and supplementary materials recommended by the academic staff are available at the 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 (Search by “Course Name or Course Code”)

http://library.ln.edu.hk/search/p (Search by “Instructor”)

http://library.ln.edu.hk/search/u (Search by “Call Number”)

Electronic Collections

- **E-Journals**: >38,000 full-text electronic journals
- **E-Databases**: >200 electronic databases and reference tools
- **E-Newspapers**: Thousands of full-text electronic newspapers
- **E-Books**: >190,000 full-text electronic books
- **Video on Demand**: Consists of Local TV Programmes, videotaped lectures and seminars held at the University
- **Lingnan Digital Archive**: Lingnan Publications, Examination Papers, Master and Doctoral Theses, Student Projects and Online Exhibitions with regular updates

Library-subscribed Online Resources

**How to Access?**

**On Campus**

- Use any PCs or notebook computers connected to the Lingnan wired or wireless campus network
Off Campus
You can access the licensed online resources remotely via

- the Library Proxy service;
- the ITSC’s SSL VPN service;

For details, please visit:
http://www.library.ln.edu.hk/eresources/messages/remote_access.html

Problems with Remote Access
You can...

1. Contact the Library staff at the IC Counter on 1/F South during Library opening hours
2. Call the hotline at 2616-8571 during the Library opening hours
3. Click “Ask A Librarian” and make a request at http://www.library.ln.edu.hk/help/eref/

AV Materials

- Over 77,000 items of media resources such as VCD, DVD, Blu-ray discs, Local TV Programmes, slides and online music
- AV & Multimedia Collections: MLLC on 2/F North

Special Collections

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

How Can I Borrow From Special Collections?

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

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

Print forms are also available at the Circulation Counter.

1-Search

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.
Come to the Circulation Counter, we are pleased to help you...
**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?**

<table>
<thead>
<tr>
<th>Borrower Type</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Loan Quota</strong></td>
<td>40</td>
<td>100</td>
<td>200</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Books, Reserve-2 days,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve-7 days,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notebook Computers &amp;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Dictionaries*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bound journals,</strong></td>
<td>5</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Unbound journals**,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve-3 hours,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD-ROM Databases,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Collections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AV &amp; Multimedia</strong></td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

- **Type A:** Undergraduate students (UGC-funded), Associate Degree and Self-financed Degree students
- **Type B:** Staff & Postgraduate students (UGC-funded)
- **Type C:** Academic Staff 
- **Type D:** JULAC Library Card holders
- **Type E:** Lingnan University Graduates; External Borrower Card holders; Staff’s Spouse
# How Long Can I Borrow The Materials For?

<table>
<thead>
<tr>
<th>Borrower Type</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Loan Period</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books &amp; CD-ROM or Floppy with text Renewal(^)</td>
<td>30 days</td>
<td>60 days</td>
<td>120 days</td>
<td>60 days</td>
<td>30 days</td>
</tr>
<tr>
<td>Subject to recall</td>
<td>3 times</td>
<td>3 times</td>
<td>5 times</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>HKALL Renewal</td>
<td>15 days</td>
<td>30 days</td>
<td>30 days</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Journals, bound</td>
<td>2 days</td>
<td>2 days</td>
<td>7 days</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Journals, unbound</td>
<td>No</td>
<td>3 hours</td>
<td>3 hours</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Reference-3 hours</td>
<td>No</td>
<td>3 hours</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>
<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>
<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>
<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>
<td>3 hours</td>
</tr>
<tr>
<td>Notebook Computers &amp; Electronic Dictionaries</td>
<td>2 days</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>No</td>
<td>30 days</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>AV Materials</td>
<td>3 hours/7 days(^)</td>
<td>3 hours/7 days(^)</td>
<td>3 hours/7 days(^)</td>
<td>3 hours/7 days(^)</td>
<td>3 hours/7 days(^)</td>
</tr>
<tr>
<td>Microform</td>
<td>3 hours</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>
<td>3 hours</td>
</tr>
</tbody>
</table>

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

** For borrower Type B & C only

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

\(^\) Books & CD-ROM 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 dates

\(^\) 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](http://www.library.ln.edu.hk/aboutus/rules/av_loan.html)
My Library Account

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

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

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.

Holds & Recall

You may HOLD a book by clicking Request/Hold 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.

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

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

Loss and Damage

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

24-Hour Book Drops

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

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

Overdue Fines

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

For details, please visit:
http://www.library.ln.edu.hk/libserv/borrowing.html#Overdue Fines

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

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

**Café**

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

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

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

For details, please go to:
http://www.ln.edu.hk/itsc/av/multimedia

How Can I Book The Multimedia Booth?

Booking can be made online at:
http://portal.ln.edu.hk/

Multimedia and Language Learning Centre (MLLC)

Audio Visual Equipment

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

Mini-theatre

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

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

Users can make self-bookings of the rooms online at: [http://www.library.ln.edu.hk/libserv/room_booking.html](http://www.library.ln.edu.hk/libserv/room_booking.html)

Rooms can be accessed by Lingnan student/staff ID card

- 3/F Self Study Rooms provide 88 study seats

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Library Public PCs

There are over 170 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, 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/libserv/library_pcs.html](http://www.library.ln.edu.hk/libserv/library_pcs.html)

---

Photocopiers & Printers

Photocopiers

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

Charges for photocopying:
A4: $0.3 per page
Printers

**Network Printing**
(Charged by ITSC Printing Account)

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

**Octopus Printing**
(Charged by Octopus card)

- Black & White Octopus printers (A3 & A4 printing, available on all three floors)
- Colour Octopus 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. 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 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.
Well equip yourself...
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/llibserv/mllc/

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/
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/

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/mlc/

Library Workshops

Want to exploit Library resources for a specific subject?

Join the Library workshops organized in each semester: you can sign up for Library workshops at:

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

Wireless Computing

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

http://www.library.ln.edu.hk/libserv/wireless_comp/
Connect with other libraries

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

HKALL can be accessed in two ways:

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

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

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

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

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

http://www.library.ln.edu.hk/libserv/illiad

JULAC Library Card

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

For details about JULAC Library Cards, please visit:

http://www.library.ln.edu.hk/libserv/card_application.html#ugc
Location Map

North

South

1/F

To 2/F

General Collection

Café

Collaborative Workrooms

Chiang Chen Information Commons (IC)

Integrated Helpdesk

Entrance

To 2/F

Special Collections

Individual Study Rooms

Reference Collection

General Collection

Office

Office

Discussion Rooms

Newspapers

1/F Reading Room

Large Book Collection

Popular Magazines Corner

Individual Study Rooms

Back Issue Newspapers Room

Circulation Counter

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Location Map

29
Location Map

North

South

Multimedia Collection
MLLC Room 1
MLLC Room 2
Mini-theatre
To 1/F
To 3/F

Chang Hait-siu Reading Room
Lee Hak Kan Multimedia and Language Learning Centre (MLLC)
Serials Collection

Compact Shelves
Additional Languages Magazine Corner

Lingnan Archive

2/F
### Service Points

<table>
<thead>
<tr>
<th>Service Point</th>
<th>Telephone</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisitions</td>
<td>2616-8553</td>
<td><a href="mailto:libacq@ln.edu.hk">libacq@ln.edu.hk</a> (E-mail)</td>
</tr>
<tr>
<td>E-Resources &amp; Serials</td>
<td>2616-8544</td>
<td><a href="mailto:libser@ln.edu.hk">libser@ln.edu.hk</a> (E-mail)</td>
</tr>
<tr>
<td>General Enquiry &amp; Circulation Services</td>
<td>2616-8586</td>
<td><a href="mailto:cirstaff@ln.edu.hk">cirstaff@ln.edu.hk</a> (E-mail)</td>
</tr>
<tr>
<td></td>
<td>2616-5515 (FAX)</td>
<td></td>
</tr>
<tr>
<td>Information Desk (IC)</td>
<td>2616-8571</td>
<td><a href="mailto:refstaff@ln.edu.hk">refstaff@ln.edu.hk</a> (E-mail)</td>
</tr>
<tr>
<td>Interlibrary Loan Services (ILL)</td>
<td>2616-8582</td>
<td><a href="mailto:illstaff@ln.edu.hk">illstaff@ln.edu.hk</a> (E-mail)</td>
</tr>
<tr>
<td></td>
<td>2616-5514 (FAX)</td>
<td></td>
</tr>
<tr>
<td>Librarian’s Office</td>
<td>2616-8546</td>
<td></td>
</tr>
<tr>
<td>Media Services</td>
<td>2616-8575</td>
<td></td>
</tr>
<tr>
<td>Systems Services</td>
<td>2616-8585</td>
<td><a href="mailto:libsystems@ln.edu.hk">libsystems@ln.edu.hk</a> (E-mail)</td>
</tr>
</tbody>
</table>

### Ask a Librarian

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Librarian</td>
<td>Ms. Rachel Cheng</td>
<td>2616-8545</td>
<td><a href="mailto:rachelcheng@ln.edu.hk">rachelcheng@ln.edu.hk</a></td>
</tr>
<tr>
<td></td>
<td>(鄭瑞瓊)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisitions</td>
<td>Ms. Sheila Cheung</td>
<td>2616-8553</td>
<td><a href="mailto:sheila@ln.edu.hk">sheila@ln.edu.hk</a></td>
</tr>
<tr>
<td></td>
<td>(張思蕾)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cataloguing</td>
<td>Ms. Sin Yee Tang</td>
<td>2616-8558</td>
<td><a href="mailto:sinyeetang@ln.edu.hk">sinyeetang@ln.edu.hk</a></td>
</tr>
<tr>
<td></td>
<td>(鄧倩兒)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulation</td>
<td>Mr. Andrew Liu</td>
<td>2616-8580</td>
<td><a href="mailto:andrewl@ln.edu.hk">andrewl@ln.edu.hk</a></td>
</tr>
<tr>
<td></td>
<td>(廖柏成)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Resources &amp; Serials</td>
<td>Mr. Bill Tang</td>
<td>2616-8562</td>
<td><a href="mailto:bill@ln.edu.hk">bill@ln.edu.hk</a></td>
</tr>
<tr>
<td></td>
<td>(鄧浩標)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reader Services</td>
<td>Dr. Tommy Yeung</td>
<td>2616-8566</td>
<td><a href="mailto:tyeung@ln.edu.hk">tyeung@ln.edu.hk</a></td>
</tr>
<tr>
<td></td>
<td>(楊繼賢)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>Ms. Rebecca Tam</td>
<td>2616-8572</td>
<td><a href="mailto:sy4tam@ln.edu.hk">sy4tam@ln.edu.hk</a></td>
</tr>
<tr>
<td></td>
<td>(譚淑瑩)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources Management</td>
<td>Mr. Owen Tam</td>
<td>2616-8574</td>
<td><a href="mailto:owent@ln.edu.hk">owent@ln.edu.hk</a></td>
</tr>
<tr>
<td></td>
<td>(譚文力)</td>
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<td></td>
</tr>
<tr>
<td>Systems</td>
<td>Mr. Jeff Liu</td>
<td>2616-8576</td>
<td><a href="mailto:jeffliu@ln.edu.hk">jeffliu@ln.edu.hk</a></td>
</tr>
<tr>
<td></td>
<td>(廖穎康)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Education</td>
<td>Ms. Ivy Kan</td>
<td>2616-8570</td>
<td><a href="mailto:ivykan@ln.edu.hk">ivykan@ln.edu.hk</a></td>
</tr>
<tr>
<td></td>
<td>(簡志妍)</td>
<td></td>
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<tr>
<td>Library Summary Summer 2011</td>
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<tr>
<td>----------------------------</td>
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<tr>
<td><strong>Gross Floor Area</strong> 面積</td>
<td>4,000 sq.m.</td>
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<tr>
<td><strong>Circulation / Visitors</strong> 流通 / 訪客量</td>
<td>246,029 / 576,269</td>
<td></td>
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<tr>
<td><strong>Seating Space</strong> 座位</td>
<td>667</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Function Rooms</strong> 各類房間</td>
<td>10 Individual Study, 8 Collaborative</td>
<td></td>
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</tr>
<tr>
<td><strong>Book Volumes</strong> 藏書量</td>
<td>481,041</td>
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</tr>
<tr>
<td><strong>Acquisitions</strong> 新增典藏量</td>
<td>11,336 (books), 27,361 (e-books), 9,989 (AV materials)</td>
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<td></td>
</tr>
<tr>
<td><strong>Chinese: English (Books)</strong> 中英文書比例</td>
<td>1 : 1 (books), 2 : 1 (e-books)</td>
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<tr>
<td><strong>Printed Journals</strong> 紙本期刊</td>
<td>2,290</td>
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<tr>
<td><strong>Electronic Journals</strong> 電子期刊</td>
<td>38,797</td>
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<td><strong>Electronic Books</strong> 電子書</td>
<td>190,725</td>
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<tr>
<td><strong>Audio-Visual Materials</strong> 視聽資料</td>
<td>77,487</td>
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<tr>
<td><strong>Reference Databases</strong> 參考資料數據庫</td>
<td>201</td>
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<tr>
<td><strong>Public Computers</strong> 公用電腦</td>
<td>178 (30 notebook PCs for loan)</td>
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<tr>
<td><strong>Photocopiers</strong> 影印機</td>
<td>8</td>
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<tr>
<td><strong>Network Printers</strong> 網絡打印機</td>
<td>18 (15 black and white, 3 colour)</td>
<td></td>
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</tr>
<tr>
<td><strong>Library Staff</strong> 圖書館職員</td>
<td>38 (10 Professional, 28 Supporting)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>World Wide Web Address</strong> 網址</td>
<td><a href="http://www.library.ln.edu.hk">http://www.library.ln.edu.hk</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
The multi-year project to re-classify the Library’s entire 500,000 plus items to the Library of Congress Classification scheme which began in 2006 was completed at the end of 2010. Library users will now be able to fully enjoy the benefits of an integrated Library collection whereby materials are shelved by subjects regardless of language.

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

### General Collections

<table>
<thead>
<tr>
<th>Library of Congress Classification</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>A to DS779.25</td>
<td>1st Floor South</td>
</tr>
<tr>
<td>(General Books, Philosophy, Psychology, Religion, General History, History of Europe, History of Asia)</td>
<td></td>
</tr>
<tr>
<td>DS779.26 to N</td>
<td>1st Floor North</td>
</tr>
<tr>
<td>P to Z</td>
<td>3rd Floor</td>
</tr>
<tr>
<td>(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)</td>
<td></td>
</tr>
</tbody>
</table>

### Large Book Collections (LBK)

<table>
<thead>
<tr>
<th>Library of Congress Classification</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-N</td>
<td>Large Book 1st Floor</td>
</tr>
<tr>
<td>P-Z</td>
<td>Large Book 3rd Floor</td>
</tr>
</tbody>
</table>
The following is an outline of the main subject divisions of the Library of Congress Classification:

A GENERAL WORKS
B PHILOSOPHY. PSYCHOLOGY. RELIGION
C AUXILIARY SCIENCES OF HISTORY (ARCHAEOLOGY, GENEALOGY, BIOGRAPHY)
D HISTORY: GENERAL, EUROPE, ASIA, AFRICA, OCEANIA
   DS History of Asia
   DS701-799 History of China
   DS796.H7 History of Hong Kong
E-F HISTORY: AMERICA, WESTERN HEMISPHERE
G GEOGRAPHY. ANTHROPOLOGY. RECREATION
H SOCIAL SCIENCES
   HA Statistics
   HB Economics
   HC426-430 Economic conditions-China
   HC470.3 Economic conditions-Hong Kong
   HD Industries, Industrial management, Industrial relations
   HF Accounting, Commerce, Business, Marketing, Personnel management
   HG Finance, Banking
   HJ Public finance
J POLITICAL SCIENCE
K LAW
   KNR Law of Hong Kong
L EDUCATION
   LG51-53 Education (by Individual Institutions: China, including Hong Kong)
M MUSIC AND BOOKS ON MUSIC
N FINE ARTS
P LANGUAGE AND LITERATURE
   PE English Language
   PL1001-3207 Chinese Language & Chinese Literature
   PR English Literature
   PS American Literature
Q SCIENCE
   QA75.5-79.5 Computer Science
R MEDICINE
S AGRICULTURE
T TECHNOLOGY
   TK 5105 Computer Networks
U MILITARY SCIENCE
V NAVAL SCIENCE
Z BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)