

Check it out @ Pao Yue-kong Library

Contents



What's New

Overdue Fines Revised.....2

Opening Hours during Exam
Periods Extended.....2

New Opening Hours of the Media
Services Section.....2

Compact Store for Bound
Serials(G/F).....3

Battery Charging Stations for
Laptop Computers.....3

Focus

New Acquisitions.....3, 4

Staff Corner.....5

Students Corner.....6

iConnect@Library

Some Tips on Helping You to
Find the Books You Need.....7

User Education Programmes.....8

Upcoming Events.....8

Welcome to the Pao Yue-kong Library!

I am very excited to let you know of the improvements in services, collections and facilities made in preparation for your new academic year. You will find a laptop-friendly environment in the Library, our computers upgraded, and the Serials Collection re-arranged with the less-used bound serials housed in new mobile compact shelving on the Ground Floor. The re-arrangement would make rooms for the much-needed space for the Library's book collection and also additional seats for you. Now getting articles you need for your assignments or research couldn't be easier. The Library provides round the clock access to over 28,900 e-journals, 525 abstracts and full-text databases, 10,500 e-books and a vast collection of multi-media resources. Our latest acquisitions over the summer period include 2 new online audio libraries, 9 full-text and abstracts databases, and a PolyU theses database which will soon be launched. Look under the New Acquisitions section to find out more about these new resources.

Each year more services and resources are accessible through the Library Homepage. To be kept informed of the latest service developments and activities in the Library, I encourage you to make frequent use of the Library's Homepage as it serves as the gateway to an array of library information resources, services, and news updates.

If you need any help from the Library, please come and talk to our friendly librarians or send us your enquiries via the Ask a Librarian (Online Reference Enquiry) on the Library Homepage. You are most welcome to use the Online Suggestions Box on the Library Homepage to communicate to us your suggestions and ideas on library services.

Wishing you a successful year at The Hong Kong Polytechnic University!

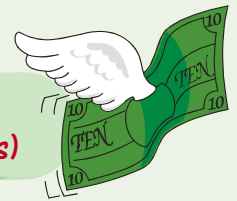
Barry Burton
University Librarian



Overdue Fines Revised (effective 1st September 2004)!

Don't want to part with your money? Please note that the overdue fines for books borrowed on or after the 1st September 2004 are now on a scale to discourage the late return of books:

Circulation Collection & China Collection:	HK\$2/calendar day (1 - 6 days)
Normal loans / Recalled loans	HK\$3/calendar day (7 - 42 days)



The maximum overdue fine chargeable is HK\$120. Overdue notices will be emailed to you (GroupWise for staff and Webmail for students) on the 1st and 10th day after the book is due.

The overdue charges for Reserve Books and for items borrowed from the Special Collections remain unchanged, i.e. at HK\$2/hour/item.

Library Opening Hours during Examination Periods Extended Again!!



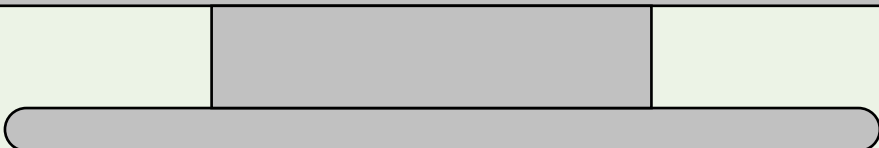
This year, the Library will again extend its opening hours during the two examination periods in December 2004 and May 2005 respectively.

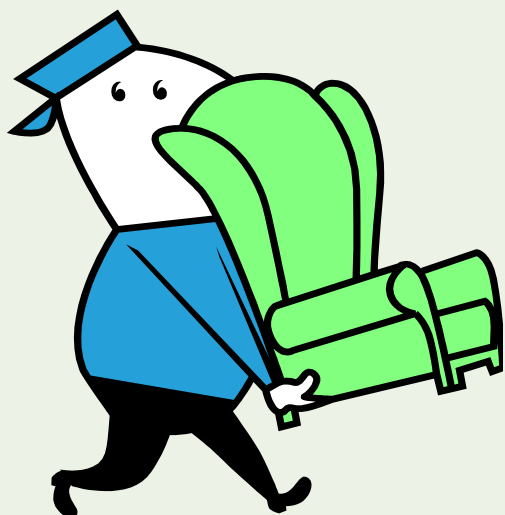
Examination Periods	Library Opening Hours
6 - 24 December 2004 & 2 - 20 May 2005	Monday - Friday: 8:30 am - 11:00 pm Saturday/Sunday: 8:30 am - 11:00 pm

Note the New Opening Hours of the Media Services Section (3/F)!!



	Term Time		Examination Period	
	Library Opening Hrs.	Media Services Counter Service Hrs.	Library Opening Hrs.	Media Services Counter Service Hrs.
Mon - Fri	8:30 am - 11:00 pm	8:30 am - 11:00 pm	8:30 am - 11:00 pm	8:30 am - 11:00 pm
Sat	8:30 am - 7:30 pm	12:00 pm - 7:30 pm	8:30 am - 11:00 pm	12:00 pm - 7:30 pm
Sun	1:00 pm - 7:00 pm	1:00 pm - 7:00 pm	8:30 am - 11:00 pm	1:00 pm - 7:00 pm





• New Locations of Bound Serials Collection (Compact Store, G/F)!

From September 2004, the Library's bound serials collection takes up new locations on three floors: 5/F, 4/F and G/F.

All English serials no longer published or without a current print subscription are stored in a G/F room equipped with electronic mobile shelves. The location used in the Library catalogue for these volumes is "Compact Store".

All other bound volumes, located at "Serials Coll" in the Library catalogue, are in one classified sequence starting from the rectangular wing on 5/F, continuing in the triangular wing on 5/F, where current journals are also on display, and ending in the rectangular wing on 4/F. The Serials service counter remains on 5/F.

• Battery Charging Stations for Laptop Computers!!

Finding your laptop power running low? Not to worry, please use the newly installed battery charging stations located in various reading rooms. However, the Library will not be responsible for any loss or damage of personal property.



New acquisitions

• Naxos Online Music Library (www.lib.polyu.edu.hk/electdb/online-audio.htm)

Music listening now online! The Naxos Online Music Library contains over 75,000 tracks of music encompassing classical music, contemporary and traditional jazz and blues, nostalgia, world and folk music as well as Chinese music, along with detailed composer and recording information.

• Naxos Online Spoken Words Library

(www.lib.polyu.edu.hk/electdb/online-audio.htm)

You've read Shakespeare, Jane Austen and the Bronte sisters. Now hear their stories online! The Naxos Spoken Words Library consists of more than 1,000 hours of spoken word on classic novels, plays, poetry and non-fiction literature from medieval times to the 20th century. Texts on the literature are available on screen along with the spoken presentation.

• E-Learning Programmes (www.lib.polyu.edu.hk/electdb/e-learning.htm)

In addition to over 100 e-learning programmes on management and computer training currently available to users, the Library has acquired 50 more online tutorial courses on:

- Communication skills – e.g. Better Business Writing, Vocabulary Skill Builder, etc.
- Economics & business management – e.g. Principles of Macroeconomics, Interviewing Techniques, etc.
- Applied biology – e.g. Molecular Cell Biology, Complete Nutrition, etc.
- Health & safety – e.g. Electric Safety, Introduction to Food Hygiene and Safety, etc.

- **China Data Online** (www.lib.polyu.edu.hk/electdb/databases.htm)

The database provides: China Yearly Macro-economic Statistics, China Monthly Macro-economic Statistics, Monthly Reports on Economy Development, China City Statistics, China Country Statistics, China Industrial Data and various statistical yearbooks.

- **Directory of Open Access Journals**

(www.lib.polyu.edu.hk/electdb/databases.htm)

This service covers free, full-text, quality controlled scientific and scholarly journals. Over 1,142 journals are indexed, and currently 302 journals are searchable on article level.

- **Hospitality and Tourism Index**

(www.lib.polyu.edu.hk/electdb/databases.htm)

A comprehensive index combining 3 renowned collections: Cornell University's former Hospitality Database, Articles in Hospitality and Tourism, and the Lodging, Restaurant & Tourism Index. The Database coverage goes back to the early 1960s, and includes demographics and statistics, development and investment, hospitality law, hotel management, leisure and business travel, food and beverage management, market trends, technology and more.

- **Jane's High-speed Marine Transportation**

(www.lib.polyu.edu.hk/electdb/databases.htm)

This database provides comprehensive and detailed specifications complete with images, on all types of high-speed marine craft including component and propulsion systems. Accurate coverage of the design, build and operation of high-speed marine craft along with manufacturer details makes this an invaluable source of technical information and market intelligence.

- **RFID Knowledgebase**

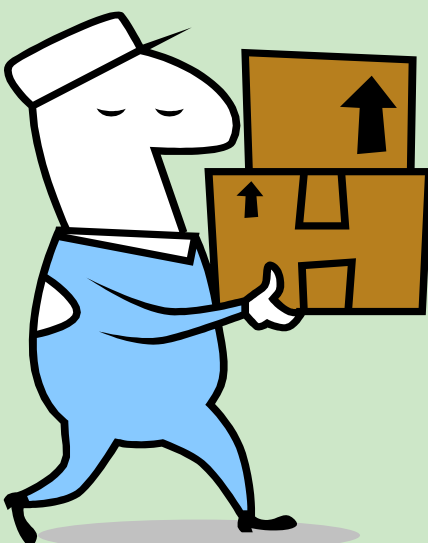
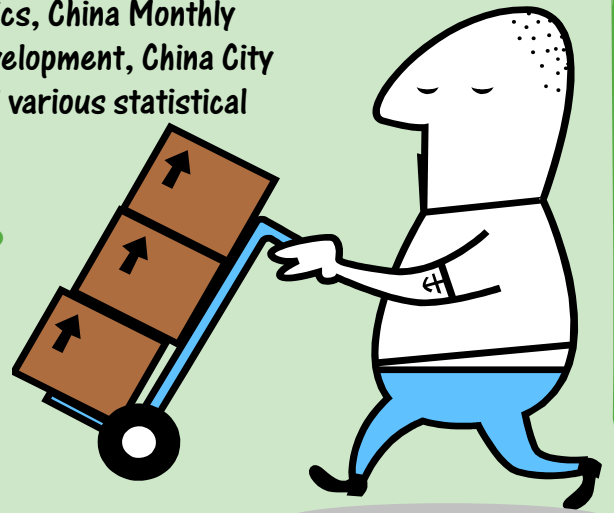
(www.lib.polyu.edu.hk/electdb/databases.htm)

Contains a variety of case studies, the RFID Knowledgebase is a salutary reminder that, although the supply chain is seen as ultimately the biggest application for RFID, the less hyped applications such as Libraries & Archiving, Passenger & Personal Transportation, and Healthcare, are moving ahead extremely rapidly.

- **Westlaw International**

(www.lib.polyu.edu.hk/electdb/databases.htm)

Whether you need to access laws from another country or retrieve international legal information pertaining to your practice area, Westlaw is a powerful online resource for your research needs.



Staff Corner

• New Title Recommendations

Academic staff members are encouraged to select library materials required for teaching and research activities conducted in the University.



To recommend a purchase, or recommend a title to be placed in the Reserve Books Collection, staff may use the appropriate e-form (for books, reserve books, audio-visual materials, or serials respectively) available online on the Library Homepage (<http://www.lib.polyu.edu.hk/collser/eform/>). Or alternatively, please feel free to contact your Faculty Librarian or the relevant sections directly if you have any questions.

• Faculty Librarians

To enhance communication between the Library and individual departments, professional library staff members are designated as Faculty Librarians and are responsible for serving their faculties in a variety of ways, from the selection and acquisition of library materials to providing online searching, alert service, and hands-on user education workshops or personalised information consultancy service. Please drop in and meet your Faculty Librarians (P/F).

Faculty	Faculty Librarian	Ext.	Email (@polyu.edu.hk)
Applied Science & Textiles	Mr Anthony Ho	6860	lbaho
Business	Ms Josephine Lee	6859	lbjolee
Communication	Ms Susanna Tsang	6858	lbstsang
Construction and Land Use	Ms Gwendolin Wong	6852	lbgwenwg
Engineering	Ms Cindy Lui	6893	lbsclui
Health and Social Sciences	Ms Ann Au	6861	lblcau
School			
Hotel and Tourism Management	Ms Josephine Lee	6859	lbjolee

Students Corner



- **Copyright**

Warning!! Copyright infringement is a serious offence. Please be careful to make sure you comply with the copyright laws when making photocopies of or downloading copyright works.

- **Library Information and Guides**

(<http://www.lib.polyu.edu.hk/collser/libguides/>)

The Library publishes a variety of guides and instruction leaflets on the use of Library resources, services and facilities. To help you stay in touch with us, we also publish e-newsletter regularly. All guides and newsletters are available for downloading from the Library Homepage or you can pick up a hard copy from the Information Desk (P/F) if you wish.

- **Checkout books properly / 24-hour Book Drop for book return**

Always check out books properly before you leave the Library. All Library materials are protected electronically. Disciplinary action will be taken against users who remove library materials from the Library Building without proper charging.

When returning books to the Library, you may return loans to the appropriate counter or the 24-hour Book Drop (except AV materials and books borrowed via Interlibrary Loans) located at the Library side entrance.

- **No mobile phone in Library please!!**

Help to keep your Library noise-free!! Please remember that use of mobile phones is strictly forbidden in all parts of the Library except in the 24-hour Study Centre and the Group Discussion Rooms on the G/F of the Library.

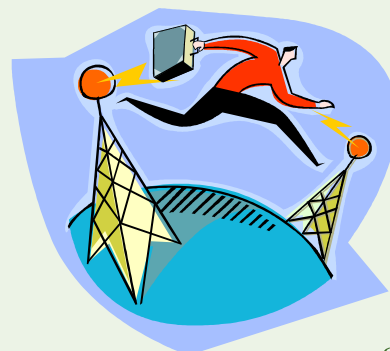
- **24-hour Study Centre / Group Discussion Rooms**

The Library provides a 24-hour Study Centre (G/F) which opens 24 hours a day and can be entered via the Core E entrance after Library closes.

There are also 6 group discussion rooms on the Ground Floor for students wishing to conduct discussions. Please approach the Circulation Counter for assignment of a room.

- **Wireless LAN/USB Port**

Using your notebook computers equipped with wireless LAN card, you may access the Campus Network and the Internet anywhere in the Library. Wireless LAN cards are available for loan at the Media Services Counter on 3/F. For your downloading needs, all PCs in the Library are equipped with USB Port.



• Some tips on helping you to find the books you need

- Be familiar with the Library of Congress (LC) Classification System and get the key to successful studying.



How are books in our library arranged?

They are arranged by LC call numbers.



The LC System organizes library materials according to twenty-one branches of knowledge. The 21 categories (labelled A-Z except I, O, W, X and Y) are further divided by adding one or two additional letters and a set of numbers (e.g. BH 39).



Olympic games
(GV721.5)



Crocodiles
(QL666.C925)



QA – Mathematics, computer science
QC – Physics, heat, optics
QD – Chemistry
QH – Biology

TP – Chemical technology, biotechnology
TS – Textile industries
TT – Clothing manufacture, dressmaking, tailoring

Faculty of Applied Science & Textiles



G – Geographic information systems
HD – Project management, real estate management
KNQ – Building laws (China)
KNR – Building laws (Hong Kong)
TA – Civil engineering, surveying
TH – Building construction

Faculty of Construction & Land Use

QA – Mathematics, computer science
T – Industrial engineering
TJ – Mechanical engineering
TK – Electrical engineering, electronics
TS – Production engineering



Faculty of Engineering

HN – Social policy HV – Social work
LB – Education (Pre-primary)
RA – Health care RC – Radiography
RE – Optometry RM – Rehabilitation
RT – Nursing



Faculty of Health & Social Sciences



HC – Economic history & conditions
HD – Logistics, management
HF – Accounting, business, marketing
HG – Finance

Faculty of Business



G – Tourism
TX – Hotel management, cookery

School of Hotel & Tourism Management

NK – Design
P – Translating & interpreting
PE – English language & literature
PL – Chinese language & literature
QA – Multimedia systems
TR – Photography, cinematography
TS – Product design



Faculty of Communication

You may also visit the Library Homepage or contact our friendly librarians at the Information Desk to explore more about LC call numbers and your subjects.

User Education Programmes

Want to improve your research skills? Or just simply want to familiarise yourself with the Library? The Library has the right programmes for you. Come and join one or all of the following programmes!

Library Orientation (1 Sept to 14 Sept, 2004)

Learn how to find the books you need in the Library!
Learn how to setup your home computer for remote access!
Find out what kinds of Library services and facilities are available!

Your lecturer would have arranged a session for you.
If you have not attended a session, feel free to drop in or register at the Information Desk (P/F, Library) or call 2766-6863 for reservation.

Virtual Orientation

Get to know your Library! Take a virtual orientation at <http://www.lib.polyu.edu.hk>
Go to the "About the Library" and select "Virtual Orientation".

Library Workshops in October, 2004

Our topical workshops are designed to help participants to acquire subject-focused information management skills. Hands-on practices are available. Join one or more of our topical workshops in October. You can register online at <http://www.lib.polyu.edu.hk>

A certificate will be awarded to participants who have attended 3 workshops.

- LS003 Surfing the Internet for Useful Information
- LS004 Accessing E-journal Collections of the PolyU Library
- LS025 Finding Information for Language Studies
- LS012 Key Library Resources for Health-Care Research
- LS001 Learn How to Search the Library Catalogue Effectively: Some Advanced Techniques and Features
- LS015 Mastering Techniques in Searching Specialized Databases in Business and Management.....

More

Go to <http://www.lib.polyu.edu.hk/collser/eform> to request a tailor-made workshop for you and your classmates.

Upcoming Events

Education Info Day (9 Oct, 2004)

PolyU will be holding the annual Education Info Day on 9th October (Saturday) this year. Come and visit the Library Booth or take a guided Library Tour with your friends and families! Lots of fun and games!!!

Coming soon in December! Integration of China Collection & Circulation Collection

To further enhance the access to and management of the Library Collections, the China Collection will be integrated with the Circulation Collection in **December 2004**. After the integration, the location of the Circulation Collection will expand to cover 4 floors.

Call nos. A - G	4/F
Call nos. H - K	3/F
Call nos. L - S	1/F
Call nos. T - Z	G/F

Remember! Large books (with [QRT] in front of the call numbers) will be kept at the end of the collection on each floor.

