

8 Useful Tips for Staff & Students

1. Library Opening Hours

	Semester 1 & 2	Semester 3	Semester Break
KPC (MON - FRI)	8:30 am - 9:00 pm	8:30 am - 7:00 pm	9:00 am - 6:00 pm
KPC (SAT)	10:00 am - 6:00 pm	Closed	Closed
KHC (MON - FRI)	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm

2. TWC Search

Scan Here!

The "Search Engine" for **ALL** Library Resources:

<https://www.twc.edu.hk/library/TWCSearch>



3. Loan Privileges

Students / FT Non-Academic General Rank Staff / PT Academic Staff:

Material Type	Loan Quota	Loan Period	Maximum Loan Period	Overdue Fine *	Recalled Overdue Fine*	Request Limit
Circulation Item	80 items	30 days	150 days	HK\$2 per day per item	HK\$4 per day per item	10 items
Multi-media Item	10 items	7 days	14 days	HK\$20 per day per item	Nil	Nil
Reserve Item (3 days)	10 items	3 days				
Reserve Item (7 days)		7 days				
Overall Total	80 items					

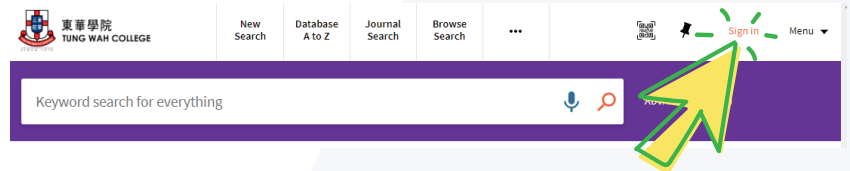
FT Academic Staff / Non-Academic Senior Rank Staff:

Material Type	Loan Quota	Loan Period	Maximum Loan Period	Overdue Fine *	Recalled Overdue Fine*	Request Limit
Circulation Item	130 items	90 days	360 days	HK\$2 per day per item	HK\$4 per day per item	10 items
Multi-media Item	10 items	7 days	14 days	HK\$20 per day per item	Nil	Nil
Reserve Item (3 days)	10 items	3 days				
Reserve Item (7 days)		7 days				
Overall Total	130 items					

*Holiday exclusive

4. Online Renewal & Loan Record

Find "**Sign in**" at TWC Search



5. New Recommendation

Search "**Library Form**" at TWC Search

Library Form



6. E-Resources:

Search "**E-Resources**" at TWC Search

<u>E-Books</u>	<u>E-Databases</u>
Use TWC Search or Browse through Collections: English: EBSCOhost, Ebook Central, Ovid, Taylor & Francis, etc. Chinese: airitiBook, HyRead, etc.	Find Academic Articles, Images, News, Videos & More via: -EBSCOhost, e.g. Medline, -ProQuest, -ScienceDirect, -Roads to IELTS, etc.

7. External Access & Interlibrary Loan (ILL) Service

- **Borrow Reader Cards**

to Access Other Academic Libraries



Scan me !

- Use **ILL Service** to

Obtain Other Academic Libraries Resources



Scan me !

8. Getting Help

Website: <https://www.twc.edu.hk/library>

Email : lb@twc.edu.hk

Tel.: 3190 6650 (KPC Library)
3725 6208 (KHC Library)

Whatsapp: 5575 1564

Visit our website !

