



東華學院
TUNG WAH COLLEGE

LIBRARY HANDBOOK

AY 2023/24

**Prepared by
Tung Wah College Library**

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1 Introduction

1.1 Mission

The mission of the Library is to build, maintain and provide quality resources and the most effective library services possible in support of the learning, teaching and research activities of the College.

1.2 Key Information

The Library is located on the fifth and sixth floors (5-6/F) of the Ma Kam Chan Memorial Building (King's Park Campus). Users can enter the Library through the entrance on the 5/F. It also has a Resources Center at the Kwai Hing Campus. General enquiry service as well as IT and photocopying support are available throughout opening hours. The Circulation Counter provides circulation service until 30 minutes before closing of the Library.

Updated information about library services and facilities as well as various electronic resources is available at the library website. (<http://www.twc.edu.hk/library>)

The TWC Search is a One-stop Search Engine for **most** library resources. Users can access e-book and e-resource, check physical item status, view their latest circulation record and renew loan using TWC Search.

The Library Regulations are readily available at the [Library website](#). All Library users should familiarize themselves with the regulations. Ignorance of any clause will not be accepted as an excuse for breach of the Library Regulations.

The [Guides & Tutorials](#) page of the library website provides quick reference for easy navigation of library resources and collections.

2 Opening Hours

King' Park Campus

	Semester 1 & 2	Semester 3
Monday - Friday	8:30 am - 9:00 pm	8:30 am - 7:00 pm
Saturday	10:00 am - 6:00 pm	Closed
Sunday & Public Holiday	Closed	Closed

	Semester Break
Monday - Friday	9:00 am - 6:00 pm
Saturday	Closed
Sunday & Public Holiday	Closed

Kwai Hing Campus

	Semester 1 & 2	Semester 3
Monday - Friday	9:00 am - 6:00 pm	9:00 am - 6:00 pm
Saturday, Sunday & Public Holiday	Closed	Closed

	Semester Break
Monday - Friday	9:00 am - 6:00 pm
Saturday, Sunday & Public Holiday	Closed

During the Final Examination period, the Library at the King's Park Campus will also open on **Sunday (10:00am - 6:00 pm)**.

Details of special opening hours will be announced online in advance and posted at Library entrance. Special opening arrangement during adverse weather (typhoon or rainstorm) is viewable via the quick link "[Opening Hours](#)" on the Library Homepage.

Please pay attention to the following for the latest information:

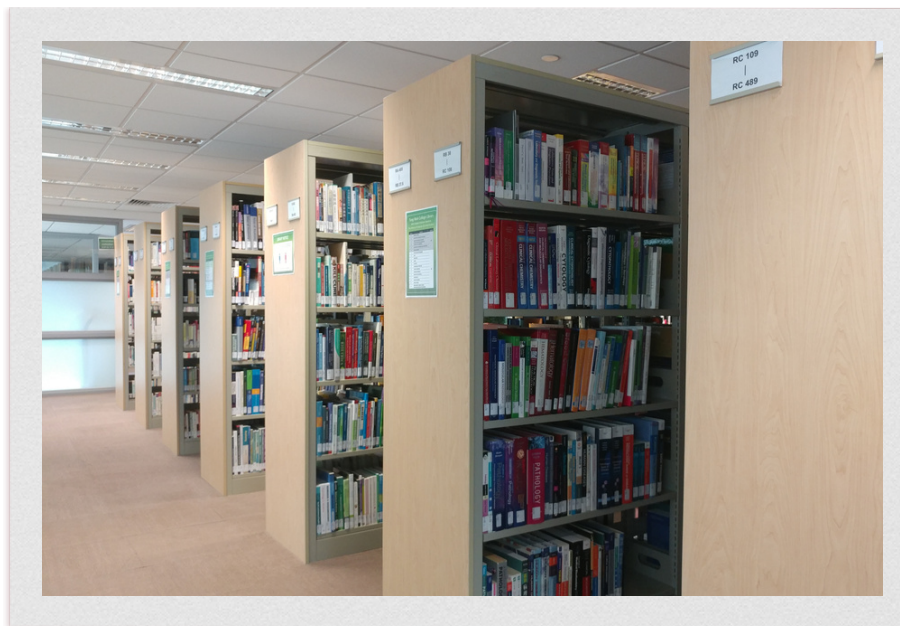
- the "**News & Events**" section of the **Library website**; or Library's **Facebook** Page and **Instagram**.

3 Collections

The Library aims at building up a collection that caters for the current and emergent needs in learning, teaching and personal development of College students and staff.

Relevant and appropriate resources to support the teaching of the academic programmes are core elements to empower authentic learning and knowledge building in an academic institution. The most needed print publications, periodicals, audio-visual materials and electronic resources are acquired.

Most of the items in the Library collection (reserve items, general books and multimedia materials) are available for borrowing. Some items, such as reference titles and periodicals, may only be used in the Library. This ensures the availability of most needed items to as many users as possible.



3.1 Classification of Resources

Classification of Resources

Resources in the TWC Library are classified using the Library of Congress (LC) Classification Scheme, and are shelved accordingly.

The following is an outline of the main subject divisions of the Library of Congress Classification Scheme:

Class	Subjects
A	GENERAL WORKS
B	PHILOSOPHY. PSYCHOLOGY. RELIGION
B-BJ	Philosophy, Psychology
C	AUXILIARY SCIENCES OF HISTORY
D	HISTORY (OTHER THAN AMERICAN)
DS 701 - 799	History of China
E-F	HISTORY OF THE AMERICAS
G	GEOGRAPHY. ANTHROPOLOGY. RECREATION
H	SOCIAL SCIENCES
HA	Statistics
HB	Economic Theory
HC	Economic History and Conditions: National Production and Economic Conditions by Country; Environmental Policy
HD	Economic History and Conditions by Industry; Labor
60 - 60.5	Social responsibility of business. Social entrepreneurship
HE	Transportation and Communication
HF	Commerce, Business and Management including Accountancy and Industrial Psychology
HG	Finance including: Money, Banking, Investment, Insurance

Classification of Resources (Cont'd)

Class	Subjects
H	SOCIAL SCIENCES
HJ	Public Finance including Taxation
HM	Sociology
HN	Social History and Conditions, Social Problems, Social Reform
HQ	Social Groups: Family, Marriage, Woman, Child Development
1060-1064	Gerontology (Social aspects)
HV	Social Pathology, Social and Public Welfare, Criminology
8073-8079.35	Investigation of crimes. Forensic Science
J	POLITICS AND GOVERNMENT
K	LAW
L	EDUCATION
LB	Theory and Practice of Education: Teaching, Teacher Training, School Administration and Organization, Education Psychology
1139.2-1139.5	Early Childhood Education
LC	Special Education
M	MUSIC
N	FINE ARTS
NC	Drawing, Design, Illustration, Commercial Arts, Graphics
P	LANGUAGE & LITERATURE
PE	English Language and Literature
PL	Oriental Language and Literatures
PN	Literature (General)
1997	Feature Films

Classification of Resources (Cont'd)

Class	Subjects
Q	SCIENCE (GENERAL)
QD	Chemistry
QH	Natural History. Biology, Genetics, Ecology
QP	Physiology
QM	Human Anatomy
QR	Microbiology
R	MEDICINE (GENERAL)
RA	Public Aspects of Medicine: Medicine and the State, Public Health, Environmental Health
RB	Pathology including Medical Laboratory Technique
RC	Internal Medicine including Neurology and Psychiatry, Geriatrics, Industrial Medicine, Radiation Therapy
RD	Surgery
RG	Gynecology and Obstetrics
RJ	Pediatrics
RM	Therapeutics. Pharmacology
695-894	Physiotherapy and Occupational Therapy
RS	Pharmacy and Materia Medica
RT	Nursing
S	AGRICULTURE (GENERAL)
SF	Animal Culture
T	TECHNOLOGY
U	MILITARY SCIENCE
V	NAVAL SCIENCE
Z	BIBLIOGRAPHY, LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)

3.2 Circulation Collection

This collection consists of books, mainly written in English and Chinese, which are available for loans.

3.3 Reference

This collection contains tools to help users in their research, study and current information needs. The tools tend to be sources of specific factual data and information. These handy tools include dictionaries, encyclopedias, guidebooks, handbooks, directories, etc.

Reference items are for **on-site reading** only.

3.4 Reserve

Reserve Collection is a collection purposefully selected by the academic staff to ensure student learning is well-supported by the latest and most appropriate materials. It includes essential texts, articles, audio-visual materials, which are available for loan(s).

3.5 Multimedia

The Multimedia collection comprises audio-visual materials in a wide range of subjects. The formats found in the Library include videodiscs (VCD), digital versatile discs (DVD), and compact audio discs (CD). Audio-visual materials can be checked out at the Circulation Counter.

3.6 Career Collection

This collection consists of books on writing resumes and cover letters, preparing for interviews, job hunting, and choosing and preparing for a career.

3.7 National Security Education Collection

This collection consists of books about national security and Basic Law.

3.8 TWC Institutional Repository

TWC Institutional Repository (TWCIR) records the research output of college in various formats, including Book, Book Chapter, Journal Articles, Conference papers and Research Projects/ Grants (under enhancement). Users may explore the online version [here](#).

3.9 Education Resources

To support the Education programmes offered by TWC, this collection contains juvenile literature and children's books written in English and Chinese, which can be checked out by users. The loan rules and quota of Education Resources are the same as those of Circulation Collection.

3.10 Periodicals

The Library subscribes to periodicals, including scholarly journals, professional and trade journals, general interest and popular magazines, as well as newspapers that cover a diversity of topics.

Some titles are in print format while the majority are in electronic format, i.e. e-journals.

To view or search within the list of key e-journals titles on one go, please click [Journal Search](#) in TWC Search for details.

3.11 Electronic Resources

The Library provides access to various databases covering subjects relevant to the College's curriculum as well as databases covering newspaper and magazines published in Hong Kong and nearby regions in Greater China.

Other electronic resources include e-books, e-journals, and online English Learning programmes. Users can access these electronic resources anytime via the Library website. While accessing e-resources remotely, users simply need to input their College email login and password for authentication.

The list of Electronic Resources is viewable via this Library webpage "[E-Resources](#)". Moreover, individual resource or database is also searchable via TWC Search.

3.12 Location of Library Collections

King's Park Campus

Library Collection	Location
Closed Stack	5/F Counter
Special Collection	
Career Collection	5/F
National Security Education Collection	
Circulation (Call no. A-K)	
TWC Institutional Repository	
Multimedia	
Newspaper & Magazines (Current Issues)	
Reference	
Reserve	
Circulation (Call no. L-Z)	6/F
Education Resources	
Oversize Books	
Magazines & Periodicals (Back Issues)	

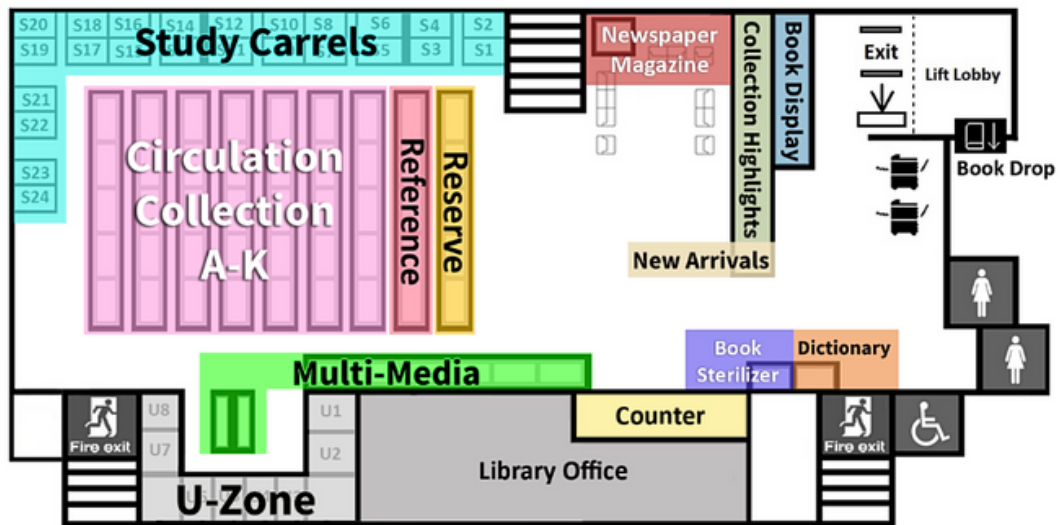
Kwai Hing Campus

Library Collection	Location
Circulation	Book Shelf
Reference	
Reserve	

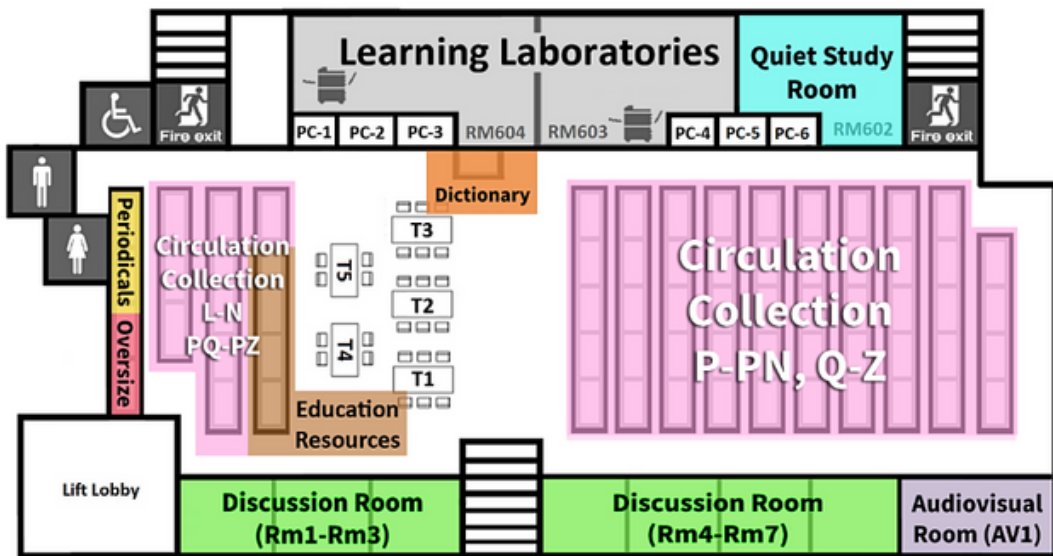
4 Floor Plan

King's Park Campus

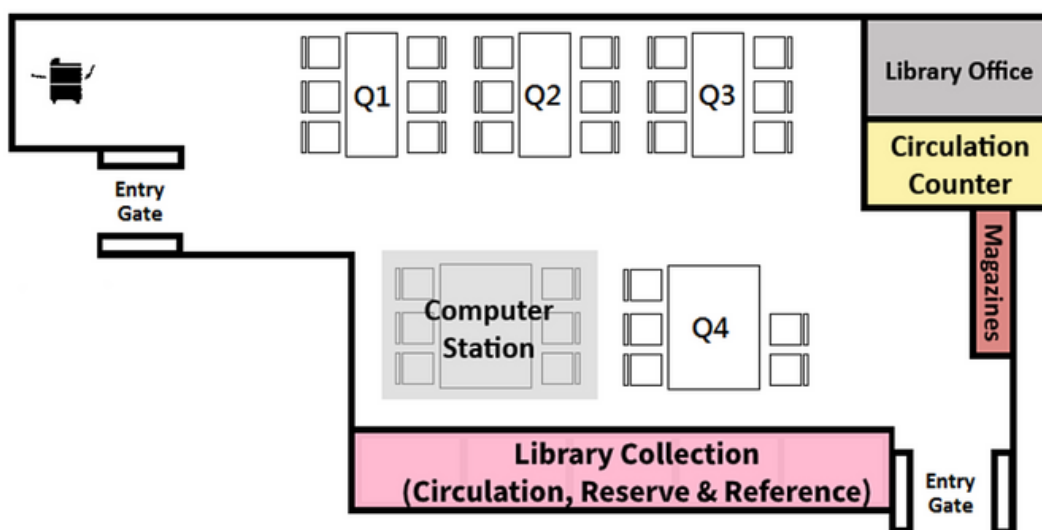
5/F



6/F



Kwai Hing Campus



5 Lending Service

Lending services are available at the Circulation Counter **until 30 minutes before closing** of the Library.

5.1 Borrowing

TWC users may borrow library materials with a valid College ID card. All Library materials must be checked out at the Circulation Counter properly. There may be disciplinary action against any users who removes library materials from the Library without proper checkout or authorization.

Loan Privileges for Students / Part-time Academic Staff / Full-time Non-academic General Rank Staff

Material Type	Loan Quota	Loan Period	Maximum Loan Period	Overdue Fine *	Request Limit	
Circulation Item	80 items	30 days	150 days	HK\$2 per day per item	10 items	
Multimedia Item	10 items	7 days	14 days		Nil	
Reserve Item (3 Days)	10 items	3 days		HK\$20 per day per item		
Reserve Item (7 Days)		7 days				
Periodical	Not for loan					
Overall Total	80 items					

* Holiday Exclusive

Loan Privileges for Full-time Academic Staff / Non-academic Senior Rank Staff:

Material Type	Loan Quota	Loan Period	Maximum Loan Period	Overdue Fine *	Request Limit	
Circulation Item	130 items	90 days	360 days	HK\$2 per day per item	10 items	
Multimedia Item	10 items	7 days	14 days		Nil	
Reserve Item (3 Days)	10 items	3 days		HK\$20 per day per item		
Reserve Item (7 Days)		7 days				
Periodical	Not for loan					
Overall Total	130 items					

* Holiday Exclusive

5.2 **Hold Request**

User can request loaned items from Circulation Collection via TWC Search. An email notice will be sent to alert the user when the item is ready to be picked up from the Library Service Counter. Requested items will be released after the last pick-up date indicated in the email notice.

5.3 **Recall**

Books on loan to borrower may be “recalled” back to the Library when they are requested by other borrowers. It may lead to a recall of the checked out items and may shorten their due date, i.e. 14 days from the date of recall. Late return of recalled items will incur an overdue fine of HK\$ 4 per item per day.

5.4 **Returning**

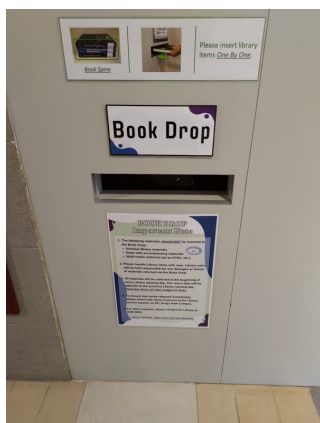
Users are reminded to return loan item(s) to the Circulation Counter or the Book Drops (on 5/F and Foyer at G/F, King’s Park Campus, 1/F lift lobby of Cheung Chin Lan Hong Building (Tower B), Mongkok Campus and near the entrance of 1608A, Kwai Hing Campus) on or before the due date.

5.5 Book Drop Service

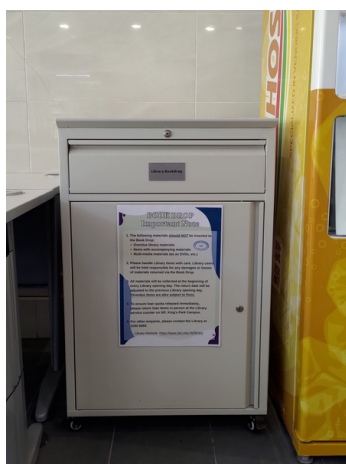
Book drops can be found at the following locations in King's Park, Mongkok and Kwai Hing Campuses:

King's Park Campus

5/F Lift Lobby



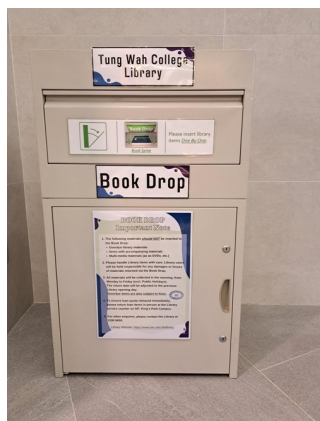
G/F Foyer



5.5 Book Drop Service (Cont'd)

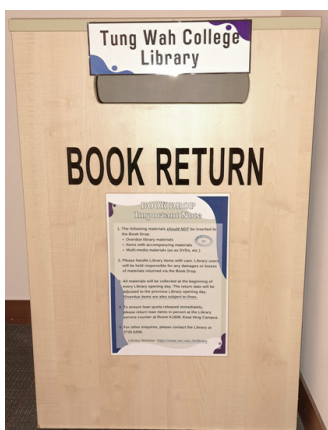
Mongkok Campus

1/F Lift Lobby of Tower B



Kwai Hing Campus

Near the entrance of 1608A



Please return your books on or before the due date to avoid overdue fines. Late return is subject to a fine according to the Library Regulations.

The following types of material cannot be placed in book drops and must be **returned to the Library at Circulation Counter**:

- Overdue library materials;
- Items with accompanying materials;
- Multimedia materials (such as DVDs, etc.); and
- Reader cards from other libraries.

Please handle library books with care when using the book drop. The library will not be responsible for damages or loss of materials in book drops.

5.6 Charge for Loss and Damage

Loss or damage of loan items should be reported to the Library as soon as possible. A charge for lost/damaged library materials will be imposed.

The charge is calculated based on **the replacement cost of the lost/damaged item plus a processing fee of \$60 and any accumulated fine**. All lost/damaged items remain the property of Library. **All sums paid are non-refundable.**

5.7 Assumed Lost

A loaned item that overdue for 90 days is assumed lost. The borrower will be billed accordingly and his/her borrowing privileges will be suspended.

The charge is calculated based on **the replacement cost of the lost item, a processing fee of \$60 and the maximum overdue fine**. All assumed lost items remain property of the Library. **All sums paid are non-refundable.**

5.8 Circulation Notices

All library notice, including overdue notice and hold pick-up notice, will be sent to user' TWC e-mail account as a courtesy. **Failure to read or receive an e-mail notice does not relieve the borrower from responsibility for overdue items or resulting fines.**

5.9 Suspension of Borrowing Rights

Suspension of borrowing rights may be applied to user with any of the following conditions:

- Six or more overdue loan items;
- Loan item overdue for 60 days or above;
- Total library fine exceeds \$100;
- Library fine unsettled for 3 weeks or above.

5.10 Interlibrary Loan (ILL) Service

Interlibrary Loan Service is a research-support service, which helps academic staff and final year students to obtain books or journal articles, which are not available from TWC Library subscription. Please visit this library webpage "[Interlibrary Loan \(ILL\) Service](#)" for latest user instructions.

6 User Services

6.1 Library Orientation

At the beginning of each academic year, students can sign up for library orientation to familiarize themselves with the library resources and services as well as the library staff who will offer guidance for information search and learning.

6.2 Library Workshop

Information skills workshops are organized throughout the academic year. These workshops cover many different topics, such as effective and efficient searching in the Library Catalogue and databases, as well as information search skills for assignments.

6.3 Information Service

Information enquiry service is offered at the Circulation Counter. Professional library staff are also available to assist users with research and other information needs. Students are welcome to seek advices on how to begin a project or an assignment using a variety of information resources.

6.4 WhatsApp-the-Library

WhatsApp-the-Library offers quick feedback and assistance during library opening hours. This service is available from 9:30am to 5:30pm (Mon - Fri, excluding Public Holidays). Enquiry received after 5:30 pm will be responded next service day.



6.5 Zoom-a-librarian

Zoom-a-librarian offers users have meeting and chat with our librarian to get immediate help on using library resources for learning and teaching. Please visit this library webpage "[Zoom-a-librarian](#)" for details.



6.6 Access to Other Libraries

Reader cards for onsite readership at partner libraries are available for loan at the Circulation Counter. User may borrow a card for up to 7 days each time. The regulations of the respective libraries should be followed.

For details of the partner libraries, please visit this library webpage "[Access to other libraries](#)".

6.7 Support for Students with Special Needs

Please visit this library webpage "[Students with Special Needs](#)" for details.

7 Other Services

7.1 Wi-Fi Access

The wireless network connection is available throughout the campus. Users are encouraged to access learning resources provided by the Library via the Internet with their notebook computers or other handheld devices anytime.

The Wi-Fi setup guide can be found at this ITSO webpage "[Help & Support – Wi-Fi](#)".

7.2 Learning Laboratory

Two Learning Laboratories are located on the 6/F of the Library. These learning laboratories are equipped with computers for learning and research purposes. Users are encouraged to make use of the space and technologies provided to extend learning beyond textbooks and printed media. No booking is required for seating.

Users are advised to familiarize themselves with [Acceptable Use Policy](#) (AUP) (that applies to all IT facilities on campus) and comply with [Laboratory Official Rules](#), adopted by the Information Technology Services Office (ITSO).

7.3 Discussion Room

Seven Discussion Rooms are located on the 6/F of the Library of King's Park Campus. Each discussion room is equipped with a whiteboard to facilitate students' discussion and group work. There are also three notebook computers for loan at 5/F Circulation Counter.

A minimum of 2 users are required to use these rooms. Priority will be given to groups of 3 users or more. The Discussion Rooms can be booked via the Online Room Booking System at <https://rbs.twc.edu.hk>.

7.4 **Audio-visual (AV) Room**

To facilitate students' learning with the multimedia resources, one AV Room with television and DVD player is located on the 6/F of the King's Park Campus.

A minimum of 2 users are required to use these rooms. Priority will be given to groups of 3 users or more. The AV Rooms can be booked at <https://rbs.twc.edu.hk>.

7.5 **Quiet Study Room and Study Carrels**

Quiet, individual study spaces are available on both 5/F and 6/F (Quiet Study Room) at the King's Park Campus. Please be considerate and keep your voice low. No group discussion is allowed.

7.6 **Photocopying and Printing**

Photocopying and printing services are available at the following locations:

Type of Machine	Payment Method	Location
Multi-functional Photocopier	Octopus	<ul style="list-style-type: none">Available on 5/F & 6/F at the King's Park CampusResource Centre at the Kwai Hing Campus

Charging Rates:

Paper Size	Colour	Charge per page
A4	Black & White	HK\$0.3
	Colour	HK\$1.5
A3	Black & White	HK\$0.6
	Colour	HK\$3.0

When making print copies or photocopies, **users are reminded to observe copyright restrictions** as they apply. Failure to do so may result in serious consequences.

The Copyright Ordinance of Hong Kong is available online at <https://www.elegislation.gov.hk/hk/cap528>.

7.7 Book Sterilizer

A self-service ultraviolet (UV) book sterilizer is available in the Library (located next to KPC Circulation Counter). Users are welcome to use the device to sterilize library books, up to 6 regular-sized books can be placed inside the sterilizer at one time for sterilization (each process last around 50 seconds).



8 Contact Us

All enquiries can be made in person at the Circulation Counter or directed to:



Phone

3190-6650 (King's Park Campus)
3725-6208 (Kwai Hing Campus)



WhatsApp

5575-1564
(9:30 am - 5:30 pm, Mon to Fri, excl. Public Holidays)



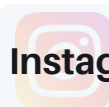
Email

lb@twc.edu.hk



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東華學院
馬錦燦紀念大樓

馬清偉題