

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

The "Search Engine" for **ALL** library resources:

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

Scan Here !



3. Loan Privileges

Students / Full-time Non-academic General Rank Staff / Part-time Academic Staff / Part-time Research Staff:

Material Type	Loan Quota	Loan Period	Maximum Loan Period	Overdue Fine*	Recalled Overdue Fine*	Request Limit
Circulation Item	50 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		Nil	Nil
Digital Equipment	5 items	Before library closing for the day		HK\$20 per day per item		
Reserve Item (3 days)	10 items	3 days				
Reserve Item (7 days)		7 days				
Overall Total	50 items					

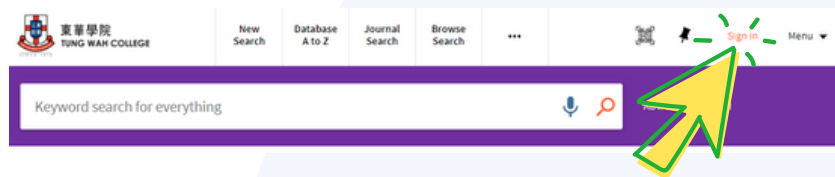
Full-time Academic Staff / Full-time Research Staff / Full-time Non-academic Senior Rank Staff:

Material Type	Loan Quota	Loan Period	Maximum Loan Period	Overdue Fine*	Recalled Overdue Fine*	Request Limit
Circulation Item	80 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		Nil	Nil
Digital Equipment	5 items	Before library closing for the day		HK\$20 per day per item		
Reserve Item (3 days)	10 items	3 days				
Reserve Item (7 days)		7 days				
Overall Total	80 items					

*Holiday exclusive

4. Online Renewal & Loan Record

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



5. E-Resources

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



6. Library & Subject Guides

Use "**Library & Subject Guides**"
to find and use resources more effectively



Library & Subject Guide

7. Interlibrary Loan (ILL) Service

Use "**ILL Service**" to obtain other academic libraries resources




ILL Service

8. Getting Help

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

 lb@twc.edu.hk

 3190 6650 (KPC Library)
3725 6208 (KHC Library)

 5575 1564



Library Website



WhatsApp Us