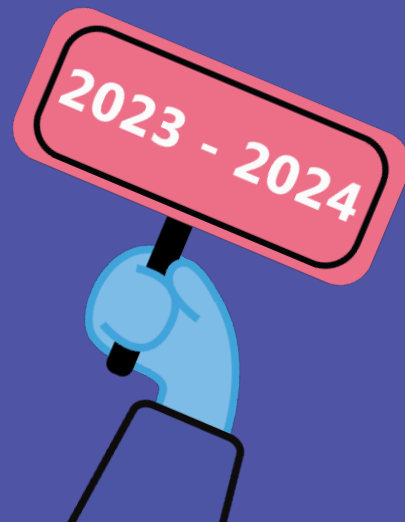


Library Orientation for CPCE Students



Location

West Kowloon Library



- 4/F - 6/F
- Entrance / Exit on 5/F

Hung Hom Bay Library



- 9/F - 10/F
- Entrance / Exit on 10/F

Use of CPCE Libraries

- Enter by Student Card
- Student card is NON-TRANSFERABLE
- Borrowing or lending of student card will lead to disciplinary action



Opening Hours

	WK & HHB Libraries	Collection & Counter Services	Study Places	
Term Time	Mon - Fri	9:00 am - 9:00 pm	9:00 am - 11:00 pm	• WK 4/F Self-study Area
	Sat	10:00 am - 5:00 pm		
	Sun	Closed	9:00 am - 7:00 pm	Designated Study Places • WK UG/F - 2/F • HHB UG/F - 4/F
Public Holidays: Closed				

* Special Opening Hours will be announced on the Library web page, the Library entrance and Digital Display System.



Borrowing Privileges

	Loan Quota	Loan Period	Renewal	Hold	Pickup Period
Circulation	15 items*	Normal loan: 4 weeks Short loan: 7 days	2 times	2 items	Normal loan: 7 days Short loan: 2 days
Reserve	2 items	6 hours	-	-	-
Audio visual	3 items	6 days	2 times	-	-
Headset / Charging Cable	1 item	1 day	-	-	-

* Included different types of items



Book Drop

(located outside library)

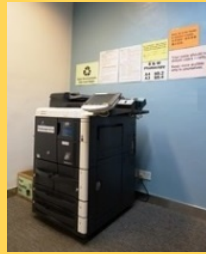
- WK - 5/F & HHB -10/F
- Inter-campus Return
(for Books of WK & HHB Libraries ONLY)
- Not accept:
 - ✗ Books of other libraries



Photocopying & Printing

	WK	HHB	Price*
Black & White	5/F	10/F	A4 : \$0.2 A3 : \$0.4
Colour	6/F	9/F	A4 : \$1.5 A3 : \$3.0

* Operated by Print Quota



Group Study Rooms / Outdoor Seating

- HHB: 30 outdoor seating
- WK: 17 rooms
- Room Capacity: 4 - 16 people
- Equipped with PC and whiteboard



Group Study Rooms Booking

The screenshot shows a library website interface. At the top, there are navigation tabs: Services, Catalogue, Collections, Facilities, About Us, Students, Staff, and Alumni. Below these is a search bar with the text 'SEARCH' and a magnifying glass icon. The search bar contains the text 'Keywords' and 'Find books, journals, theses, newspapers, DVDs and more'. To the left of the main content is a calendar for August 2023. The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates. The 10th of August is highlighted in red. Below the calendar is a list of events: '28 Jun Temporary Closure of WK Library for Renovation', '15 Jun "Explore Your Library" Online Quiz II Winners List', '31 May ProQuest Webinars (Jun 2023)', '16 May ProQuest Webinars (May 2023)', and '03 May Library Survey 2022/23 Winners List'. The main content area features a large advertisement for a 'Self-Check Machine' with the text '自助借書機' and 'NEW FAST SIMPLE Self-Check Machine'. To the right of the advertisement is a section titled 'Group Study Rooms Available Now' with a list of room types: '0 HHB', '0 WH', 'myRecord', 'New Additions', 'Book Highlights (e-Books / Printed)', 'Electronic Resources: Databases A-Z', 'Featured Collection (AV)', 'Examination Papers Database', and 'Open Educational Resources (OER)'. A blue arrow points to the 'Group Study Rooms Available Now' section.

- * Booking anywhere at anytime
- * 2-Day advance booking

CPCE Facilities
iBooking System



Learning Commons

WK: 5/F



HHB: 10/F

Casual Reading Area

WK: 4/F



HHB: 9/F

Self-Study Area

- WK: 4/F, 6/F
- HHB: 9/F
- With Power Sockets



E-Resource Centre / Self-learning Language Centre

- WK: N-4/F
- 30 PC workstations
- Asian/European languages learning collection



Workstations

Workstations

- Network workstations in both Libraries
- 6 iMacs (WK x 3, HHB x 3)

WiFi is available



Library Website

Desktop
Version

The desktop version of the library website features a header with the university logo and name, navigation tabs (Catalogue, Collections, Facilities, About Us, Students, Staff, Alumni), and a search bar. The main content area includes a calendar for August 2023, a large promotional banner for a 'Self-Check Machine' with 'NEW', 'CONVENIENT', 'FAST', and 'SIMPLE' tags, and a list of services such as Group Study Rooms, myRecord, New Additions, Book Highlights, Electronic Resources, Featured Collection, Examination Papers Database, and Open Educational Resources. There are also small images of library interiors and study materials.

Mobile
Version

The mobile version of the library website is designed for smaller screens. It features a search bar at the top, a hamburger menu icon, and a list of categories: Books, Audio Visual, Journals, and Course Reserves. The search bar includes a dropdown for 'Keywords' and a search button. The header also displays the university name and logo.

<https://weplib.cpce-polyu.edu.hk/>



Library Website (cont.)

- [Services](#)
- [Catalogue \(OneSearch\)](#)
- Collections
- [Facilities](#)
- [New Additions](#)
- Electronic Resources
- Latest Library News
- Group Study Rooms Availability

The screenshot displays the CPCE Libraries website. At the top, it features the logos for The Hong Kong Polytechnic University and the College of Professional and Continuing Education, along with the text 'CPCE LIBRARIES 專業及持續教育學院圖書館'. A navigation menu includes 'Services', 'Catalogue', 'Collections', 'Facilities', 'About Us', 'Students', 'Staff', and 'Alumni'. A search bar is prominently displayed with the text 'Find books, journals, theses, newspapers, DVDs and more'. Below the search bar, there is a calendar for August 2023 and a 'Self-Check Machine' advertisement with the text '自助借書機', 'NEW', 'CONVENIENT', 'FAST', and 'SIMPLE'. On the right side, there is a 'Group Study Rooms Available Now' section showing '0 HHB' and '0 WK', and a list of links including 'myRecord', 'New Additions', 'Book Highlights (e-Books / Printed)', 'Electronic Resources: Databases A-Z', 'Featured Collection (AV)', 'Examination Papers Database', and 'Open Educational Resources (OER)'. At the bottom, there are three small images: 'Hung Hom Bay Library', 'Guides & Tutorials', and 'West Kowloon Library'.



Off-campus Access

Access the Library resources anywhere at anytime

CPCE Single Sign On

User name:

Password:

User Type:

Staff

Student

Sign In

[Forget Password](#)

New Student / Staff

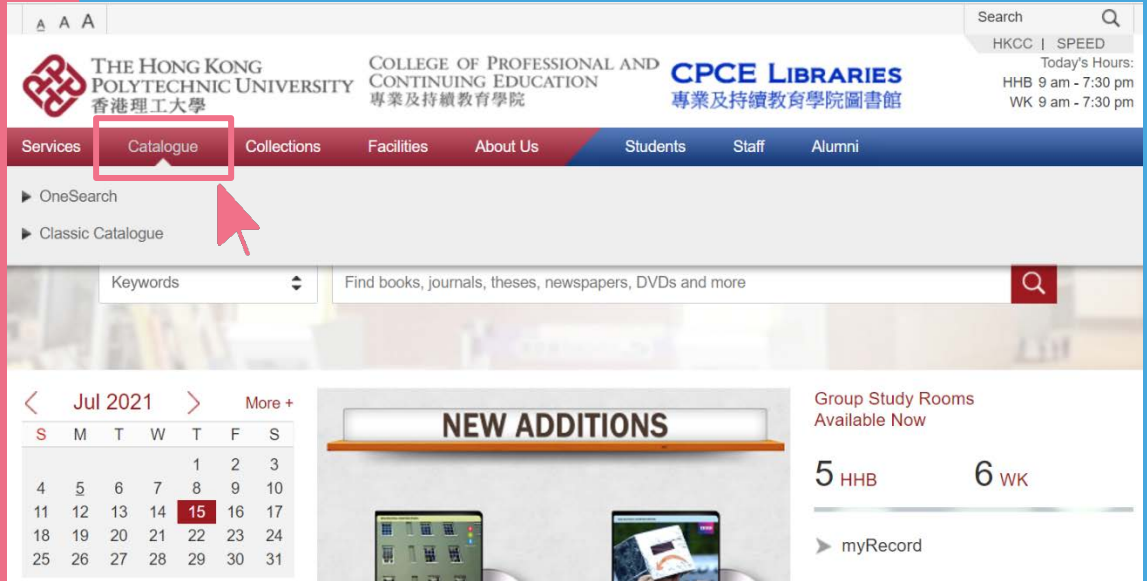
Catalogue

OneSearch

- Search all materials in one go

Classic Catalogue

- Search by author, title, subject and keywords, etc.



The screenshot shows the CPCE Libraries website interface. At the top, there is a search bar with a magnifying glass icon and the text "Search". Below the search bar, the website's logo and name are displayed: "THE HONG KONG POLYTECHNIC UNIVERSITY" and "COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION" in English, and "香港理工大學" and "專業及持續教育學院" in Chinese. The "CPCE LIBRARIES" logo is also present. A navigation menu is located below the logo, with "Catalogue" highlighted by a red box and a mouse cursor pointing to it. Other menu items include "Services", "Collections", "Facilities", "About Us", "Students", "Staff", and "Alumni". Below the navigation menu, there are two search options: "OneSearch" and "Classic Catalogue". A search bar with the placeholder text "Keywords" and "Find books, journals, theses, newspapers, DVDs and more" is visible. Below the search bar, there is a calendar for July 2021, a "NEW ADDITIONS" section, and a "Group Study Rooms Available Now" section with "5 HHB" and "6 WK" options. A "myRecord" link is also present.

THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

CPCE LIBRARIES
專業及持續教育學院圖書館

Search

HKCC | SPEED

Today's Hours:
HHB 9 am - 7:30 pm
WK 9 am - 7:30 pm

Services Catalogue Collections Facilities About Us Students Staff Alumni

► OneSearch
► Classic Catalogue

Keywords Find books, journals, theses, newspapers, DVDs and more

< Jul 2021 > More +

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



NEW ADDITIONS



Group Study Rooms Available Now






























5 HHB 6 WK






► myRecord

OneSearch

business ✕ / All ▼   ADVANCED SEARCH

0 selected PAGE 1 2,363,249 Results Personalize  

- 1  JOURNAL
Business
[Online access](#)  [>](#)    
- 2  JOURNAL
The Business
[Online access](#) [>](#)    
- 3  JOURNAL
The Business
[Online access](#) [>](#)    
- 4  BOOK
Business
O. C. Ferrell author. Geoffrey A. Hirt author. Linda Ferrell author.
2019
 Available at [West Kowloon Library](#) [WK Circulation \(HF1008 .F472 2019\)](#) [>](#)    
- 5  BOOK
 3 versions of this record exist. [See all versions](#) [>](#)
Business
William M. Pride 1942- Robert James Hughes 1946- Jack R. Kapoor
1937- c2010
 Checked out from [West Kowloon Library](#) [WK Circulation \(HD70.US P68 2010\)](#) [>](#)    

PAGE 1  BOOK
Business    

Refine My Results

Expand Results beyond CPCE Libraries

Sort by Relevance ▼

Availability ^

- Full Text Online (2,357,903)
- Peer-reviewed Journals (567,403)
- Available in the Library (7,603)
- Open Access

Resource Type ^

- Articles (2,111,014)
- Reviews (80,446)
- Journals (76,710)
- Books (38,778)
- Reports (32,099)
- [Show More](#)

Library ^

- West Kowloon Library (6,562)
- Hung Hom Bay Library (5,035)



Classic Catalogue

[Opening Hours](#) | [Electronic Resources](#) | [Examination Papers](#) | [Course Schemes](#) | [Guides](#) | [CPCE Moodle](#)

Search the Catalogue

[Author](#)

[Title](#)

[Author / Title](#)

[Keywords](#)

[Subject](#)

[Call Number](#)

[ISBN / ISSN](#)

Course Reserves by
[Course Name / Instructor](#)

View [myRecord](#)
(For Alumni and Retirees, please click [here](#).)

View [Hong Kong Government Documents](#)
[Books on IELTS](#)
[Self-learning Language Materials](#)

View [New Additions](#)

Change to

- Specific Collection --
- Further Studies and Career Centre Collection
- Audio Visual Collection
- Reference Collection
- Serials Collection
- Entire Collection

Search



myRecord

- Check loan status
- Renew library items
- Place / View / Cancel hold on library materials
- View library fine, if any

The screenshot shows the user interface for the CPCE Libraries Catalogue. At the top, it displays the logos for The Hong Kong Polytechnic University and the College of Professional and Continuing Education. The page title is "CPCE Libraries Catalogue". A notification states: "You are logged into CPCE Libraries /All Locations as CHAN Tai Man. To protect your personal data, click on 'LOGOUT' button after viewing your record." Below this, the "myRecord" section contains four buttons: "SEARCH CATALOGUE", "PREFERRED SEARCHES", "READING HISTORY", and "SAVED LISTS". The "Circulation information:" field shows the name "CHAN Tai Man" and email "taiman.chan@cpce-polyu.edu.hk". The "Patron information:" field includes a link to "Modify your PIN (Alumni & Retired Staff only)". At the bottom, there are two "LOGOUT" buttons: one for "SSO" and one for "Non-SSO". A final instruction reads: "Select SSO_button to log out if you access myRecord via 'CPCE Single Sign On'; or else, select Non_SSO_button."

Library Notifications via Student Email

Library Notice

- Date Due Reminder
- Overdue Notice
- Hold Pick Up Notice

Library Updates

- Quizzes
- Activities and Workshops
- Special Library Opening Hours
- E-resources New Subscriptions
- E-resources on Trial
- System Maintenance

Physical & Electronic Collections

Collection Figures

- More than 485,000+ items (as at June 2023)

Material Types

- Books
- Course Reserves
- Serials
- Newspapers
- Audio Visual Materials (AV)
- Electronic Resources (ER):
 - e-Books, e-Journals & e-Databases
- Self-learning Language Materials



Electronic Resources

Over 100 databases, 250,000+ e-Books/ e-Textbooks/ e-Reference books/
100,000+ full-text e-Journals

The screenshot shows a library website with a navigation menu at the top: Services, Catalogue, Collections, Facilities, About Us, Students, Staff, Alumni. Below the menu is a search bar with the text 'SEARCH' and a magnifying glass icon. To the right of the search bar are tabs for 'All', 'Books', 'Audio Visual', 'Journals', 'Course Reserves', and 'Course Schemes'. Below the search bar is a text input field with the placeholder 'Keywords' and a search button. The main content area features a calendar for August 2023, a central banner for '自助借書機' (Self-Check Machine) with 'NEW', 'CONVENIENT', 'FAST', and 'SIMPLE' labels, and a list of services including 'Group Study Rooms Available Now', 'myRecord', 'New Additions', 'Book Highlights (e-Books / Printed)', 'Electronic Resources: Databases A-Z', 'Featured Collection (AV)', 'Examination Papers Database', and 'Open Educational Resources (OER)'. A red arrow points to the 'Electronic Resources: Databases A-Z' link.



(via ProQuest)



(via EBSCOhost)



(via EBSCOhost)



E-Resources: Databases A-Z

Electronic Resources: Databases A-Z

Find the best library databases for your research.

All Subjects All Database Types All Platforms Search for Databases Go

Contact Us



All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Chinese and others

Guide Help Mobile version available

131 Databases found



A

ABI/INFORM Collection  

Alternate Name(s): ABI/INFORM Complete

This database features thousands of full-text journals, dissertations, working papers, key business and economics periodicals such as the Economist, country- and industry-focused reports, and downloadable data. It comprises ABI/INFORM Global, ABI/INFORM Trade and Industry, and ABI/INFORM Dataline. It also includes ABI/INFORM Archive, which offers a deep backfile of many of the most important business journals of the last century.

Subject area: Accounting, Business, Construction and Environment, Economics, Finance, Management, Marketing [more...](#)



Academic Search Premier  

Academic Search Premier is a multi-disciplinary database provides full text for more than 4 600 journals, including full text for nearly 3,900 peer-reviewed titles, PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references and provided for more than 1,000 titles.

Subject area: Construction and Environment, Multi-disciplinary [more...](#)

New / Trial Databases

The following databases are newly acquired or being evaluated for a future subscription.

Gale Research Complete  

Alternate Name(s): Gale Reference Complete



On trial

Gale Research Complete provides access to the package of primary and secondary sources. Empowering users at different academic levels, from undergraduate students to experienced researchers, and covering different research areas and disciplines. It combines proprietary e-reference content from Gale, JCR-quality periodicals, literary criticism and full-text literary works as well as rare primary source content.

Subject area: Multi-disciplinary [more...](#)

Popular Databases

The most frequently-used databases

CNKI eBooks Collection  

CNKI eBooks Collection provides full-text access to over 7300 e-books titles covering various subjects, including Philosophy & Religion, Language & Literature, History, Politics, Economic & Social Science, Nationality & Geography, Art, Healthcare, Science & Technology, etc.



Electronic Dissertations & Theses

Over 21,000+ business-related full-text doctoral dissertations and master's theses from the ProQuest

Electronic Resources: Databases A-Z
Find the best library databases for your research.

All Subjects | All Database Types | All Platforms | Search for Databases | Go

All Database Types
Abstracts & Indexes (6)
College Archives (2)
Databases (53)
E-Books (22)
E-Journals (11)
E-Learning (9)
E-News (10)
E-Reference (6)
E-Theses (1)
E-Tools (1)
Online Audio Books (1)
Online Radio / Television Programme (2)
Online Seminars (1)
Online Video (6)

All A B C D E F G H I J K L W X Y Z

Chinese and others

131 Databases found

A

ABI/INFORM Collection

Alternate Name(s): ABI/INFORM Complete

This database features thousands of full-text journals, dissertations, working papers, key business and economics periodicals such as the Economist, country- and industry-focused reports, and downloadable data. It comprises ABI/INFORM Global, ABI/INFORM Trade and Industry, and ABI/INFORM Dateline. It also includes ABI/INFORM Archive, which offers a deep backfile of many of the most important business journals of the last century.

Subject area: Accounting, Business, Construction and Environment, Economics, Finance, Management, Marketing

New / Trial Databases

The following databases are newly acquired or being evaluated for a future subscription.

Gale Research Complete [Survey] [Trial]

Alternate Name(s): Gale Reference Complete

On trial

Gale Research Complete provides access to the package of primary and secondary sources. Empowering users at different academic levels, from undergraduate students to experienced researchers, and covering different research areas and disciplines. It combines proprietary e-reference content from Gale, JCR-quality periodicals, literary criticism and full-text literary works as well as rare primary source content.

Subject area: Multi-disciplinary
[more...](#)

Examination Papers Database

- HKCC past exam. papers from 2002 - present
- SPEED past exam. papers from 2003 - present

EXAMINATION PAPERS DATABASE

Home > Examination Papers Database

BROWSE

Programme

Subject

The Database holds all the HKCC past examination papers since 2002/03 and SPEED past examination papers of pertaining programmes since 2003/04. Please select the examination papers by Programmes or Subjects. For copyright reasons, the Database is solely for the use of CPCE staff and students.

The papers are in PDF format. Viewing requires Adobe Acrobat Reader. Download Acrobat Reader if necessary.

SEARCH EXAMINATION PAPERS

Any Fields 2002/03 - 2020/21

HKCC & SPEED HKCC SPEED

- Any Fields
- Programme Title
- Programme Code
- Subject Title
- Subject Code



Course Schemes Database

COURSE SCHEMES DATABASE

Home > Course Schemes Database

BROWSE

Programme

Subject

The CPCE Course Schemes Database, produced by the CPCE Libraries, provides a description of the aims, structure, outline curriculum and subject syllabuses of the programmes offered by the Hong Kong Community College (HKCC) and pertaining programmes offered by the School of Professional Education and Executive Development (SPEED). The database will be continuously updated with newly received course schemes.

For copyright reasons, the CPCE Course Schemes Database is solely for the use of CPCE staff and students for private study and research.

To facilitate access, the database is full-text searchable using keywords in English, as well as indexed fields including subject title, subject code, programme title, programme code, and department. Images of course schemes are in PDF format. Viewing requires [Adobe Acrobat Reader](#). Download [Acrobat Reader](#) if necessary.

SEARCH COURSE SCHEMES

Any Fields

HKCC & SPEED HKCC SPEED

- Any Fields
- Programme Title
- Programme Code
- Subject Title
- Subject Code



Open Educational Resources

What is OER?



Open Educational Resources (OER) is defined by UNESCO as "teaching, learning and research materials in any medium – digital or otherwise – that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions."

Search

Search OER

Title Search Title and Content Search

OER (A-Z)

A B C D E F G H I J K L M N O P S
T U Others

i Description

- [Activities for ESL students](#) **i**
- [American Psychological Association](#) **i**
- [AMSER \(the Applied Math and Science Education Repository\)](#) **i**
- [arXiv.org e-Print archive](#) **i**
- [Asian Wall Street Journal](#) **i**



Friendly Reminder

非法使用 CPCE 證件

使用或借出證件以令他人進入圖書館，可導致紀律處分

Unauthorised use of CPCE Card

Borrow or Lend your card from or to others to enter Library will lead to disciplinary action.



Library Contacts



HHB Library Tel: 3746 0850

WK Library Tel: 3746 0860

Email: library@cpce-polyu.edu.hk



Useful Links

Library Website



CPCE Facilities
iBooking System



Databases A-Z



Course Schemes
Database



New Additions



Ask a Librarian



Examination
Papers Database



PolyU Library

Eligible for all CPCE students

E-Resources access on-site (inside PolyU Library) only

No interlibrary loan (ILL)

No interlibrary return between CPCE and PolyU

Separate library system (CPCE, PolyU)



**Thank
You**

