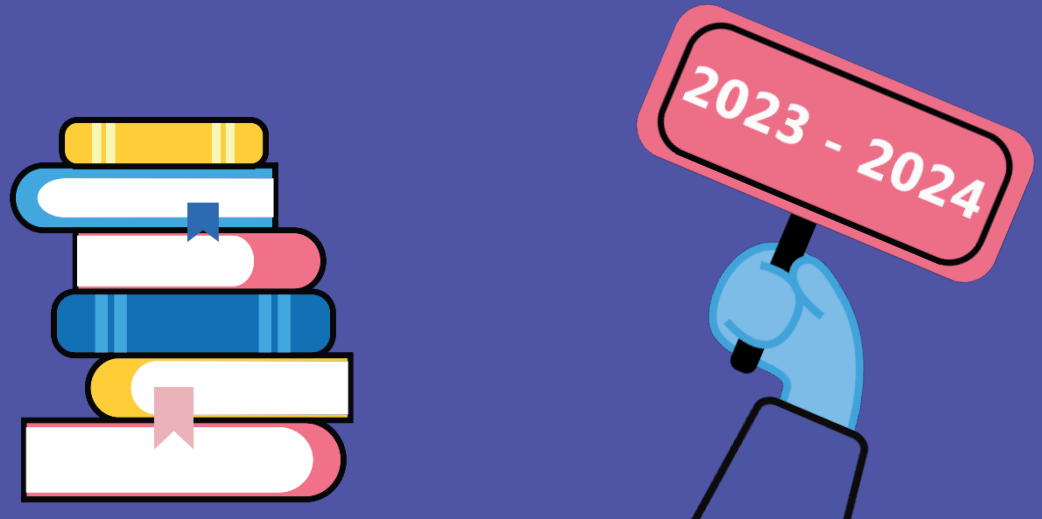
Library Orientation for CPCE Students



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

<table>
<tr><th></th><th>WK & HHB Libraries</th><th>Collection & Counter Services</th><th colspan="2">Study Places</th></tr>
<tr><td rowspan="3">Term Time</td><td>Mon - Fri</td><td>9:00 am - 9:00 pm</td><td rowspan="2">9:00 am - 11:00 pm</td><td rowspan="2">• WK 4/F Self-study Area</td></tr>
<tr><td>Sat</td><td>10:00 am - 5:00 pm</td></tr>
<tr><td>Sun</td><td>Closed</td><td>9:00 am - 7:00 pm</td><td>Designated Study Places
• WK UG/F - 2/F
• HHB UG/F - 4/F</td></tr>
<tr><td colspan="5">Public Holidays: Closed</td></tr>
</table>

* 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

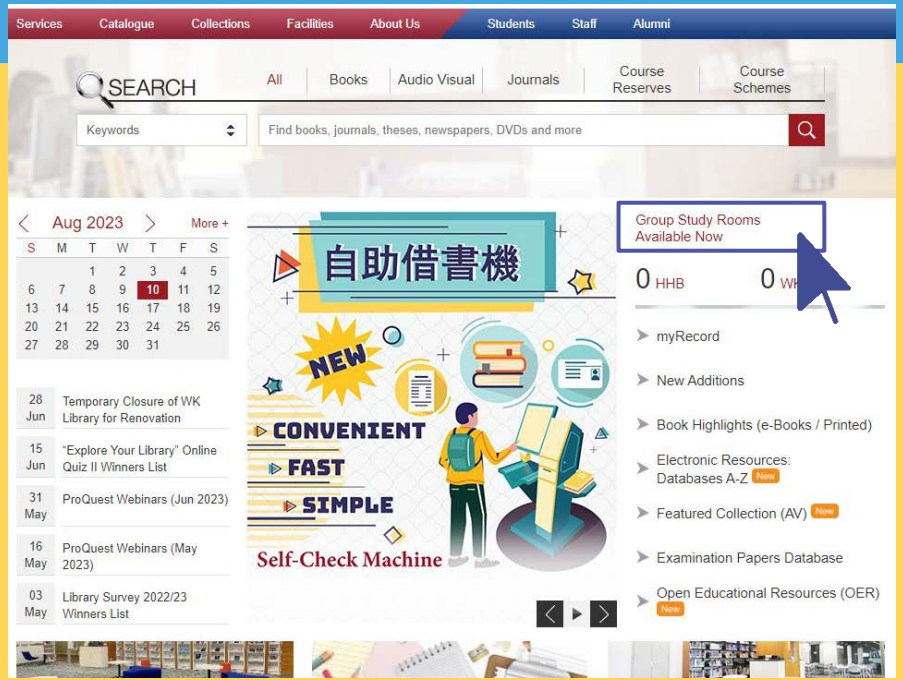
	WK	HHB	Price*
Black & White	5/F	10/F	A4 : $0.2 A3 : $0.4
Colour	6/F	9/F	A4 : $1.5 A3 : $3.0

* 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



* 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

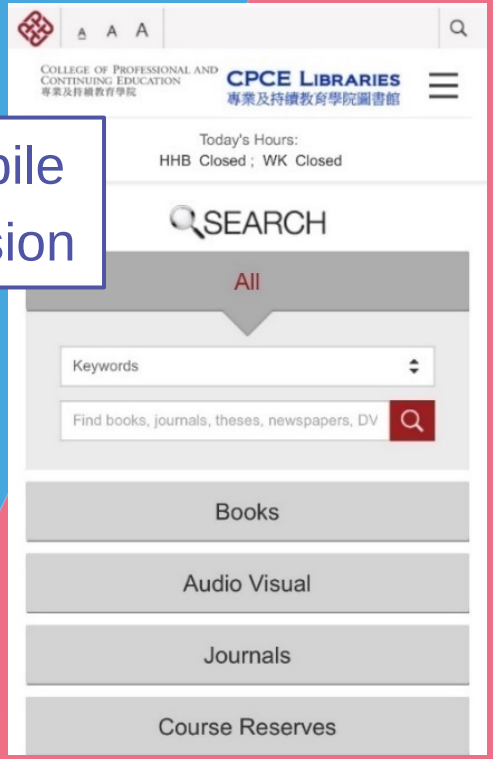
- Network workstations in both Libraries
- 6 iMacs (WK x 3, HHB x 3)

WiFi is available

Library Website

Desktop Version

Mobile Version



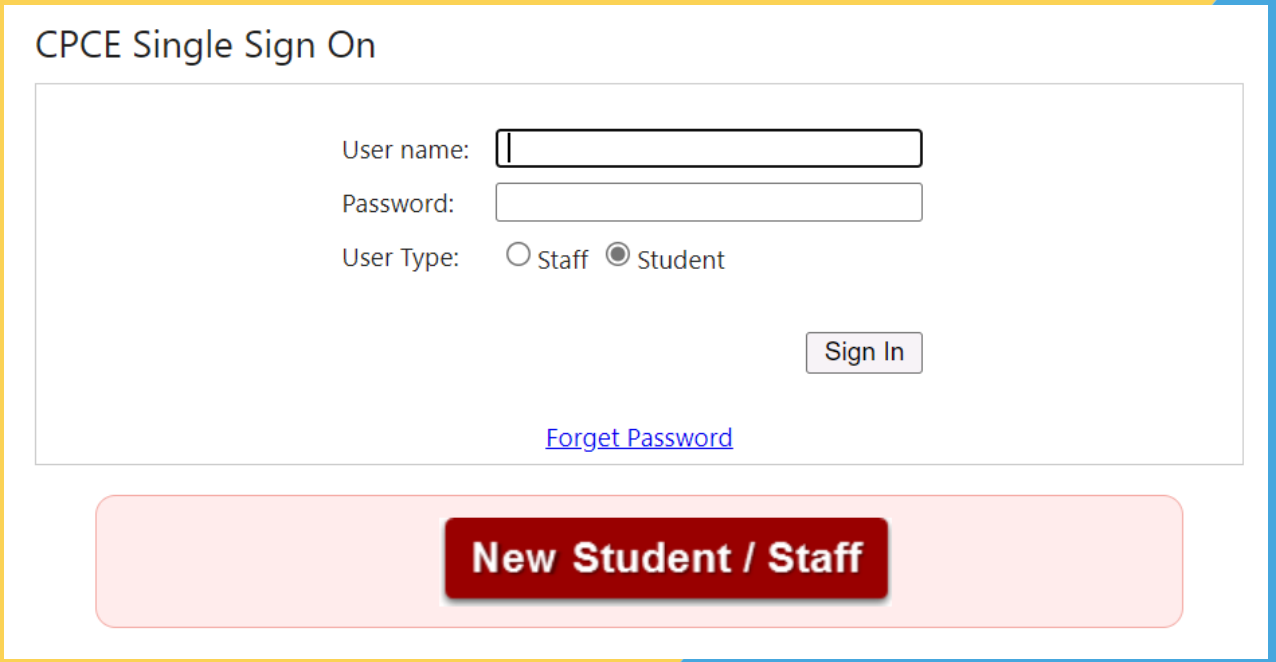
https://weblib.cpce-polyu.edu.hk/

Library Website (cont.)

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

Off-campus Access

Access the Library resources anywhere at anytime



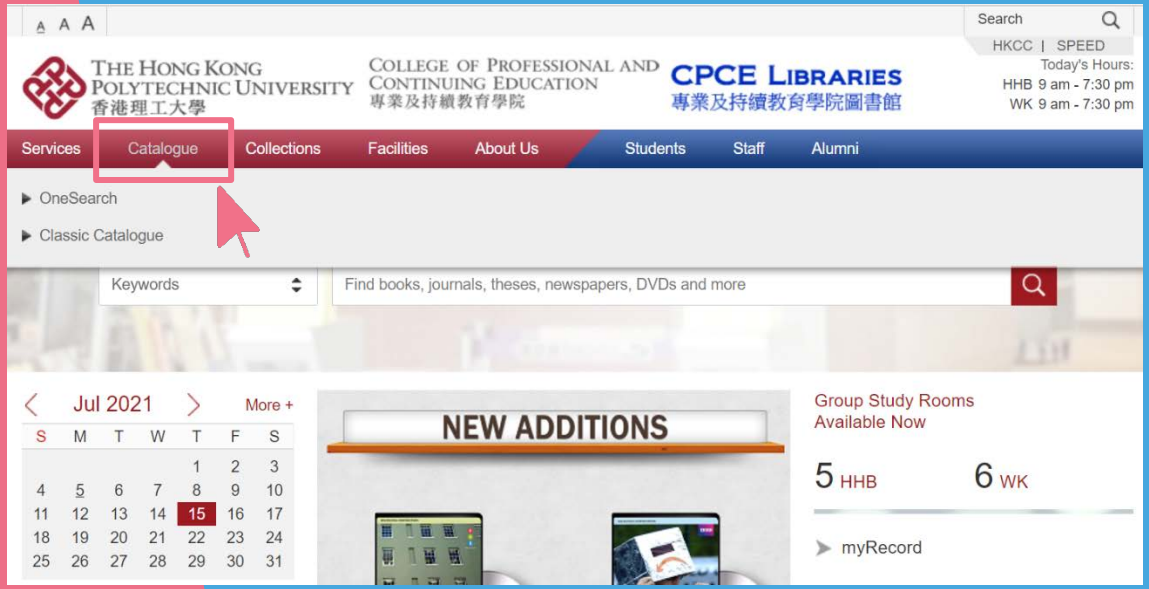
Catalogue

OneSearch

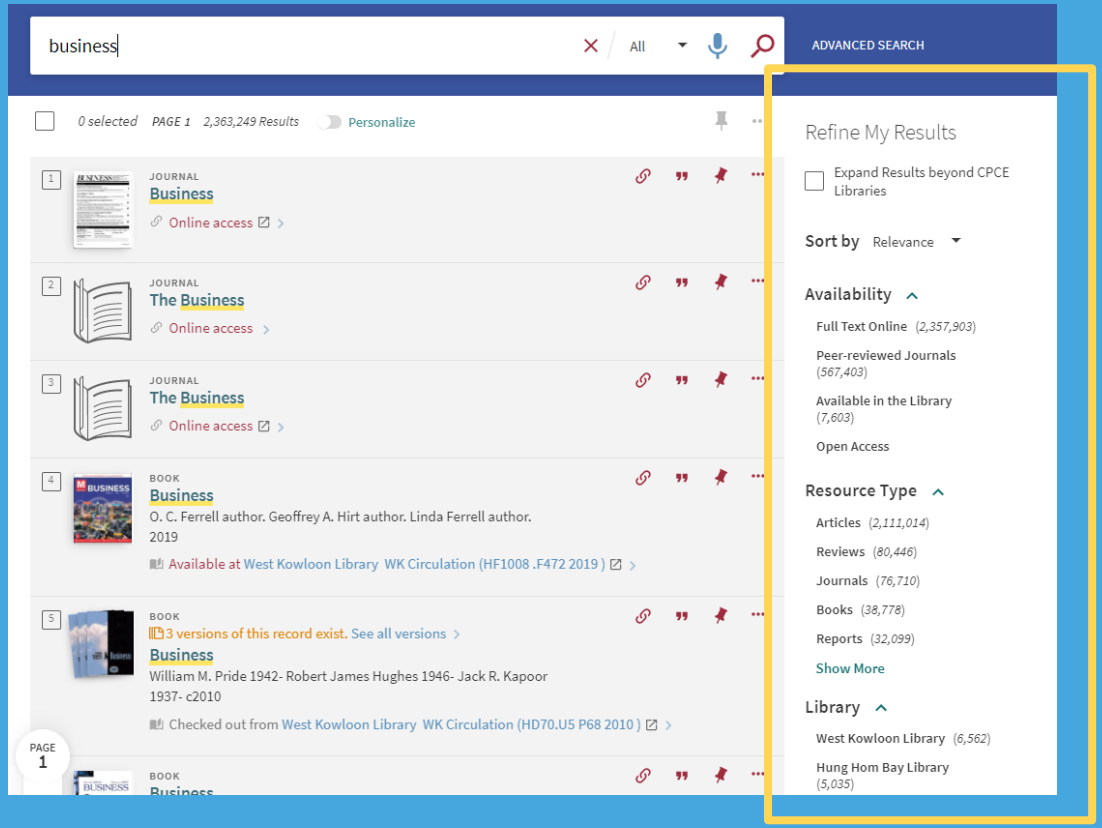
- Search all materials in one go

Classic Catalogue

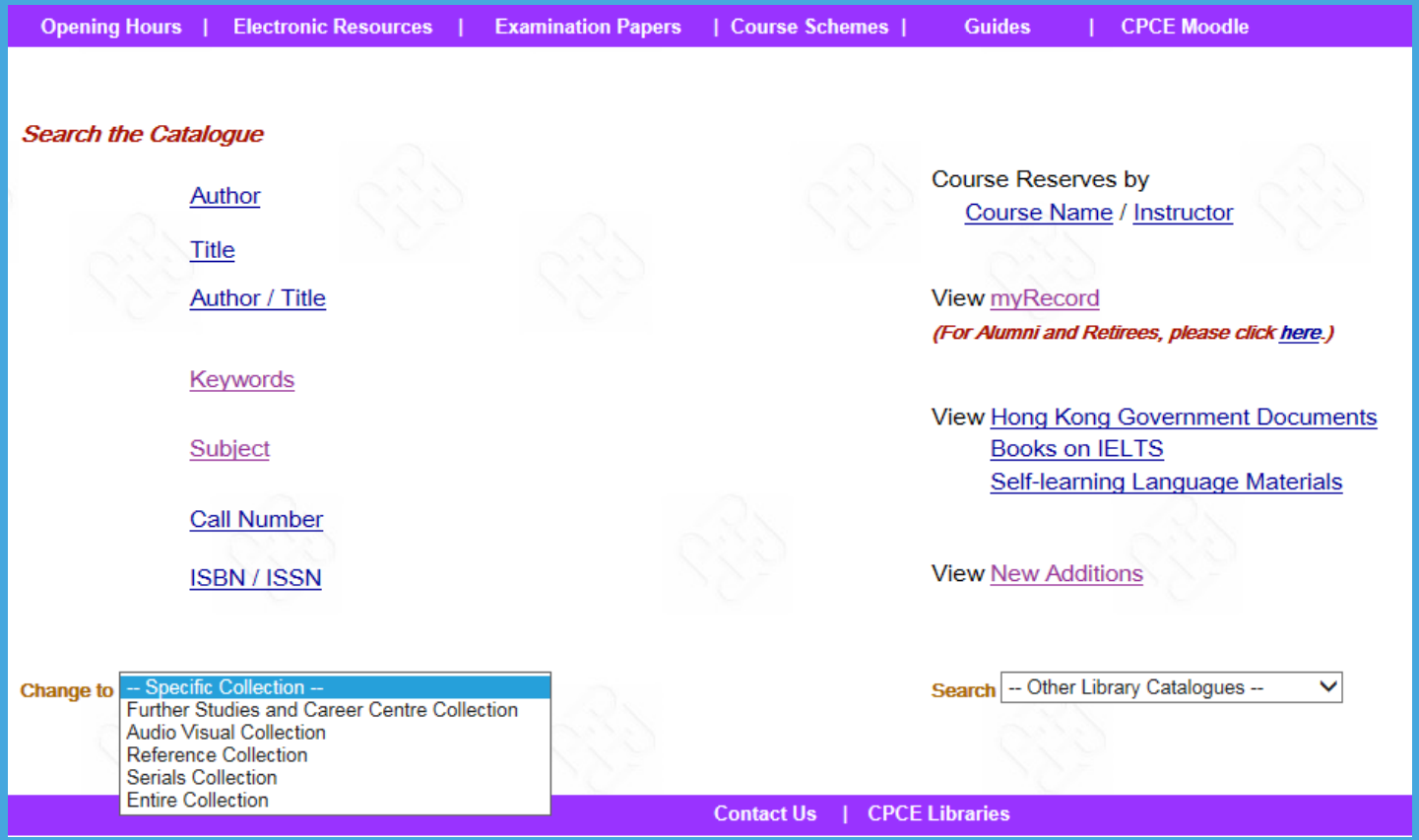
- Search by author, title, subject and keywords, etc.



OneSearch

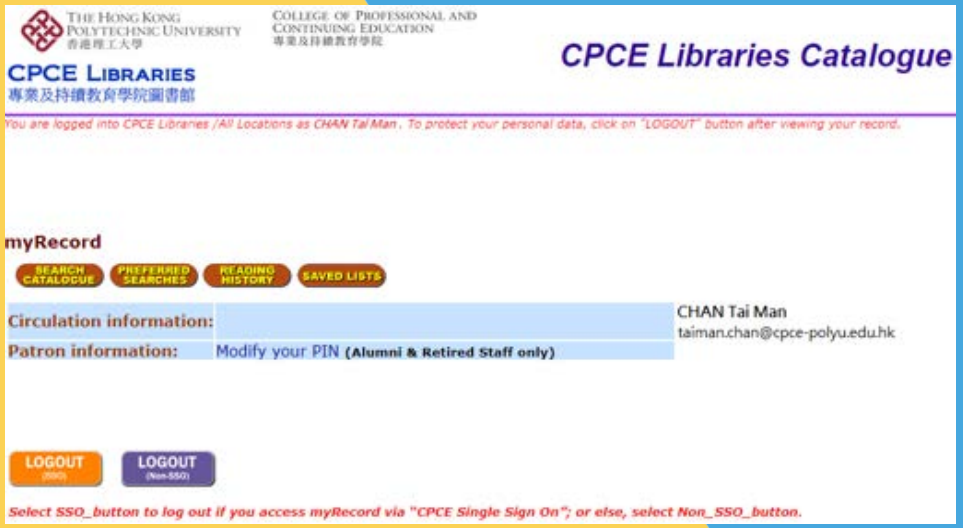

business
All
ADVANCED SEARCH
0 selected
PAGE 1
2,363,249 Results
Personalize
1
JOURNAL
Business
Online access
2
JOURNAL
The Business
Online access
3
JOURNAL
The Business
Online access
4
BOOK
Business
O. C. Ferrell author. Geoffrey A. Hirt author. Linda Ferrell author.
2019
Available at West Kowloon Library 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.U5 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



myRecord

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



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

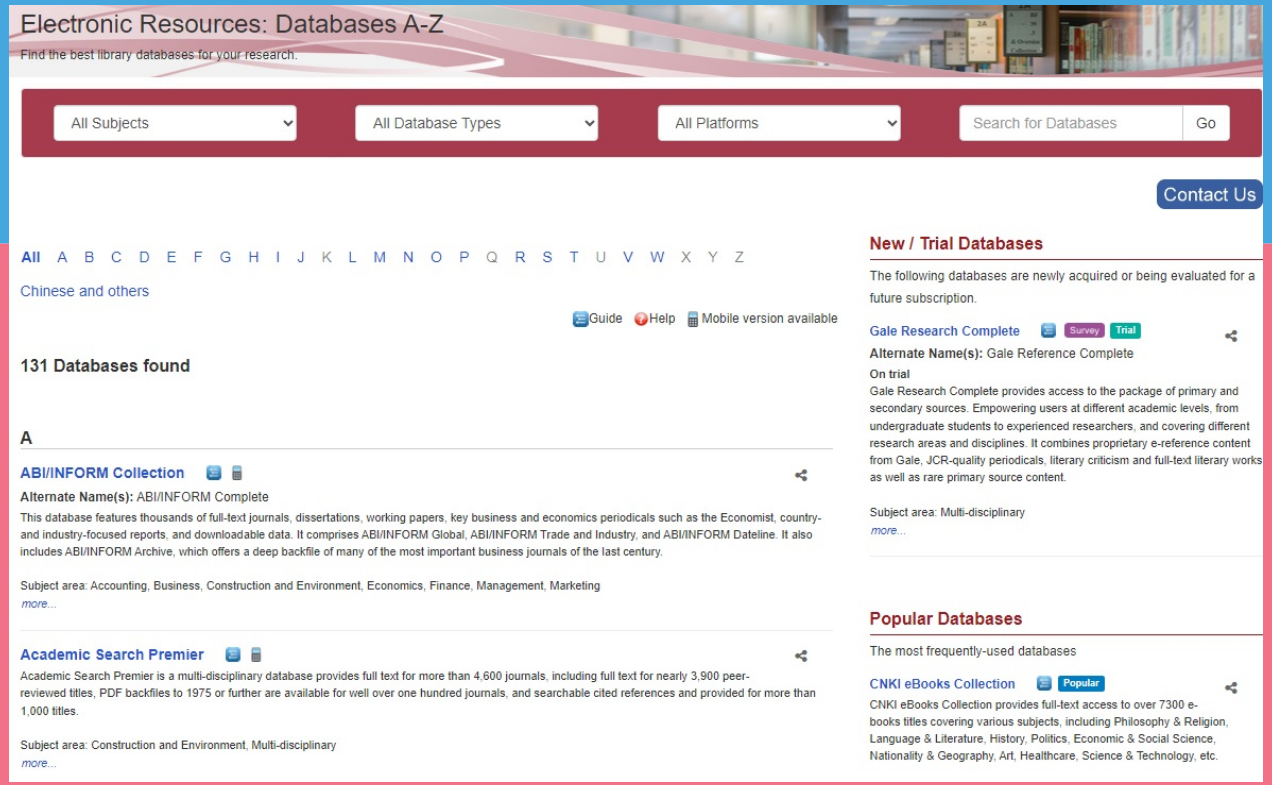
Over 100 databases, 250,000+ e-Books/ e-Textbooks/ e-Reference books/ 100,000+ full-text e-Journals

(via ProQuest)

(via EBSCOhost)

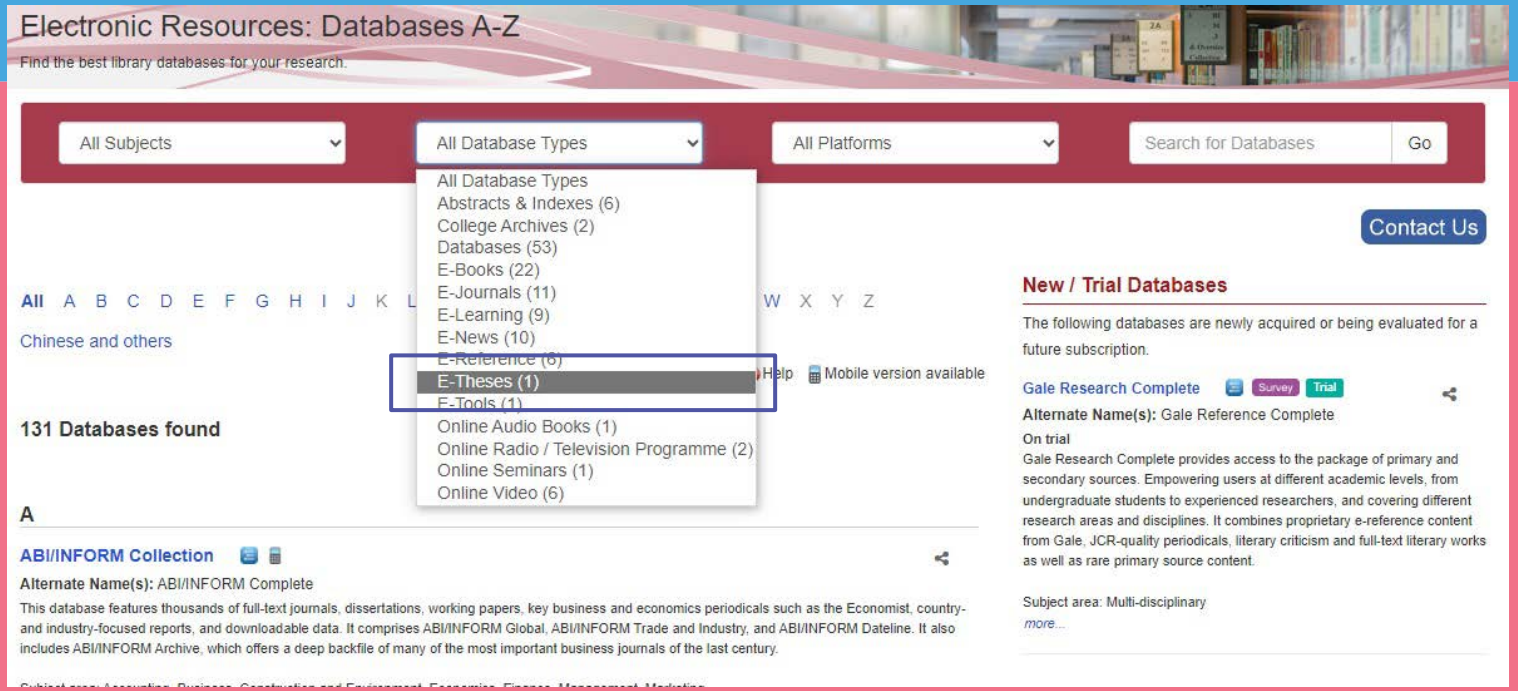
(via EBSCOhost)

E-Resources: Databases A-Z



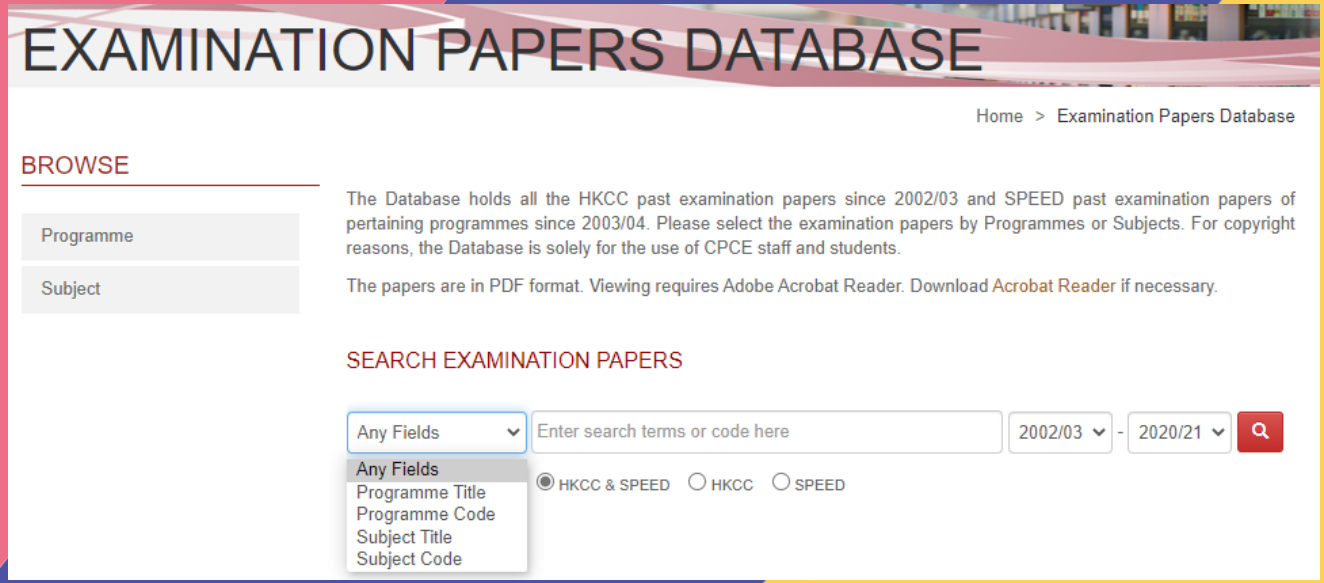
Electronic Dissertations & Theses

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

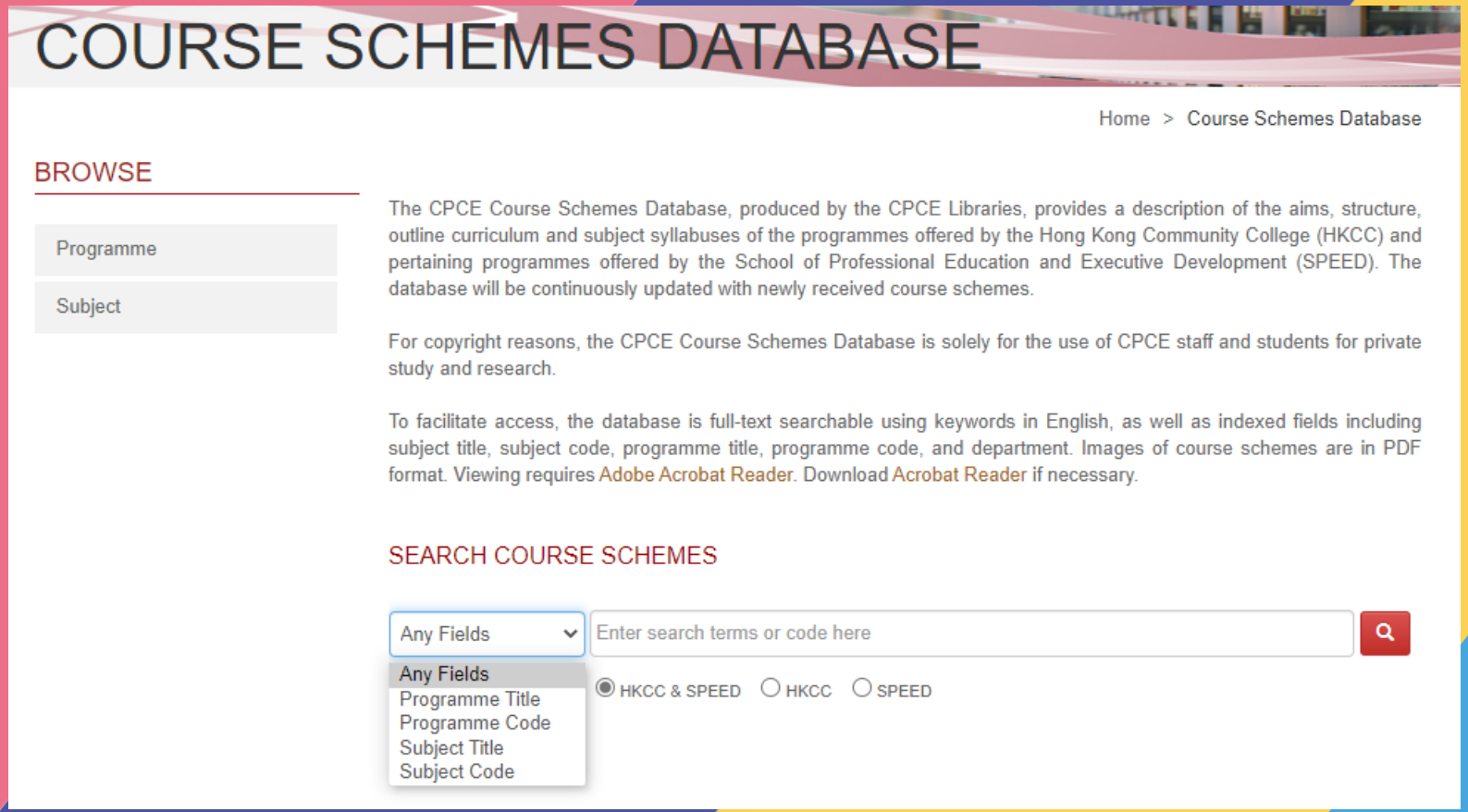


Examination Papers Database

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



Course Schemes Database



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 | Go | Clear

(•) Title Search ( ) Title and Content Search

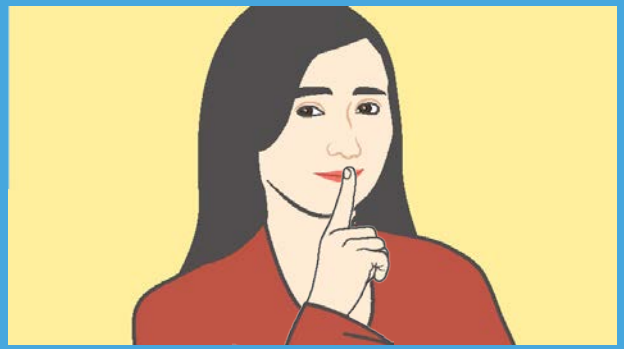
OER (A-Z)

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

Description

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

Friendly Reminder



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