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INTRODUCTION

Welcome to the College of Professional and Continuing Education (CPCE) Libraries.

We have a library on each of our two campuses: the Hung Hom Bay Library (HHB Library), a two-storey library spanning 1,200 square metres on the PolyU Hung Hom Bay Campus and the West Kowloon Library (WK Library), a three-storey library covering 2,180 square metres on the PolyU West Kowloon Campus. Both libraries aim to support the teaching and study of the academic programmes at the two campuses through the PolyU, Hong Kong Community College (HKCC) and School of Professional Education and Executive Development (SPEED). The subjects cover Accounting, Business, Communications, Hospitality and Tourism, Science and Technology, Health Studies, Social Sciences, Humanities and related disciplines.

The HHB Library and the WK Library cater for a range of study and learning modes. Our collections are built up with a combination of ownership and access, a well mix of physical items and electronic resources made available through purchase, subscription, patron-driven purchase and in-house development. As at July 2015, the collection size reaches more than 263,000 items.

This handbook is to facilitate your use of the CPCE Libraries. We invite you to explore our collections, experience our services and study in our two libraries.

We look forward to welcoming you to the Libraries.
Collections

Books & Serials

The printed books in the library collection contain textbooks, reference books and other books. As at July 2015, there are 88,000+ volumes of books in the HHB Library and the WK Library.

In the Serials area, the Library caters 106 local and international newspaper and periodical titles, offering different kinds of interest and leisure reading. They can be used inside the Library. Some periodicals are housed in the Further Studies and Career Centre (FSCC) on Hung Hom Bay Campus and West Kowloon Campus.

Electronic Resources

More than 174,000 full-text or full coverage titles of e-books, e-journals, online newspapers, current affairs, reference materials, English self-learning programme, dissertations and theses etc. can be easily accessed 24/7 on campus and off campus via Single Sign-On (SSO) at the Library Catalogue or at the CPCE Libraries website.

Course Reserves

As recommended by teachers, Course Reserves items are put aside for their students to borrow for six hours or view online for course reading. The Course Reserve items include books, e-journal articles, audio visual materials and handouts etc..
Audio Visual & Self-learning Language Collections

There are nearly 3,000 audio visual materials covering TV series, feature films, documentaries, and other teaching materials. Other than this, thousands of European and Asian language self-learning materials are displayed in the Self-learning Language Centres (SLLC) on 10/F of the HHB Library, on 4/F of the WK Library and are listed on the CPCE Libraries website.

College Collection & Reference Collection

The College Collection consists of a variety of publications by or on the PolyU, CPCE, HKCC and SPEED. The Reference Collection provides directories, dictionaries, encyclopaedias and handbooks for ready reference to facilitate studying. Both collections are for use inside the Library only.
### Location of Physical Collections

<table>
<thead>
<tr>
<th>Collection</th>
<th>HHB Library</th>
<th>WK Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>9/F</td>
<td>6/F</td>
</tr>
<tr>
<td>Oversize Collection</td>
<td>9/F</td>
<td>6/F</td>
</tr>
<tr>
<td>Serials</td>
<td>9/F</td>
<td>6/F</td>
</tr>
<tr>
<td>Newspapers</td>
<td>9/F</td>
<td>6/F</td>
</tr>
<tr>
<td>Reference</td>
<td>9/F</td>
<td>6/F</td>
</tr>
<tr>
<td>College Collection</td>
<td>9/F</td>
<td>6/F</td>
</tr>
<tr>
<td>Audio Visual</td>
<td>Counter, 10/F</td>
<td>Counter, 5/F</td>
</tr>
<tr>
<td>Course Reserves</td>
<td>Counter, 10/F</td>
<td>Counter, 5/F</td>
</tr>
<tr>
<td>Further Studies and Career Centre</td>
<td>Further Studies and Career Centre, 4/F</td>
<td>Further Studies and Career Centre, 3/F</td>
</tr>
</tbody>
</table>
## Facilities

<table>
<thead>
<tr>
<th></th>
<th>HHB Library</th>
<th>WK Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Study Room (2 to 12 persons)</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>Group Study Corner (2 to 6 persons)</td>
<td>11</td>
<td>9</td>
</tr>
<tr>
<td>Casual Study Seating</td>
<td>24</td>
<td>147</td>
</tr>
<tr>
<td>Self-study Seating</td>
<td>294</td>
<td>349</td>
</tr>
<tr>
<td>PC</td>
<td>115</td>
<td>181</td>
</tr>
<tr>
<td>iMac</td>
<td>3</td>
<td>--</td>
</tr>
<tr>
<td>Outdoor Seating</td>
<td>30</td>
<td>--</td>
</tr>
<tr>
<td>Printer</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Photocopiier</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>AV Carrel</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Wireless Network</td>
<td>Coverage throughout the Library</td>
<td></td>
</tr>
</tbody>
</table>

### Group Study Rooms / Corners

The Group Study Rooms / Corners in the HHB Library and the WK Library provide enclosed space for group discussion. Group Study Rooms / Corners can accommodate group size from 2 to 12 persons, with a total capacity of 243 persons. At the Library Counter, users can book Group Study Rooms / Corners up to two days in advance or sign-in immediately when they are available. The Group Study Room / Corner availability is shown at the CPCE Libraries homepage.
Casual Reading Area

Sofa and round table seating are available in the Casual Reading Area of both HHB & WK Libraries. They are intended for newspaper and periodical reading as well as other casual reading. Limited conversation is acceptable in these areas but users are requested to speak quietly.

Self-study Area

There are numerous study carrels in the Self-study Area on 9/F of the HHB Library and on 4/F and 6/F of the WK Library for individual self-study. In order to maintain an environment for self-study, users are responsible for maintaining absolute silence in these areas.
E-resource Centres / Self-learning Language Centres (SLLC)

The E-resource Centre combined with the Self-learning Language Centre (SLLC) are located on 10/F of the HHB Library and on 4/F of the WK Library. The Centre in each of the HHB Library and the WK Library provides 28-30 workstations.

Audio Visual Carrels

Users may use the 14 two-seated audio visual carrels at each of the HHB Library and the WK Library, and check out the headphones from the Library Counter to use Audio Visual Collection of the Library.
Outdoor Seating in Sky Garden on 10/F of the Hung Hom Bay Library

Outdoor seating (Library Outdoor Group Study and Learning Places) is available exclusively at the HHB Library. The outdoor seating offers a more relaxing place for group and individual studies. No registration is required. Users may enjoy their own light refreshments while using this facility but are not supposed to have a meal.

Workstations

PC workstations are installed on every floor of the HHB Library and the WK Library. Equipped with a variety of software applications, totally 296 PC workstations are used for Library Catalogue searching, accessing the electronic resources, viewing audio visual materials, doing assignment, learning favourite language at one’s own pace, surfing the Internet and printing. The PC workstations provide easy access for users in the Library.

In August 2015, three new iMacs are placed on 9/F of the HHB Library to facilitate the study of Design.
Printers

A campus-wide network printer on 5/F of the WK Library supports high-speed printing. Printouts can be paid by printing quota.

At the HHB Library, two network printers are in service, providing convenient and efficient printing for the high-demand service. One is located in the hallway outside the Group Study Corners on 10/F to facilitate Group Study Room users when the Library is closed. Another is installed inside the HHB Library on 10/F. Octopus Card is accepted for these printers.

Photocopiers

To facilitate the students’ studies, each of the HHB Library and the WK Library is equipped with two photocopiers (located on 10/F of the HHB Library and on 5/F of the WK Library). Printing quota and Octopus Card can be used for photocopying.

Wireless Network

The campus-wide wireless network service covers all floors of the HHB Library and the WK Library. Users can enjoy this service via personal electronic devices anywhere in the Library. To connect them to the Campus network and Internet, users may refer to the Setup Guide on the website of Information Technology Unit (ITU) for details.
# Borrowing

## Loan Privileges

The following table shows the loan privileges of students:

<table>
<thead>
<tr>
<th></th>
<th>Circulation</th>
<th>Course Reserve</th>
<th>Audio Visual</th>
<th>Headphone</th>
<th>Hold*</th>
<th>Hold* Pick-up Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quota (item)</strong></td>
<td>15</td>
<td>2#</td>
<td>2#</td>
<td>--</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td><strong>Normal Loan</strong></td>
<td>4 weeks</td>
<td>6 hours</td>
<td>3 days</td>
<td>--</td>
<td>--</td>
<td>7 days</td>
</tr>
<tr>
<td><strong>Short Loan</strong></td>
<td>7 days</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>2 days</td>
</tr>
<tr>
<td><strong>Renewal Times</strong></td>
<td>2</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td><strong>Overdue Fines (per item)</strong></td>
<td>$2/calendar day (1 - 6 days)</td>
<td>$2/hour or part of an hour</td>
<td>$5/calendar day (1 - 6 days)</td>
<td>$10/calendar day (7 - 15 days)</td>
<td>$30/calendar day</td>
<td>--</td>
</tr>
<tr>
<td><strong>Maximum Fines</strong></td>
<td>HK$ 120 / item</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

* Inclusive in circulation quota

* Inapplicable to Course Reserves, Audio Visual item and Headphone
Request / Hold a Book Online

A user may request a book already checked out by another user. Simply click on the Request button at the menu bar of the Library Catalogue to place a hold on the book with username and password via Single Sign-on (SSO). Once the book becomes available for loan, the user will receive the Hold Pickup Notice via email and then has seven days (normal loan) or two days (short loan) to pick up the book from the Library where it is housed.

Books Renewal

Circulation books can be renewed twice through the Library Catalogue or by bringing books to the Library Counter.

Course Reserve items

Course Reserve items are recommended by teachers for the course reading of their students, which have to be collected at the Library Counter for checking out. Students can borrow Course Reserve items for 6 hours.
Returning

Library Counter & Book Drop

Users can return the CPCE Libraries items to the Library Counter at both the HHB Library and the WK Library, or return to the Book Drop outside the Library as long as the Campus opens. No audio visual materials, books with CDs or DVDs, reserve books, overdue books and non-CPCE Libraries books should be returned to the Book Drop.

Inter-campus Return

Users are welcome to use the Inter-campus Return service to return the CPCE Libraries items. Wherever books are checked out, users can return them to either the HHB Library or the WK Library.

Books from Other Libraries

The Library only accepts the return of books checked out from the CPCE Libraries. No return of books from other libraries is accepted.

Library Notice

A courtesy Date Due Reminder email will be sent to students before their loaned items are due to expire. When their loaned items become overdue, an overdue email will be sent to students to alert them the overdue status. All library notices will be sent to College email account of students. Students are reminded to check their email account regularly.

Overdue Fines

Late returns incur overdue fines. Fines will be applied as detailed in “Borrowing -- Loan Privileges” of this Handbook.
Services

Single Sign-on Service

Just one set of username and password and one sign-on, students may access all study-related online services and resources of the CPCE.

All students may use their username and password to conveniently access all electronic resources and online services of the CPCE Libraries through one logon at the CPCE Single Sign-on (SSO). Once logging on to use any online resources or services of the CPCE Libraries or logging on to use any eligible CPCE online services such as Moodle, myHKCC, mySPEED, students may access and use other online resources or services without further signing on for authentication.

Extended and Overnight Opening

The Study Places on 4/F of the WK Library can be accessed after the Library closes up to 11 p.m., Monday to Saturday. During the revision and examination, the Group Study Rooms / Corners on 10/F of the HHB Library and the Study Places on 4/F of the WK Library are available until 8:30 a.m. next morning, Monday to Sunday.

During the extended opening, there is no access to library materials at both Libraries.

Library Orientations & Workshops

A series of library induction classes and orientations are held at the commencement of the academic year, to help newly admitted students get familiar with the Library services, resources and facilities.

Besides, tailored-made library workshops are provided during term time to help students acquire the skills of searching academic resources to write final year papers or assignments. These workshops are run on the demand of users on group basis. Student’s participation in the workshops may be recorded in the Co-curricular Achievement Transcript of the student.
Learning Enhancement Activities

Provision of learning enhancement activities is one of the focuses of the Library to support the whole person development and life-long learning skills development, such as reading and writing skills. Each year the Library organises a variety of learning enhancement activities. To name a few, selected book purchase at HK$20, book essay writing competition, luncheon talks, book displays and quizzes under the Reading@CPCE Programme were organised in 2014/15.

New Books Display & Books Highlight

Students can browse new book arrivals on the New Books Display shelves in the HHB Library and the WK Library. Weekly New Additions can be viewed at the Library Catalogue and at the CPCE Libraries website. Bi-weekly New Additions can be viewed on the Digital Display System (DDS) on both Campuses.

The Books Highlight showcases books already in the collection which students might not be aware of. Each month selected books on a theme that may arouse the reading interest and knowledge of students are displayed.

Access to Other Library

Students can access the PolyU Pao Yue-kong Library and borrow its collection items with their student card. Please visit the PolyU Pao Yue-kong Library website for details.
CPCE Libraries Regulations

Admission

◆ Admission to the Libraries is conditional upon the presentation of a valid Staff Card / Student Card / Retiree Card or Libraries Ticket. These cards or tickets are personal and individual. They must not be transferred to, or used on behalf of, other persons. The College Librarian or his/her designated representative shall have the authority to request a user to produce his/her valid Staff Card / Student Card / Retiree Card or Libraries Ticket for identification. Admission may be refused if a valid card or ticket cannot be shown.

◆ Loss of a Staff Card / Student Card / Retiree Card or Libraries Ticket must be reported to the Libraries without delay. A charge will be made for obtaining a replacement.

◆ The College Librarian or his/her designated representative shall make necessary arrangement regarding admission to and use of facilities/collections of the Libraries as deemed appropriate for the proper use and management of the Libraries.

Borrowing Regulations

◆ For Borrowing Privileges and Fines, please see “Borrowing -- Loan Privileges”.

◆ Circulating materials should be properly checked out at the Counter of the Libraries with valid Staff Cards / Student Cards / Retiree Cards or Libraries Tickets, and are subject to recall for Reserve purpose.

◆ Calculable immediately from the day following the date of recall, circulating books recalled for Reserve purpose shall be returned in seven days, and audio visual materials recalled for Reserve purpose shall be returned in three days.

◆ Non-circulating materials including, but not limited to, the Reference Collection, are for in-library use only.

◆ Borrowers are responsible for all loans recorded through the use of their Staff Cards / Student Cards / Retiree Cards or Libraries Tickets. Any loss of cards or tickets, or change of address in the case of ticket holders, must be reported to the Libraries, and issuing unit whenever applicable, as soon as possible.
Circulating books should be returned to any Counter of the Libraries during opening hours or through the Book Drop outside the Libraries. Reserve and other material types must be returned to the Counter of the holding library during opening hours. Returns of materials other than the Libraries collection are not accepted.

Circulating books, except Reserve items, can be renewed twice on the condition that there is no request for the same item. Overdue books can also be renewed and the overdue fine incurred will be charged to the borrowers’ account for borrowers’ settlement when coming to the Libraries.

All loans may be recalled and must be returned on or before the new due date. Borrowers will be notified by email notice of the new due date. Late return will be treated as an overdue and is liable to a fine.

Any material which has reached the maximum overdue fine and has not been returned will be assumed to have been lost by the borrower who will be charged accordingly. An additional fine equivalent to the estimated cost of replacement of the material plus the processing cost will be levied through the Finance Office.

All fines paid are non-refundable. All fines should be paid at any Counter of the Libraries by Octopus. Full-time staff members who have incurred fines to the extent of the replacement of the book will have the cost deducted from their salary by the Finance Office. Students may not be cleared for withdrawal or graduation until all fines have been paid as well as all loans returned. When the fine of an individual reaches HK$120, his/her borrowing privileges of all Libraries materials will be suspended until s/he pays the fine.

All Libraries notices such as date due reminder, overdue, hold pick-up or recall notices will be sent to users via email. Print notice is normally not served. Attempts will be made to send overdue notices to borrowers as soon as possible; non-receipt of such notices will not be accepted as an excuse for waiving or reducing fines for overdue books.

Borrowers shall be held responsible for any loss, mutilation, damage or disfigurement by writing or other marks and shall be required to pay the full cost of replacing or repairing such materials. In order to stop overdue fines from accruing, these cases should be reported to the Libraries without delay. The cost of replacement will be the estimated price of the material plus the processing cost. The replacement cost may be waived if the lost item is found and returned within four weeks of the issuance of the reminder. However, the overdue fine calculable from the due date to the date the item actually returned still has to be settled. All sums paid are non-refundable.
Conduct of Libraries Users

◆ The Libraries is for all Libraries users to pursue study or research in a congenial atmosphere free from unnecessary disturbance. All Libraries users should follow the instructions on the proper use of the Libraries as displayed in the Libraries or given verbally by the Libraries staff. The College Librarian or his/her designated representative shall have the authority to exclude those who have ignored verbal warning from the Libraries for the remainder of the day. Serious offences will be liable to further disciplinary action.

◆ Anything in the opinion of the security staff on duty or Libraries staff which may interfere with the proper use and management of the Libraries is not permitted inside the Libraries. Examples include: wet umbrellas, food or drink. Plastic covers for wet umbrellas will be provided on rainy days. Photography or shooting of any kind may not be carried out in the Libraries without the express permission of the College Librarian or his/her designated representative.

◆ Books and other items which are the property of the Libraries must not be mutilated or defaced. The full replacement cost will be charged for any damage caused by users.

◆ There shall not be reservation of seats or group study rooms in the Libraries. Items including Libraries books left unattended on Libraries desks may be considered as a “seat reservation”. Any such seats may be taken up by other users. Unattended belongings may be removed by Libraries staff. The Libraries will not be responsible for any loss or damage of personal property.

◆ Silence must be observed in the Libraries. Users must not hold conversations or engage in other conduct in the Libraries which is likely to cause inconvenience, annoyance or offence to other users. When using computer or other equipment, users must do as quietly as possible to avoid causing disturbance to others.

◆ Except in some designated areas, users are strictly prohibited from using pagers, mobile phones, etc. in the Libraries. These devices should be muted before entering the Libraries. Any person using such devices in the Libraries other than in the designated areas will be liable to disciplinary action, and may be excluded from the Libraries. As a concession, the Libraries may issue only a verbal reminder to those offenders who immediately mute or switch off their devices upon ringing.
The use of Internet resources in the Libraries is for the interest and information need of the Libraries community. Users have the responsibility to be aware of materials that may be objectionable to others when using computer facilities in the Libraries. Users should not use Libraries’ public computers and printers to display or print materials that might be defined as harassing or obscene.

Libraries computer equipments are intended for the use of study or research. They must not be used for games, chat programs or other applications alike.

Users must enter and leave the Libraries through normal entrance and exit unless directed otherwise by Libraries staff.

At the request of a Libraries staff or a security staff on duty, all Libraries materials and personal belongings must be shown for inspection. Libraries users may also be asked to show the contents of their bags, cases or other kinds of receptacles.

Users are required to sit in the places provided. Tables and chairs should not be misused or moved to new positions.

Users must observe the law of copyright and license agreements. Reproduction or duplication of audio visual materials or computer software is strictly prohibited. Users must also comply with the terms of any license agreement between the Libraries and a third party which governs photocopying, photography, the use of software, and access to and use of data. Copyright law should be strictly observed by all users when reproducing materials, whether by photocopying or by electronic means. Users are fully responsible for any legal consequences concerning copyright that may arise.
## Penalties for Libraries Offences

<table>
<thead>
<tr>
<th>Libraries Offences</th>
<th>Penalties</th>
</tr>
</thead>
</table>
| Libraries user found leaving the Libraries without charging out an item but not concealing it: | 1. Offender will be served with a warning letter, a copy of which will be sent to his/her Unit Head; and  
2. Imposition of a fine of HK$30. The fine will be twice as much as the previous offence if the user commits the offence again during his/her period of study in the College; and  
3. Replacement cost of the mutilated Libraries material(s).  
4. Non-payment of a fine will result in suspension of all privileges of using the Libraries. |
| Libraries user found leaving the Libraries without charging out an item / part of an item and deliberately concealing it. | 1. Offender will be served with a warning letter, a copy of which will be sent to his/her Unit Head; and  
2. Imposition of a fine of HK$30. The fine will be twice as much as the previous offence if the user commits the offence again during his/her period of study in the College.  
3. Non-payment of a fine will result in suspension of all privileges of using the Libraries. |
| Libraries user found mutilating Libraries material(s) / leaving the Libraries with uncharged mutilated Libraries material(s) regardless of whether the material(s) is/are concealed or not. | 1. Serving of a warning letter; and  
2. Imposition of a fine according to the following scale:  
   - 2nd offence - HK$80  
   - 3rd offence - HK$160  
   - 4th offence - HK$320  
   - 5th and subsequent offences - HK$640  
3. Non-payment of a fine will result in suspension of all privileges of using the Libraries. |
<table>
<thead>
<tr>
<th>Libraries Offences</th>
<th>Penalties</th>
</tr>
</thead>
</table>
| Use of mobile phones / pagers*, playing physical games, making excessive noise, etc. in the Libraries are Libraries offences. | 1. 1st and 2nd offences - user will be served with a warning notice and a record kept in the Libraries system for 12 months.  
[As a concession, the Libraries may issue a verbal reminder to those users who immediately mute or switch off their phones / pagers upon ringing.] |
| * Use of mobile phones / pagers is not permitted in any part of the Libraries except in some designated areas. | 2. 3rd offence - user’s borrowing privileges will be suspended for one day. |
| Libraries user found using a Staff Card / Student Card / Retiree Card or Libraries Ticket of other person, or Libraries user confirmed lending his/her Staff Card / Student Card / Retiree Card or Libraries Ticket to other person. | 3. 4th offence - user will be denied access to the Libraries for one week. |
| | 4. 5th offence - user will be denied access to the Libraries for one month. |
| | 1st offence - Offender will be served with a warning letter, a copy of which will be sent to his/her Unit Head. |
| | 2nd to 3rd offences (repeated offences accumulated over 3 years, calculable from the date of the 1st offence): |
| | 1. Offender will be served with a warning letter, a copy of which will be sent to his/her Unit Head, and |
| | 2. Suspension of Libraries privileges: |
| | • 2nd offence - user’s borrowing privileges will be suspended for one week. |
| | • 3rd offence - user will be referred to CPCE Student Discipline Committee. |
Floor Plans

Floor Plans of the WK Library

4/F
(Entrance / Exit via 5/F)

5/F

6/F
(Entrance / Exit via 5/F)

Group Study Room 14 - 18
Floor Plans of the HHB Library

9/F

10/F

Group Study Room 1 - 7
# Opening Hours

<table>
<thead>
<tr>
<th></th>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday &amp; Public Holiday</th>
</tr>
</thead>
</table>
| Term Time*           | 9 a.m. - 11 p.m. (HHB)  
9 a.m. - 9 p.m. (WK) | 10 a.m. - 7 p.m. | Closed                   |
| Revision / Examination** | 9 a.m. - 11 p.m. |              |                          |
| Term Break           | 9 a.m. - 5 p.m.  |              | Closed                   |
| Summer Term          | 9 a.m. - 7:30 p.m. |              |                          |

* 4/F of the WK Library opens until 11 p.m.

** During Revision and Examination, Group Study Rooms / Corners 10/F of the HHB Library and 4/F of the WK Library open until 8:30 a.m. next morning, Monday to Sunday.

- No borrowing service provided 15 minutes before the Library closes.

- The opening hours of revision and examination, term break and public holidays will be announced through the CPCE Libraries website, at library entrance, by email broadcasting as well as on the Digital Display System.

- For details of Library Opening Hours during Typhoon and Black Rainstorm, please see “CPCE Libraries Regulations” on the CPCE Libraries website.
Hung Hom Bay Library
Tel: 3746 0850

West Kowloon Library
Tel: 3746 0860

Libraries Website
http://weblib.cpce-polyu.edu.hk

Libraries Catalogue
http://lib.cpce-polyu.edu.hk

Email: pflib@cpce-polyu.edu.hk