Library Orientation for CPCE Students

2021 - 2022

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

Location

Hung Hom Bay Library

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

West Kowloon Library

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

	Mon - Fri	Sat	Sun & Public Holiday
Term Time	HHB : 9:00 a.m. - 11:00 p.m. WK : 9:00 a.m. - 9:00 p.m.	10:00 a.m. - 7:00 p.m.	Closed
Revision & Examination	9:00 a.m. - 11:00 p.m.	10:00 a.m. - 7:00 p.m.	
Summer Term	9:00 a.m. - 7:30 p.m.	Closed	
Term Break	9:00 a.m. - 5:00 p.m.		

* 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

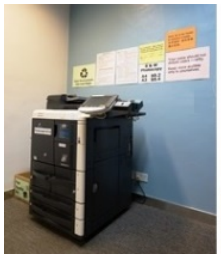
Book Drop (located outside library)

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

Photocopying & Printing

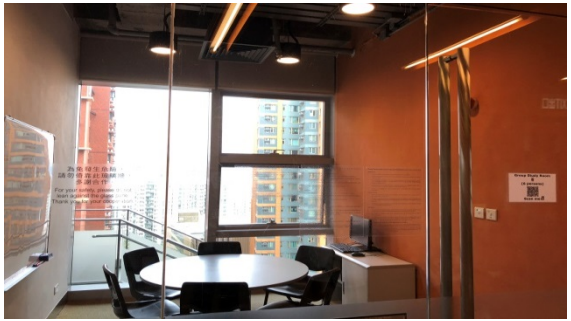
	HHB	WK	Price*
Black & White	10/F	5/F	A4 : $0.2 A3 : $0.4
Colour	9/F	6/F	A4 : $1.5 A3 : $3.0

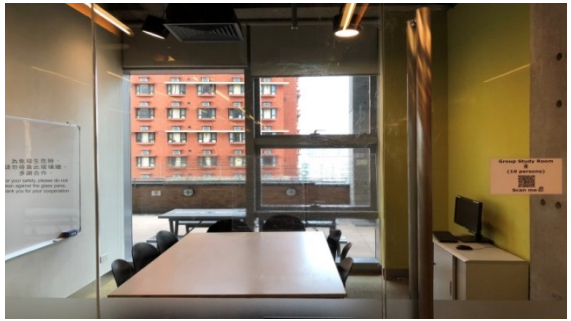
* Operated by Print Quota



Group Study Rooms / Outdoor Seating

- HHB: 7 rooms and 30 outdoor seating
- WK: 17 rooms
- Room Capacity: 4 - 16 people
- Equipped with PC and whiteboard





Group Study Rooms Booking

CPCE Facilities iBooking System

* Booking anywhere at anytime
* 2-Day advance booking

Learning Commons

WK: 5/F

HHB: 10/F

Self-study Area

E-Resource Centre /Self-learning Language Centre

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

Workstations

Workstations

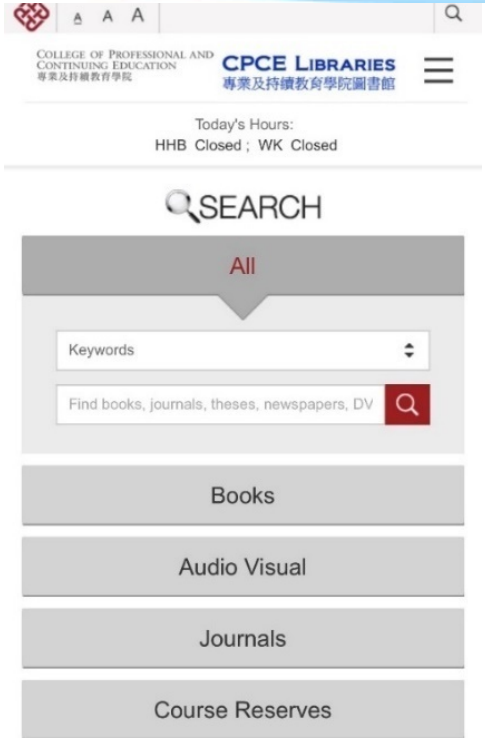
- Over 300 network workstations
- 6 iMacs (HHB x 3, WK x 3)

WiFi is available

Library Website

Desktop Version

Mobile Version



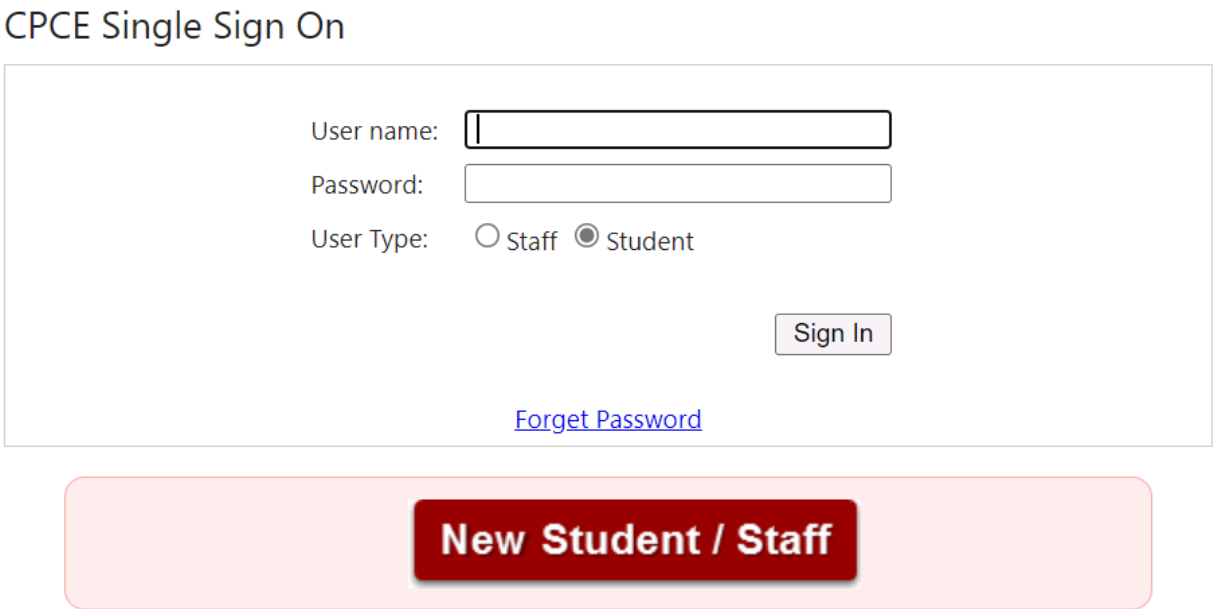
http://weblib.cpce-polyu.edu.hk/

Library Website (cont.)

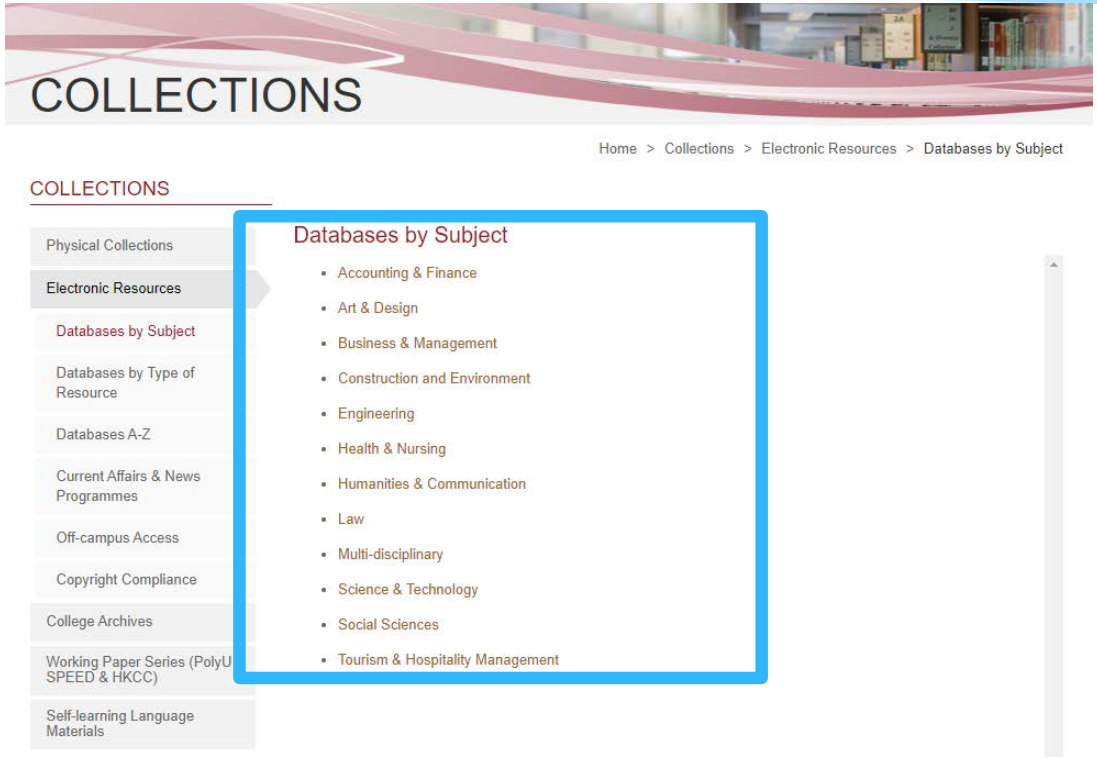
- Services
- Catalogue (OneSearch)
- Collections
- Facilities
- New Additions
- Electronic Resources
- Latest Library News
- Group Study Rooms Availability

Off-campus Access

Access the Library resources anywhere at anytime



E-Resources: Search by Subject



E-Resources: Search by Type

E-Resources: Search by A - Z

COLLECTIONS

Home > Collections > Electronic Resources > Databases A-Z

COLLECTIONS

- Physical Collections
- Electronic Resources
  - Databases by Subject
  - Databases by Type of Resource
  - Databases A-Z
  - Current Affairs & News Programmes
  - Off-campus Access
  - Copyright Compliance
- College Archives
- Working Paper Series (PolyU SPEED & HKCC)
- Self-learning Language Materials

Databases A-Z

[中] [A-E] [F-O] [P] [R-Z]

About the resource | Guide | Help | Mobile version available

中	Coverage	Full-Text
中國基本古籍庫	Varies	✓
中國工具書網絡出版總庫 (China Reference Works Online)	Varies	✓
中國期刊全文數據庫 (CAJ Full-text Database)	1994-	✓
四庫系列數據庫	Varies	✓
秀威電子書 (Showwe ebooks)	Varies	✓
聯合電子書 (Sino United ebooks)	Varies	✓
華藝電子書 (iRead eBook)	Varies	✓
超星數字圖書館 (Chinamaxx Digital Libraries)	Varies	✓

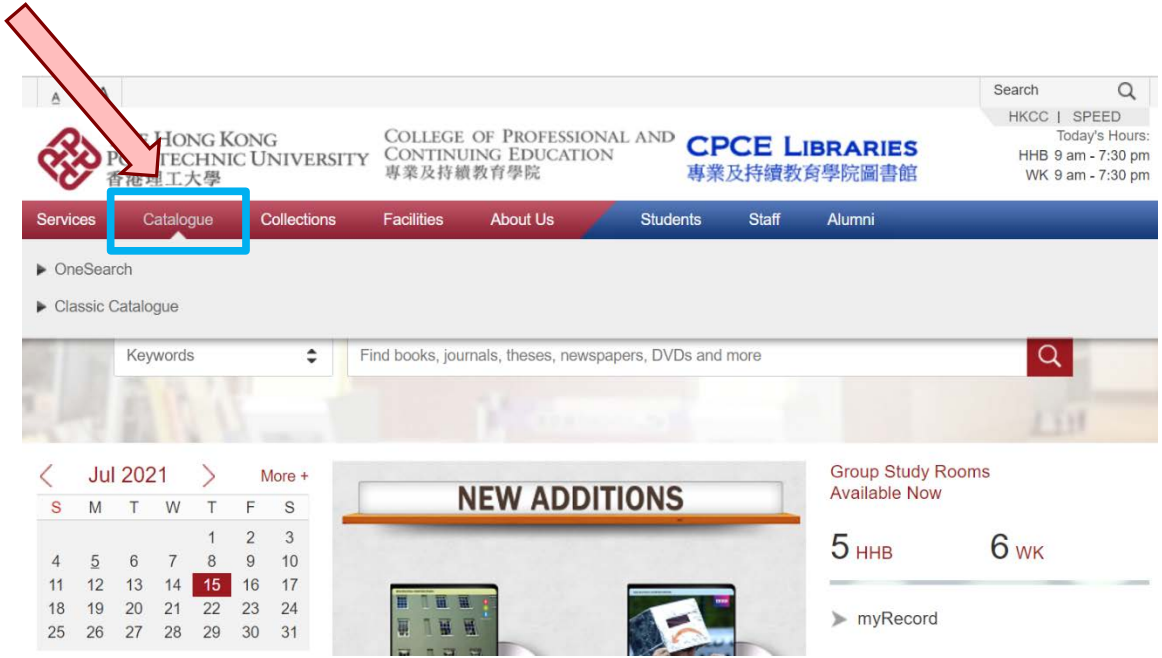
Catalogue

OneSearch

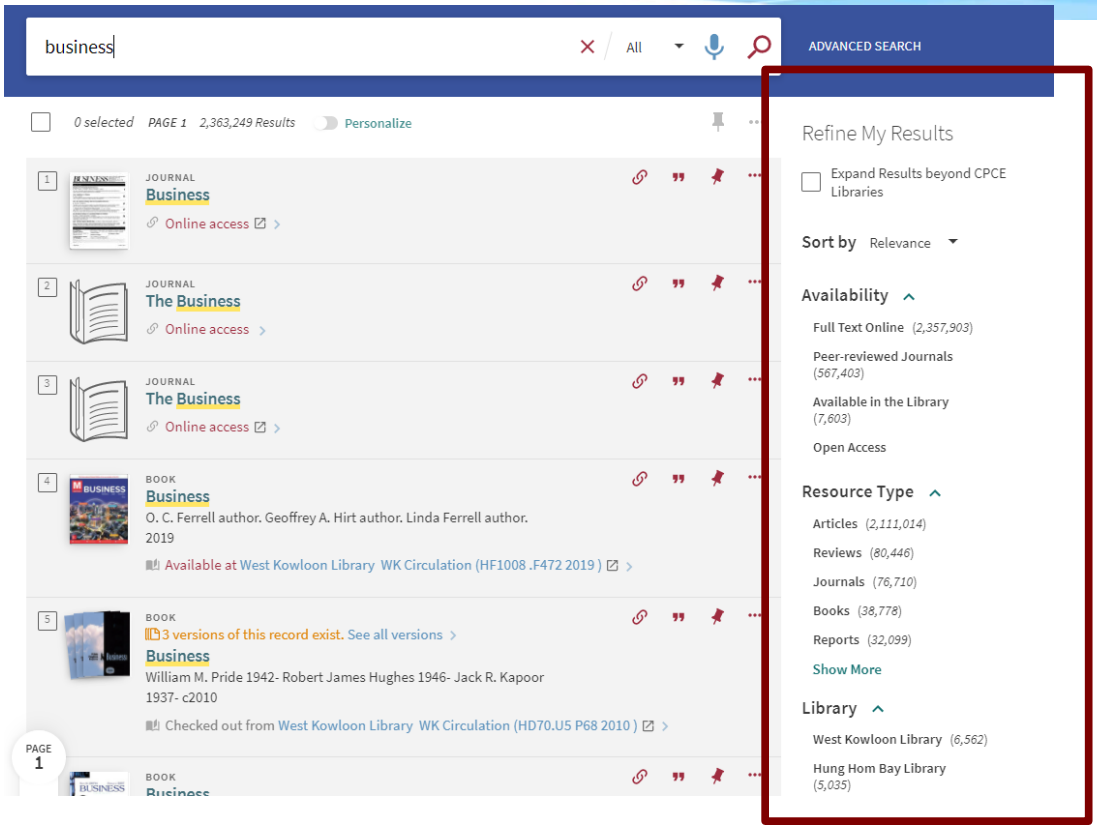
- Search all materials in one go

Classic Catalogue

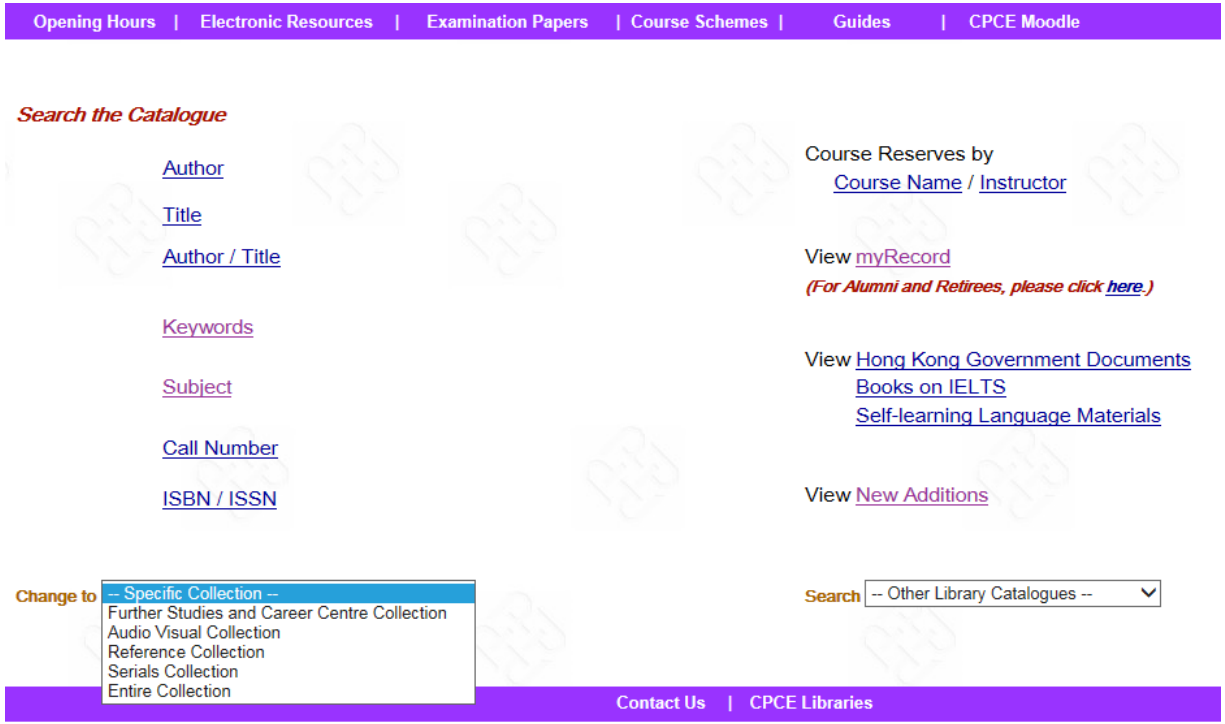
- Search by author, title, subject and keywords, etc.



OneSearch

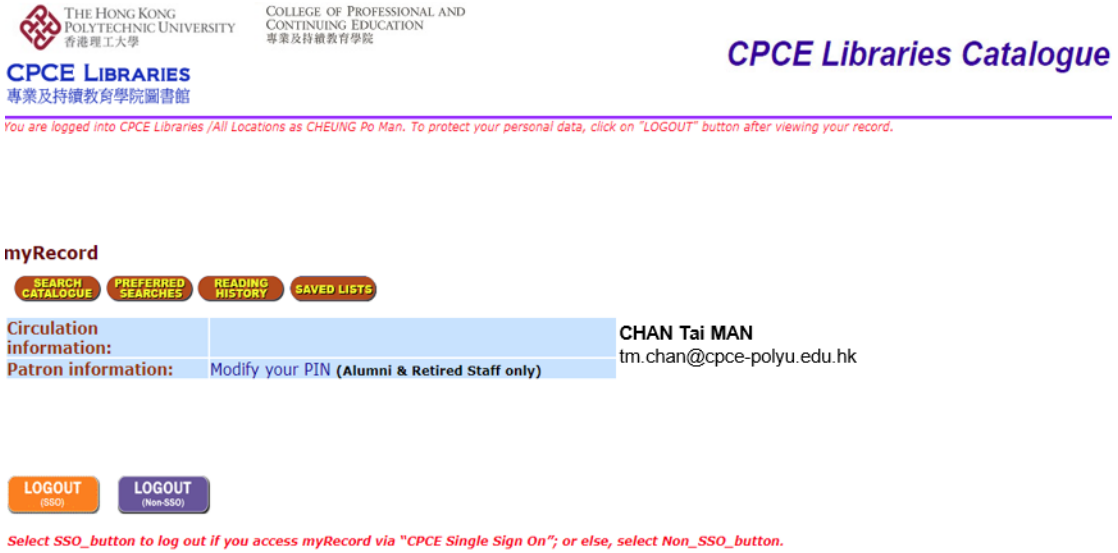

business
All
ADVANCED SEARCH
0 selected
PAGE 1
2,363,249 Results
Personalize
1
JOURNAL
Business
Online access
2
JOURNAL
The Business
Online access
3
JOURNAL
The Business
Online access
4
BOOK
Business
O. C. Ferrell author. Geoffrey A. Hirt author. Linda Ferrell author.
2019
Available at West Kowloon Library 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
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
- Cancel hold
- View library fine, if any
- Place / View hold on library materials



Library Notifications via Student Email

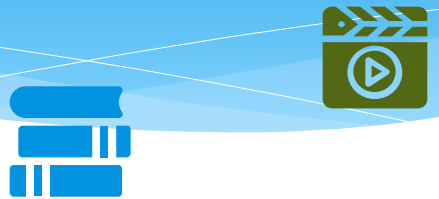
Library Notice

- 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

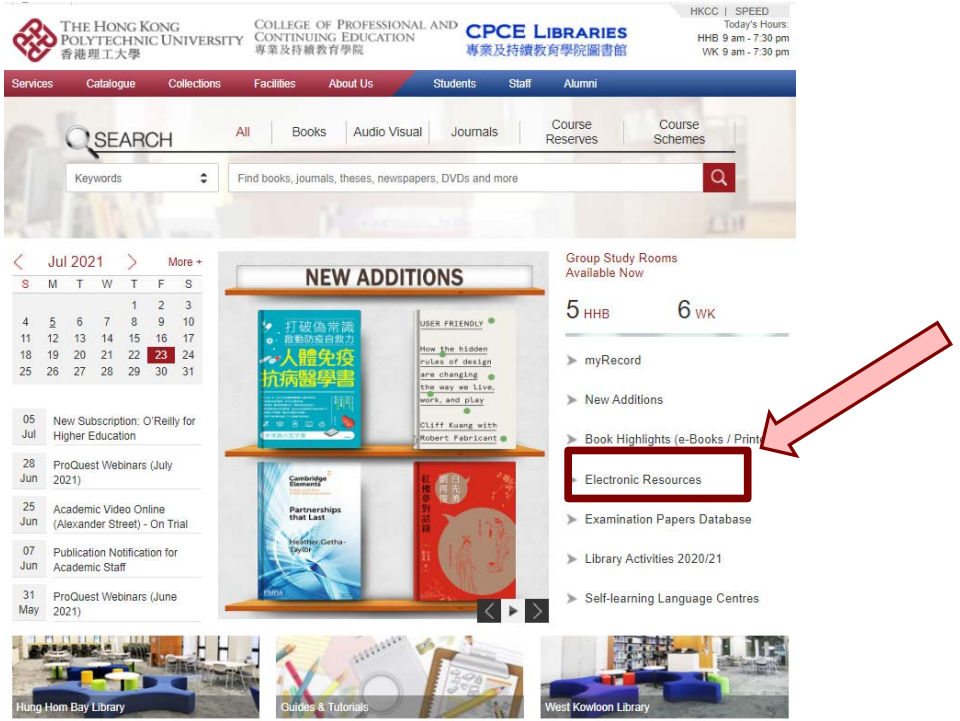
- More than 438,000+ items (as at June 2021)

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

100+ databases



E-Books

- 176,000+ e-Books are available
- e-Textbooks / e-Reference books online

CABI

Harvard Business Publishing Education
(via EBSCOhost)

IGI Global
PUBLISHER of TIMELY KNOWLEDGE

IGLibrary

Mc Graw Hill

O'REILLY®

ProQuest

skillsoft

Taylor & Francis Group
an informa business

WILEY

iRead eBook 華藝電子書

SUPER 超閱網 BOOKCITY

E-Journals

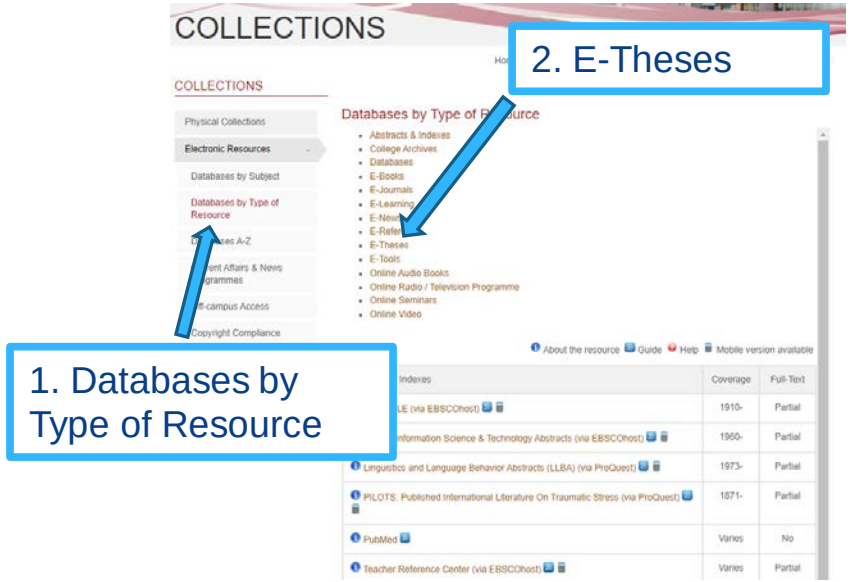
- About 99,000 full-text electronic journals
- Useful references for writing an assignment

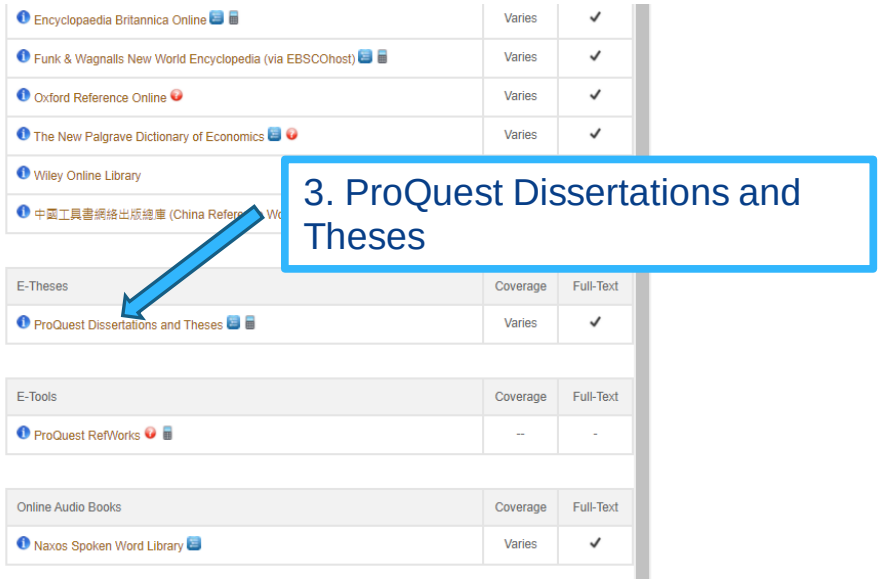
(via ProQuest)

(via EBSCOhost)

Electronic Dissertations & Theses

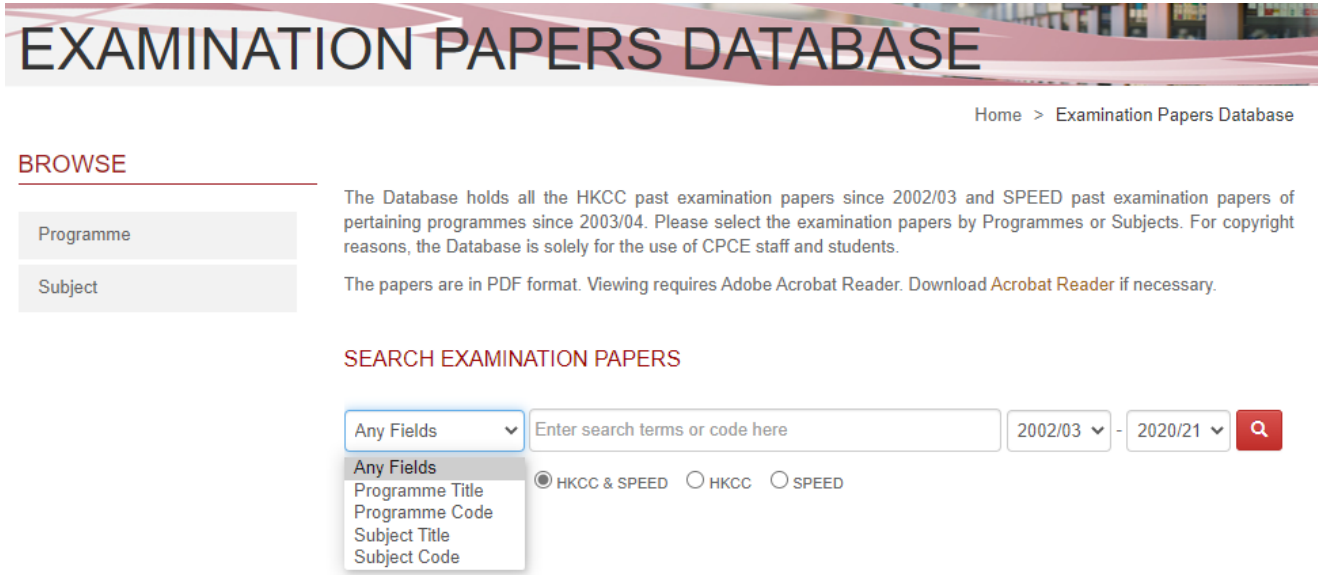
Over 21,000+ business-related full-text doctoral dissertations and master's theses from the ProQuest





Examination Papers Database

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



Course Schemes Database

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 | Enter search terms or code here

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

(•) HKCC & SPEED ( ) HKCC ( ) SPEED

Friendly Reminder

非法使用 CPCE 証件

使用或借出証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

Electronic Resources

Course Schemes Database

Floor Plans

New Additions

Ask a Librarian

Examination Papers Database

PolyU Library

- Eligible for all CPCE students
- E-Resources access on-site only
- Use separate library system
- No interlibrary loan and return

Thank You!