

Library Orientation for CPCE Students 2021 - 2022

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)

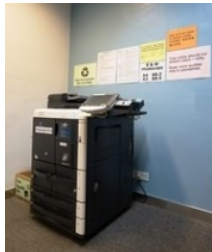
- HHB -10/F & WK - 5/F
- Inter-campus Return
(for Books of HHB & WK Libraries ONLY)
- Not accept:
 - ✘ Books of other libraries



Photocopying & Printing

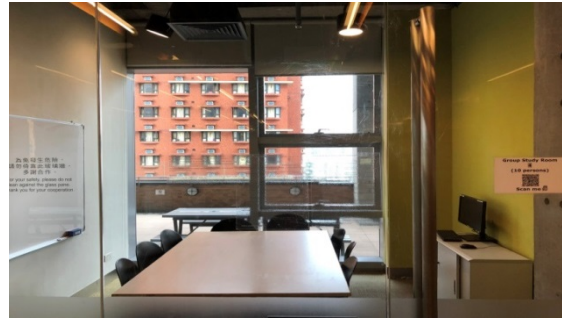
	HHB	WK	Price*
Black & White	10/F	5/F	A4 : \$0.2 A3 : \$0.4
Colour	9/F	6/F	A4 : \$1.5 A3 : \$3.0

* 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

The screenshot displays the CPCE Libraries website interface. At the top, the logo for The Hong Kong Polytechnic University and CPCE Libraries is visible. Below the navigation menu, there is a search bar and a 'NEW ADDITIONS' section. A red box highlights the 'Group Study Rooms Available Now' link, with a red arrow pointing to it. The interface also shows a calendar for July 2021, a list of new subscriptions, and a sidebar with various library services.

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

The desktop version of the library website features a multi-column layout. At the top, it includes the university logo, navigation menus for 'Services', 'Catalogue', 'Collections', 'Facilities', 'About Us', 'Students', 'Staff', and 'Alumni', and a search bar. Below the search bar is a 'NEW ADDITIONS' section with a grid of book covers and a list of titles. A calendar for July 2021 is visible on the left, and a 'Group Study Rooms Available Now' section is on the right. The footer contains contact information and social media icons.

THE HONG KONG POLYTECHNIC UNIVERSITY
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

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

SEARCH
All Books Audio Visual Journals Course Reserves Course Schemes

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

Jul 2021
S M T W T F S
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

打破倫常端
所創亦自由想力
人體免疫
抗病醫學書

USER FRIENDLY
How the hidden
rules of design
are changing
the way we live,
work, and play

CLIFF Kuang with
Robert Fabricant

Partnerships
that Last

5 HHB 6 WK

- myRecord
- New Additions
- Book Highlights (e-Books / Printed)
- Electronic Resources
- Examination Papers Database
- Library Activities 2020/21
- Self-learning Language Centres

Hung Hom Bay Library
Guides & Tutorials
West Kowloon Library

Contact Us | Sitemap | Privacy Policy Statement | Copyright | Web Accessibility

Mobile
Version

The mobile version of the library website is designed for vertical viewing. It features a search bar at the top, followed by a 'SEARCH' button. Below the search bar is a 'Keywords' input field and a search button. The main content area consists of a vertical list of categories: 'All', 'Books', 'Audio Visual', 'Journals', and 'Course Reserves'. The footer contains social media icons.

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

Today's Hours:
HHB Closed ; WK Closed

SEARCH

All

Keywords Find books, journals, theses, newspapers, DV

Books
Audio Visual
Journals
Course Reserves



<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](#)

The screenshot shows the CPCE Libraries website interface. At the top, there is a search bar and navigation links for Services, Catalogue, Collections, Facilities, About Us, Students, Staff, and Alumni. The main content area features a search bar with the text "Find books, journals, theses, newspapers, DVDs and more". Below this, there is a calendar for July 2021, a "NEW ADDITIONS" section with book covers, and a "Group Study Rooms Available Now" section showing 5 HHB and 6 WK. The footer includes contact information and social media links.

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

SEARCH All Books Audio Visual Journals Course Reserves Course Schemes

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

05 Jul New Subscription: O'Reilly for Higher Education

28 Jun ProQuest Webinars (July 2021)

25 Jun Academic Video Online (Alexander Street) - On Trial

07 Jun Publication Notification for Academic Staff

31 May ProQuest Webinars (June 2021)

NEW ADDITIONS

打破偽常識 啟動防疫自救力 人體免疫 抗病醫學書

USER FRIENDLY How the hidden rules of design are changing the way we live, work, and play

Cliff Kuang with Robert Fabricant

Cambridge Element Partnerships that Last

紅樓夢評話

Group Study Rooms Available Now

5 HHB 6 WK

- ▶ myRecord
- ▶ New Additions
- ▶ Book Highlights (e-Books / Printed)
- ▶ Electronic Resources
- ▶ Examination Papers Database
- ▶ Library Activities 2020/21
- ▶ Self-learning Language Centres

Hung Hom Bay Library Guides & Tutorials West Kowloon Library

Contact Us | Sitemap | Privacy Policy Statement | Copyright | Web Accessibility

Off-campus Access

Access the Library resources anywhere at anytime

CPCE Single Sign On

User name:	<input type="text"/>
Password:	<input type="password"/>
User Type:	<input type="radio"/> Staff <input checked="" type="radio"/> Student
	<input type="button" value="Sign In"/>
	Forget Password

New Student / Staff

E-Resources: Search by Subject

COLLECTIONS

[Home](#) > [Collections](#) > [Electronic Resources](#) > [Databases by Subject](#)

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 by Subject

- Accounting & Finance
- Art & Design
- Business & Management
- Construction and Environment
- Engineering
- Health & Nursing
- Humanities & Communication
- Law
- Multi-disciplinary
- Science & Technology
- Social Sciences
- Tourism & Hospitality Management



E-Resources: Search by Type

COLLECTIONS

Home > Collections

COLLECTIONS

Physical Collections

Electronic Resources -

Databases by Subject

Databases by Type of Resource

Databases A-Z

Current Affairs & News Programmes

Off campus Access

Databases by Type of Resource

- Abstracts & Indexes
- College Archives
- Databases
- E-Books
- E-Journals
- E-Learning
- E-News
- E-Reference
- E-Theses
- E-Tools
- Online Audio Books
- Online Seminars



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.

Search

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

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

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 **Business**
 3 versions of this record exist. [See all versions](#) 🔗 🔖 🔍
William M. Pride 1942- Robert James Hughes 1946- Jack R. Kapoor 1937- c2010
[Checked out from West Kowloon Library WK Circulation \(HD70.U5 P68 2010\)](#) 🔗 🔖 🔍

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)

PAGE 1



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

-- Other Library Catalogues --

[Contact Us](#) | [CPCE Libraries](#)

myRecord

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



CPCE Libraries Catalogue

You are logged into CPCE Libraries /All Locations as CHEUNG Po Man. To protect your personal data, click on "LOGOUT" button after viewing your record.

myRecord



Circulation information:

Patron information: [Modify your PIN \(Alumni & Retired Staff only\)](#)

CHAN Tai MAN
tm.chan@cpce-polyu.edu.hk



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 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

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

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

SEARCH All Books Audio Visual Journals Course Reserves Course Schemes

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

< Jul 2021 > More +
S M T W T F S
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

05 Jul New Subscription: O'Reilly for Higher Education
28 Jun ProQuest Webinars (July 2021)
25 Jun Academic Video Online (Alexander Street) - On Trial
07 Jun Publication Notification for Academic Staff
31 May ProQuest Webinars (June 2021)

NEW ADDITIONS

打破偽常識 啟動防疫免疫力 人體免疫 抗病醫學書
USER FRIENDLY How the hidden rules of design are changing the way we live, work, and play
CLIFF Kuang with Robert Fabricant
Cambridge Elements Partnerships that Last
Hedley Getha-Taylor

Group Study Rooms Available Now
5 HHB 6 WK

- myRecord
- New Additions
- Book Highlights (e-Books / Print)
- Electronic Resources**
- Examination Papers Database
- Library Activities 2020/21
- Self-learning Language Centres

Hung Hom Bay Library Guides & Tutorials West Kowloon Library

E-Books

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



(via EBSCOhost)



E-Journals

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



(via ProQuest)



(via EBSCOhost)



Taylor & Francis Group
an informa business



Electronic Dissertations & Theses

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

The screenshot shows a library website interface. On the left, there is a sidebar with 'COLLECTIONS' and 'Electronic Resources'. The main area is titled 'Databases by Type of Resource' and lists various database categories. A blue box labeled '1. Databases by Type of Resource' has an arrow pointing to the 'Databases by Type of Resource' section. Another blue box labeled '2. E-Theses' has an arrow pointing to the 'E-Theses' category in the list.

1. Databases by Type of Resource

2. E-Theses

Databases by Type of Resource

- Abstracts & indexes
- College Archives
- Databases
- E-Books
- E-Journals
- E-Learning
- E-News
- E-Reference
- E-Theses
- E-Tools
- Online Audio Books
- Online Radio / Television Programme
- Online Seminars
- Online Video

Indexes	Coverage	Full-Text
LE (via EBSCOhost)	1910-	Partial
Information Science & Technology Abstracts (via EBSCOhost)	1960-	Partial
Linguistics and Language Behavior Abstracts (LLBA) (via ProQuest)	1973-	Partial
PILOTS: Published International Literature On Traumatic Stress (via ProQuest)	1971-	Partial
PubMed	Varies	No
Teacher Reference Center (via EBSCOhost)	Varies	Partial

The screenshot shows a list of databases with columns for 'Coverage' and 'Full-Text'. A blue box labeled '3. ProQuest Dissertations and Theses' has an arrow pointing to the 'ProQuest Dissertations and Theses' entry in the 'E-Theses' section.

3. ProQuest Dissertations and Theses

Encyclopaedia Britannica Online	Varies	✓
Funk & Wagnalls New World Encyclopedia (via EBSCOhost)	Varies	✓
Oxford Reference Online	Varies	✓
The New Palgrave Dictionary of Economics	Varies	✓
Wiley Online Library		
中國工具書網絡出版總庫 (China Reference Works)		
E-Theses	Coverage	Full-Text
ProQuest Dissertations and Theses	Varies	✓
E-Tools	Coverage	Full-Text
ProQuest RefWorks	--	-
Online Audio Books	Coverage	Full-Text
Naxos Spoken Word Library	Varies	✓

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

-

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

Any Fields
Programme Title
Programme Code
Subject Title
Subject Code

HKCC & SPEED HKCC SPEED



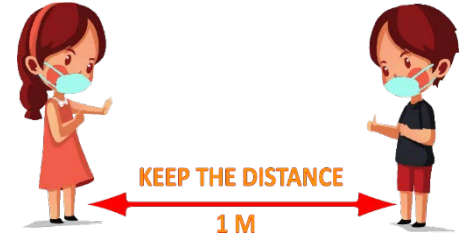
Friendly Reminder

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

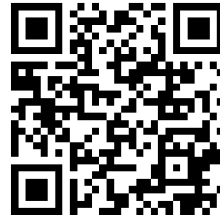
Library Website



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!