

Library Orientation for CPCE Students 2022 - 2023

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

	HHB & WK Libraries	Collection & Counter Services	Study Places	
Term Time	Mon - Fri	9:00 am - 9:00 pm	9:00 am - 11:00 pm	<ul style="list-style-type: none">• HHB 10/F Study Rooms• WK 4/F Self-study Area
	Sat	10:00 am - 5:00 pm		
	Sun	Closed	9:00 am - 7:00 pm	<p>Designated Study Places</p> <ul style="list-style-type: none">• HHB UG/F - 4/F• WK UG/F - 2/F
Public Holidays: Closed				

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

* As the pandemic situation is evolving, the Library opening hours and services are subject to change at short notice.



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)

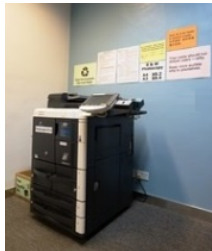
- HHB -10/F & WK - 5/F
- Inter-campus Return
(for Books of HHB & WK Libraries ONLY)
- Not accept:
 - ✗ Books of other libraries



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 - 12 people*
- Equipped with PC and whiteboard

* In view of the pandemic situation, restriction on the number of persons allowed is subject to change.



Group Study Rooms Booking

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 - 9 pm
WK 9 am - 9 pm

Services Catalogue Collections Facilities About Us Students Staff Alumni

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

Jun 2022
S M T W T F S
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

02 Jun Library Workshop: IELTS Preparation (III)
01 Jun Book Essay Writing Competition Results
31 May ProQuest Webinars (June 2022)
16 May ProQuest Webinars (May 2022)
10 May "Explore Your Library" Online Quiz II Results

NEW ADDITIONS

7 HHB 14 WK

- myRecord
- New Additions
- Book Highlights (e-Books / Printed)
- Electronic Resources: Databases A-Z [View](#)
- Featured Collection [View](#)
- Examination Papers Database
- Open Educational Resources (OER) [View](#)

WHAT COLOR IS YOUR PARACHUTE?
2022
RICHARD H. BOLLES

Where Research Begins
Thomas S. Maloney & Christopher Fox

DATA AND SOCIETY
A Conversation

數位行銷

- * 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

- HHB: 9/F
- WK: 4/F, 6/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

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

WiFi is available



Library Website

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

Desktop
Version

The desktop version of the library website features a comprehensive header with the university logo, navigation menu, and search bar. The main content area includes a calendar for 2022, a 'NEW ADDITIONS' section with book covers like 'WHAT COLOR IS YOUR PARACHUTE?' and 'Where Research Begins', and a list of services such as myRecord, New Additions, and Electronic Resources. The footer contains contact information and social media links.

THE HONG KONG POLYTECHNIC UNIVERSITY
COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
CPCE LIBRARIES
專業及持續教育學院圖書館

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

Services Catalogue Collections Facilities About Us Students Staff Alumni

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

2022
S M T W T F S
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

02 Jun Library Workshop: IELTS Preparation (III)
01 Jun Book Essay Writing Competition Results
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NEW ADDITIONS
7 HHB 14 WK

- myRecord
- New Additions
- Book Highlights (e-Books / Printed)
- Electronic Resources: Databases A-Z
- Featured Collection
- Examination Papers Database
- Open Educational Resources (OER)

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 smaller screens, featuring a simplified header with the university logo and search bar. The main content area includes a search bar, a category menu with options like Books, Audio Visual, Journals, and Course Reserves, and a QR code in the bottom right corner.

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
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

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 'SEARCH' and 'Find books, journals, theses, newspapers, DVDs and more'. Below the search bar, there is a calendar for June 2022, a 'NEW ADDITIONS' section featuring books like 'WHAT COLOR IS YOUR PARACHUTE?' and 'Where Research Begins', and a 'Group Study Rooms Available Now' section showing 7 HHB and 14 WK. A list of services and events is also visible, including 'Library Workshop: IELTS Preparation (III)', 'Book Essay Writing Competition Results', and 'ProQuest Webinars'.

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

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

Services Catalogue Collections Facilities About Us Students Staff Alumni

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

< Jun 2022 > 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		

02 Jun Library Workshop: IELTS Preparation (III)

01 Jun Book Essay Writing Competition Results

31 May ProQuest Webinars (June 2022)

16 May ProQuest Webinars (May 2022)

10 May "Explore Your Library" Online Quiz II Results

NEW ADDITIONS

WHAT COLOR IS YOUR PARACHUTE?
2022
RICHARD M. BOLLES
HOW TO WRITE A RESUME THAT GETS YOU THE JOB

Where Research Begins
Thomas D. Mackenzie
A Checkmate Book

DATA AND SOCIETY
A Conversation

數位行銷
THE HONG KONG POLYTECHNIC UNIVERSITY
COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Group Study Rooms Available Now

7 HHB 14 WK

myRecord

New Additions

Book Highlights (e-Books / Printed)

Electronic Resources: Databases A-Z

Featured Collection

Examination Papers Database

Open Educational Resources (OER)

Off-campus Access

Access the Library resources anywhere at anytime

CPCE Single Sign On

User name:

Password:

User Type: Staff Student

[Forget Password](#)

New Student / Staff

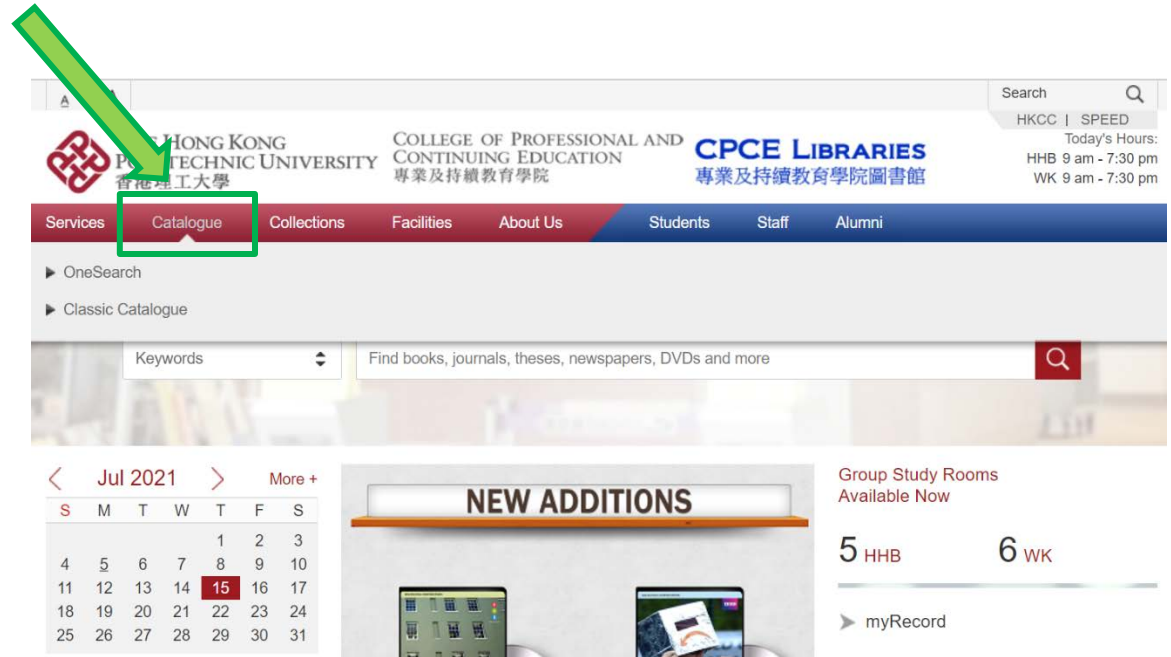
Catalogue

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 the text 'Search' and a magnifying glass icon. Below the search bar, the website's name 'HONG KONG POLYTECHNIC UNIVERSITY' and 'COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION' are displayed, along with the 'CPCE LIBRARIES' logo and Chinese text '專業及持續教育學院圖書館'. A navigation menu is visible, with 'Catalogue' highlighted by a green box and a green arrow pointing to it. Below the navigation menu, there are links for 'OneSearch' and 'Classic Catalogue'. A search bar with the placeholder text 'Keywords' and 'Find books, journals, theses, newspapers, DVDs and more' is present. At the bottom, 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' listed.

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
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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
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
- Place / View / Cancel hold on library materials
- View library fine, if any



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

SEARCH CATALOGUE PREFERRED SEARCHES READING HISTORY SAVED LISTS

Circulation information:		CHAN Tai MAN
Patron information:	Modify your PIN (Alumni & Retired Staff only)	tm.chan@cpce-polyu.edu.hk

LOGOUT
(SSO)

LOGOUT
(Non-SSO)

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 488,000+ items (as at June 2022)



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, 230,000+ e-Books/ e-Textbooks/ e-Reference books/ 100,000+ full-text e-Journals

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

< Jun 2022 > More +

S	M	T	W	T	F	S
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NEW ADDITIONS

Group Study Rooms Available Now

7 HHB 14 WK

- myRecord
- New Additions
- Book Highlights (e-Books / Printed)
- Electronic Resources: Databases A-Z**
- Featured Collection
- Examination Papers Database
- Open Educational Resources (OER)



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

143 Databases found

A

ABI/INFORM Collection

Alternative Name(s) & Keywords: 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
[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.

New / Trial Databases

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

60 Minutes: 1997-2014

On trial until 14 Jul 2022
60 Minutes: 1997-2014 provides to the CBS News archives from this period, including many episodes not widely seen since their original broadcast.

Subject area: Arts, History, Humanities, Politics, Social Sciences
[more...](#)

American Film Scripts Online, Volumes I & II

On trial until 28 Jul 2022
Film Scripts Online contains over 1,100 scripts with detailed, fielded information on the scenes, characters and people related to the scripts.

Subject area: Film, Language & Literature, Performing Arts, Social Sciences
[more...](#)

BBC Horizon Collection

On trial until 28 Jul 2022
BBC Horizon Collection reveals the science behind a broad range of topics, including astronomy, physics, math, the environment, disease and more.



Electronic Dissertations & Theses

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

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

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

Types

- Abstracts & Indexes (6)
- College Archives (2)
- Databases (53)
- E-Books (23)
- E-Journals (8)
- E-Learning (9)
- E-News (10)
- E-Reference (4)
- 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

Chinese and others

129 Databases found

A

ABI/INFORM Collection

Alternative Name(s) & Keywords: ABI/INFORM Complete

W X Y Z

Help Mobile version available

Contact Us

New / Trial Databases

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

Gale Research Complete

On trial until 31 Jul 2022

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

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



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

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

ⓘ Description



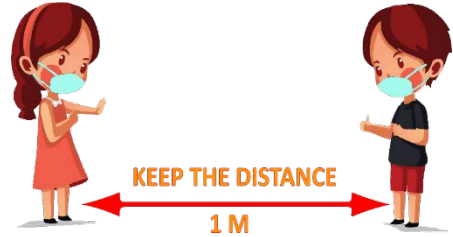
Friendly Reminder

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



Databases A-Z



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 (inside PolyU Library) only
- No interlibrary loan (ILL)
- No interlibrary return between CPCE and PolyU
- Separate library system (CPCE, PolyU)



Thank You!