香港教育大學
The Education University of Hong Kong

香港教育大學圖書館
EdUHK *Library*

2023/24

NEW STAFF ORIENTATION

Outline

香港教育大學圖書館
EdUHK Library

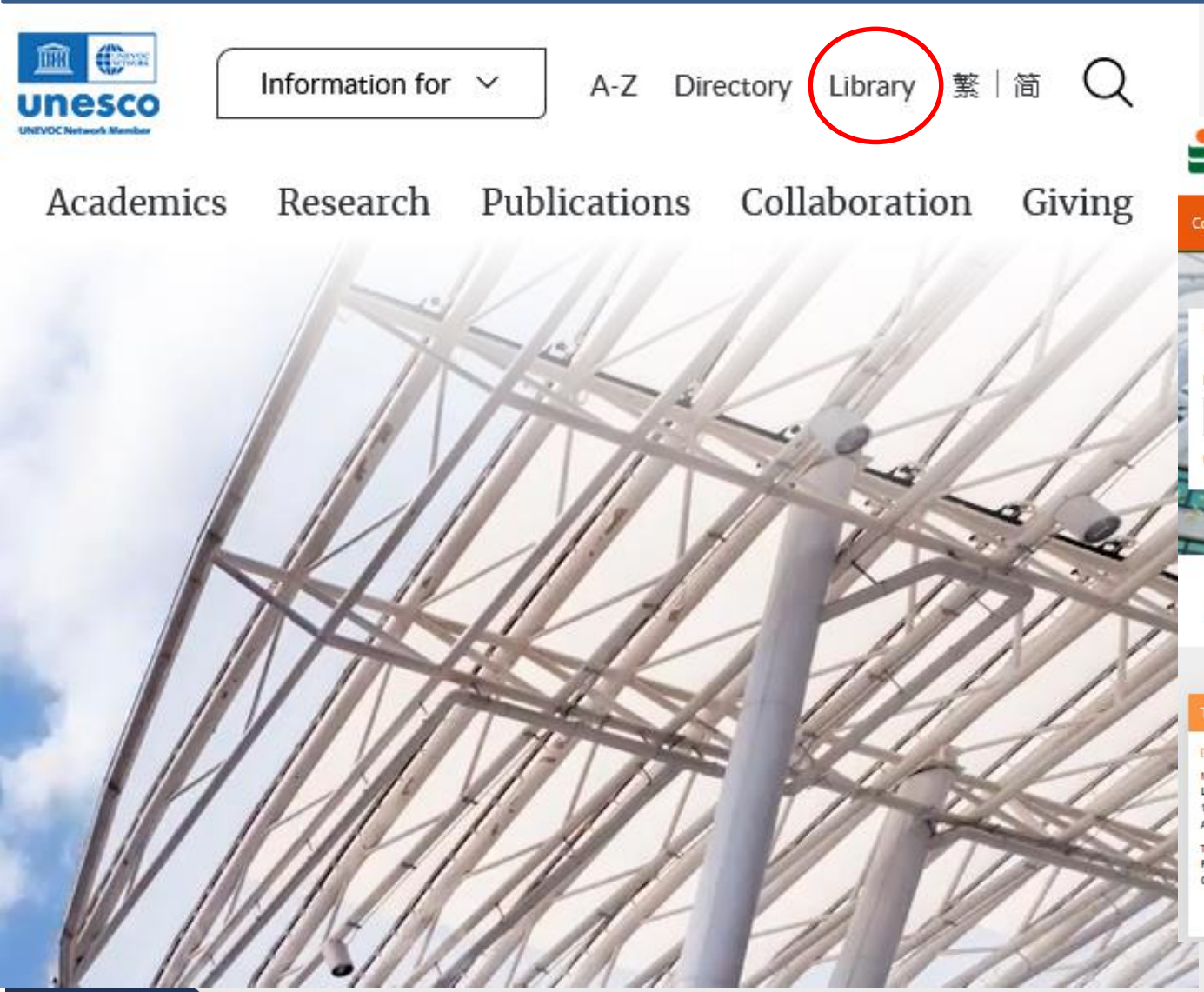
- The Basics
- Tips and Services Highlights
  - Borrowing
  - Using other local university library resources
  - Your purchase recommendation
  - Teaching support from Library
  - Research support from Library
- Other Facilities and Services

THE BASICS

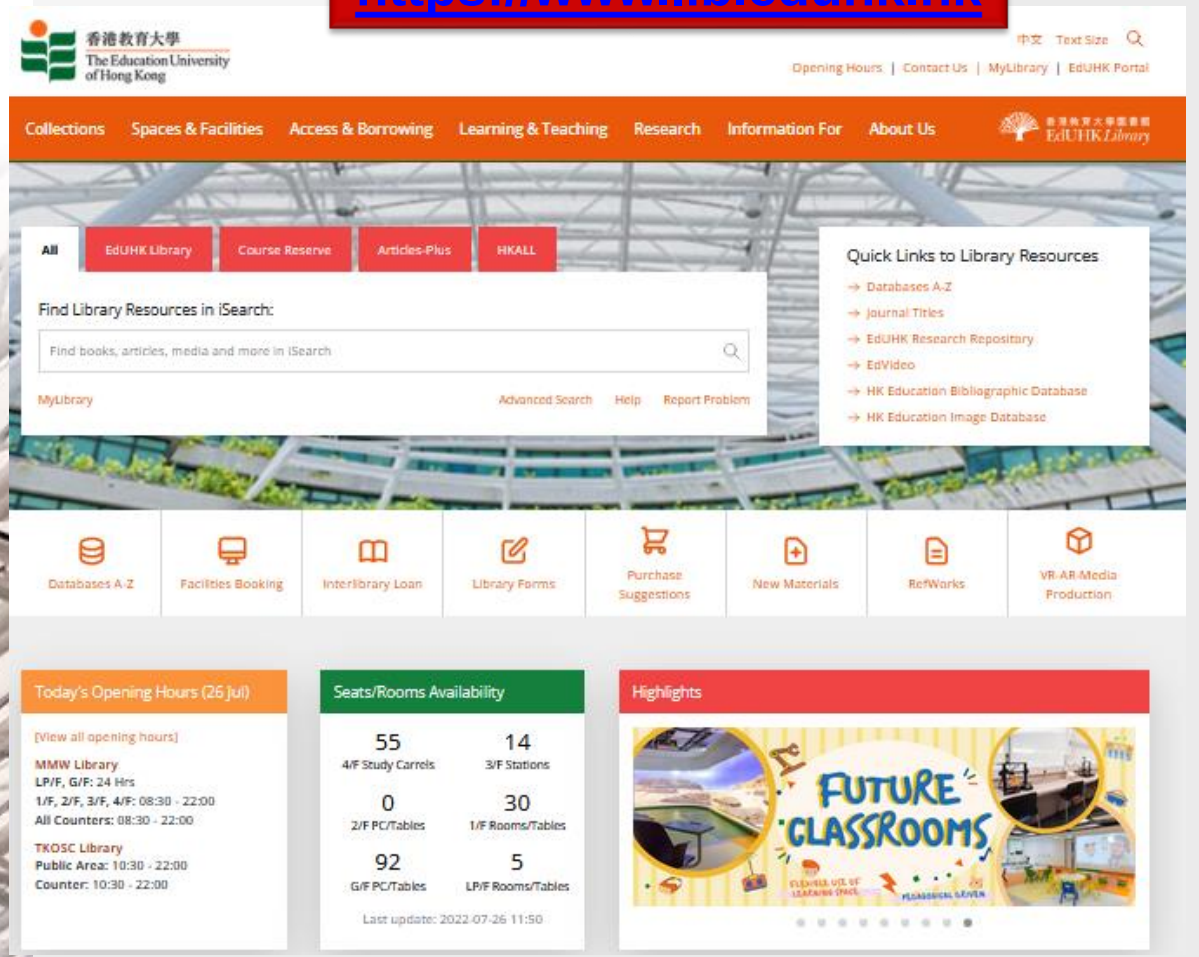
EdUHK Library Website

Click "Library" from EdUHK Home Page

香港教育大學圖書館
EdUHK Library



Library Home Page
https://www.lib.eduhk.hk



Library Website
https://www.lib.eduhk.hk

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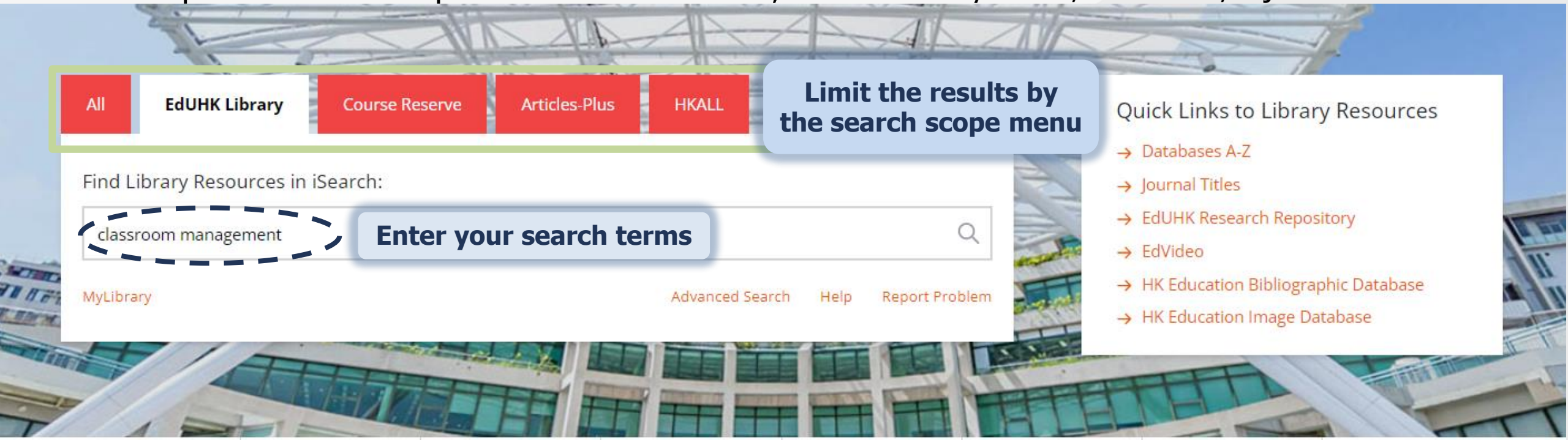
iSearch

One-stop search for multiple information sources, such as Library books, databases, e-journals and more.

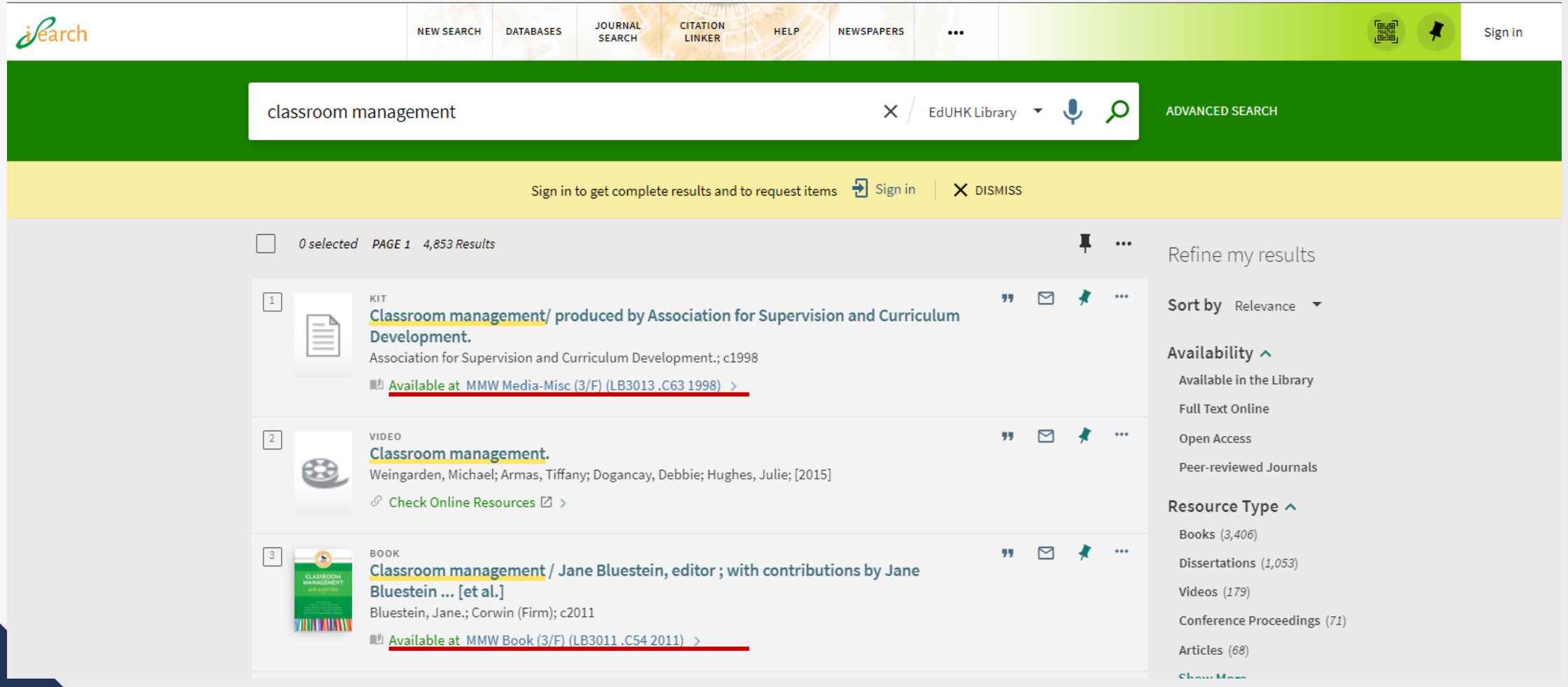


Databases A-Z | Facilities Booking | Interlibrary Loan | Library Forms | Purchase Suggestions | New Materials | RefWorks | VR-AR-Media Production

iSearch

https://www.lib.eduhk.hk/isearch

Example: Finding the call number & location of a book



iSearch

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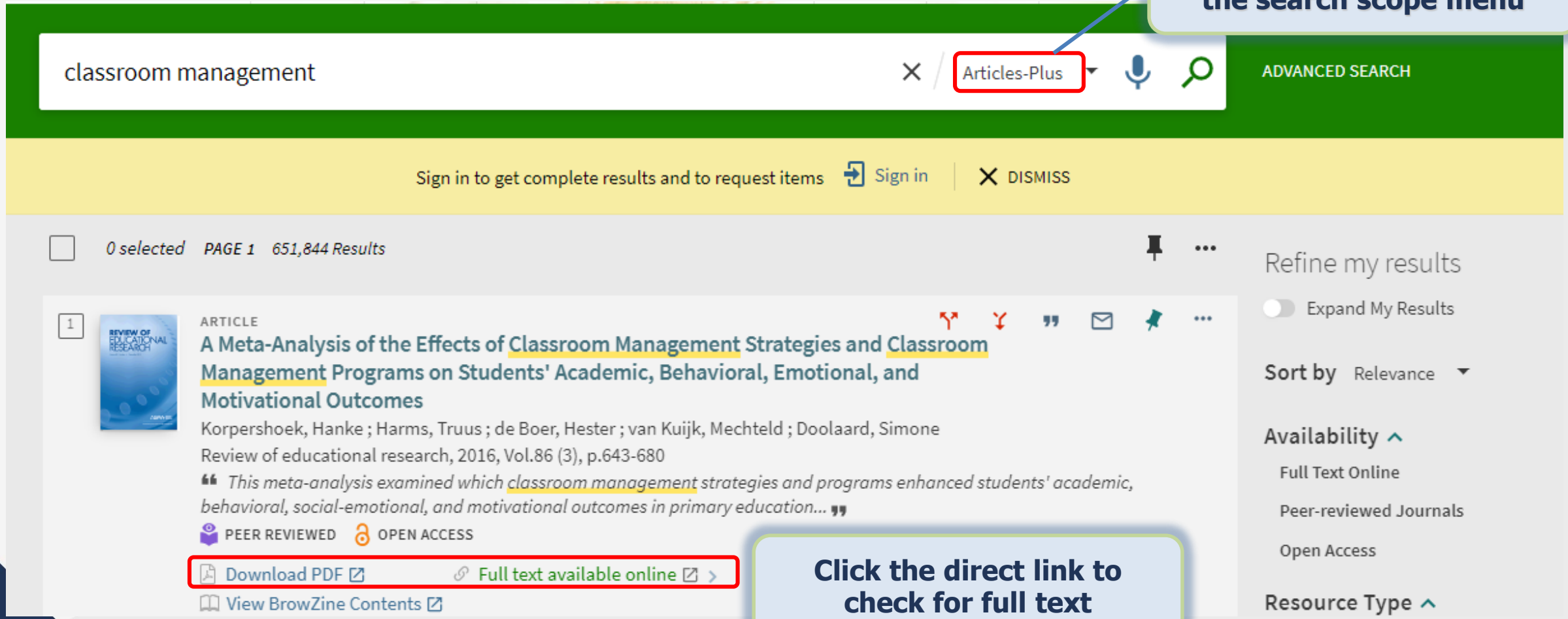
Example: Finding journal articles

Select "Articles-Plus" from the search scope menu



Click the direct link to check for full text

Our Locations

香港教育大學圖書館
EdUHK Library

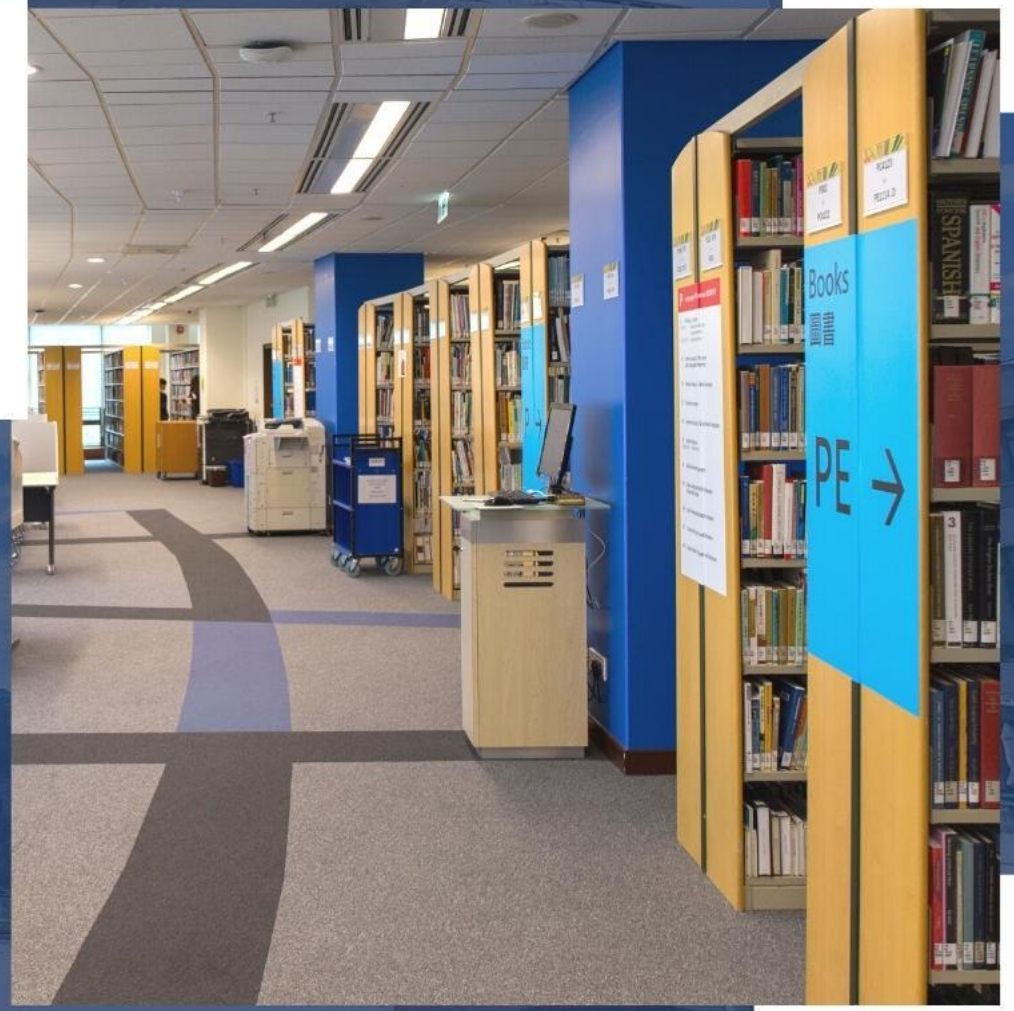
Mong Man Wai Library
(Block C, Tai Po Campus)

Different Opening Hours
https://www.lib.eduhk.hk/opening-hours/mmw-library

Tseung Kwan O Study Centre Library
(1 King Yin Lane, Tseung Kwan O)

香港教育大學圖書館
EdUHK Library

TIPS AND HIGHLIGHTS USING LIBRARY – BORROWING MATTERS



Loan Quota and Loan Period

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Academic Staff

		Member Category A	B	C	D
		- Council Members - Academic Staff & Administrative Staff of Equivalent Status - Departmental Library Card Holders - Students (Postgraduate Degrees) - Honorary Members	- Staff Other Than Academic Staff & Administrative Staff of Equivalent Status - Students - Retired or Departed Long-serving Academic Staff & Administrative Staff of Equivalent Status	- Spouses of Regular Staff - Child Dependants of Regular Staff - Alumni - Students of EdUHK Self-funded Non-credit Bearing Programmes - Retired or Departed Long-serving Staff Other Than Academic Staff & Administrative Staff of Equivalent Status	- JULAC Borrower Card Holders - All Other External Members with Borrowing Privileges
Loan Quota		80 items	50 items	15 items	10 items
Hold Request Quota		20 items	20 items	5 items	N/A
Loan Period [1, 2, 3]					
Type 1	- Circulation books	90 days	30 days	30 days	30 days
Type 2	- EIH Collection - Teaching Resources - Children Books - Taiwanese Children's Literature Special Collection	14 days	14 days	14 days	14 days
Type 3	- Media - School textbooks	14 days	14 days	14 days	N/A
Type 4	- Reserve Books - Reserve Media	7 days	7 days	N/A	N/A
Type 5	- Bound Serials	3 days	N/A	N/A	N/A
Type 6	- Serials Current Issues	1 day	N/A	N/A	N/A
Type 7	- Closed Reserve Books	3 hours[4]	3 hours[4]	N/A	N/A

Staff Dependant Card

- Apply for Staff Dependant Card at **HRO**
- Library privileges granted automatically
- Staff responsible for any overdue, damage or loss of items
- Child dependants below age of 12 must be accompanied by their parents when staying inside the Library

Notes:

1. *The initial loan periods of 14-day, 30-day and 90-day loan items will be reduced to 7 days, 15 days and 30 days respectively if the items have been held by other users when the items are being checked out.*
2. *Borrowers must return their loan items before the expiry of their library membership.*
3. *Please refer to the Library Website for details of materials included under each type of loan items.*
4. *Three-hour loan items are for in-library use only. Some 3-hour loan items are restricted to specific types of library users. Please contact library counters for details.*

Holds and Recalls

- All loaned items with a loan period of **14 days or more** are subject to hold requests (original loan period will not be **shortened**) placed on them by another user.
- All loaned items with a loan period of **30 days or more** are also subject to recall (original loan period will be shortened) if requested by another user.
- Items with holds pending cannot be renewed, and borrowers are required to return these items by the due dates.
- Recalled items must be returned on or before the revised due date.
- Late return of recalled or held items will be treated as overdue and liable to a fine.

Renew

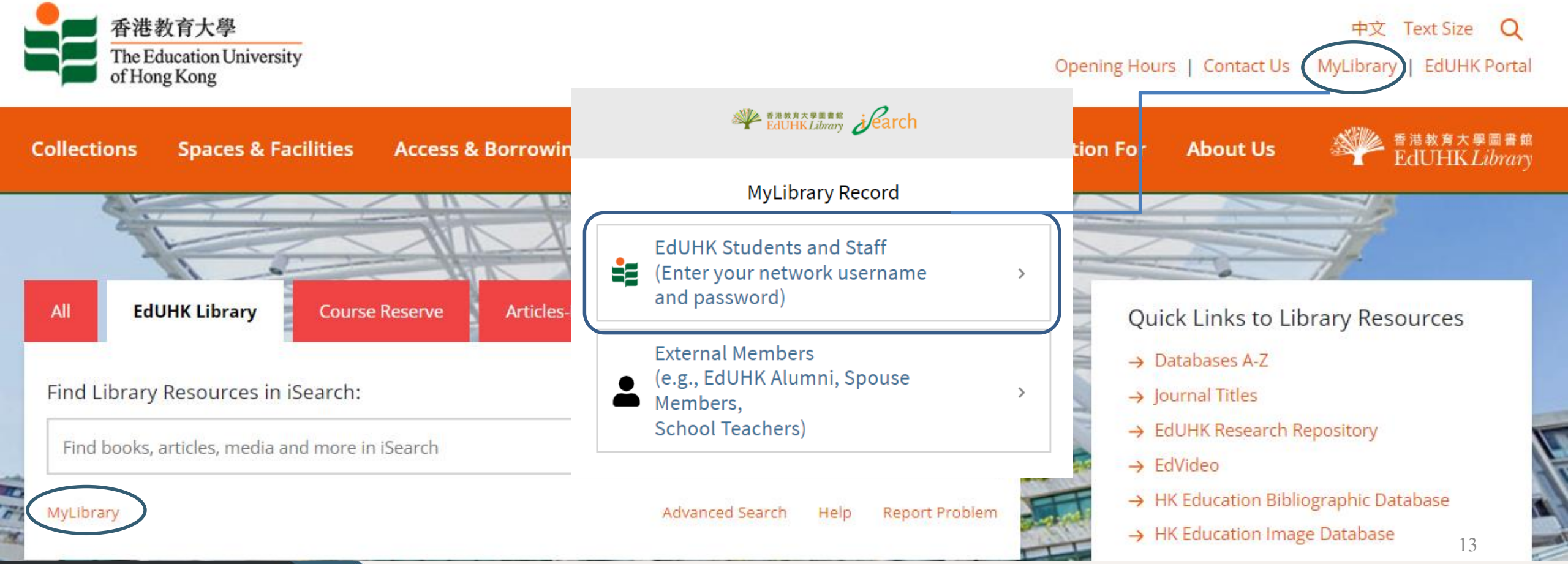
- All loans with a loan period of 14 days or more may be renewed up to the maximum loan period specified below unless a hold or a recall has been placed.

Initial Loan Period	Maximum Loan Period after Renewals
14 days	56 days
30 days	Unlimited
90 days	Unlimited

- Borrowers can renew their loans in person or online via the Library System anytime before the due date.
- The new due date is calculated from the date of renewal.
- Overdue items are not renewable.

MyLibrary Record

Sign in to MyLibrary Record to view your loan record, renew your loan items, check your loan history, view request status, save searches and search results, etc.



MMW←→TKO Inter-campus Delivery

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EdUHK Library

- Students and staff can request loanable materials housed in Tai Po MMW Library to be sent to the Tseung Kwan O Study Centre Library for borrowing, or vice versa.

- Only circulating/loanable materials can be requested for inter-campus delivery.
  i.e. The material status must be available for loan

- Items cannot be requested for delivery within the same library unless the items are currently on loan.

How to Request Items (Inter-campus Delivery)

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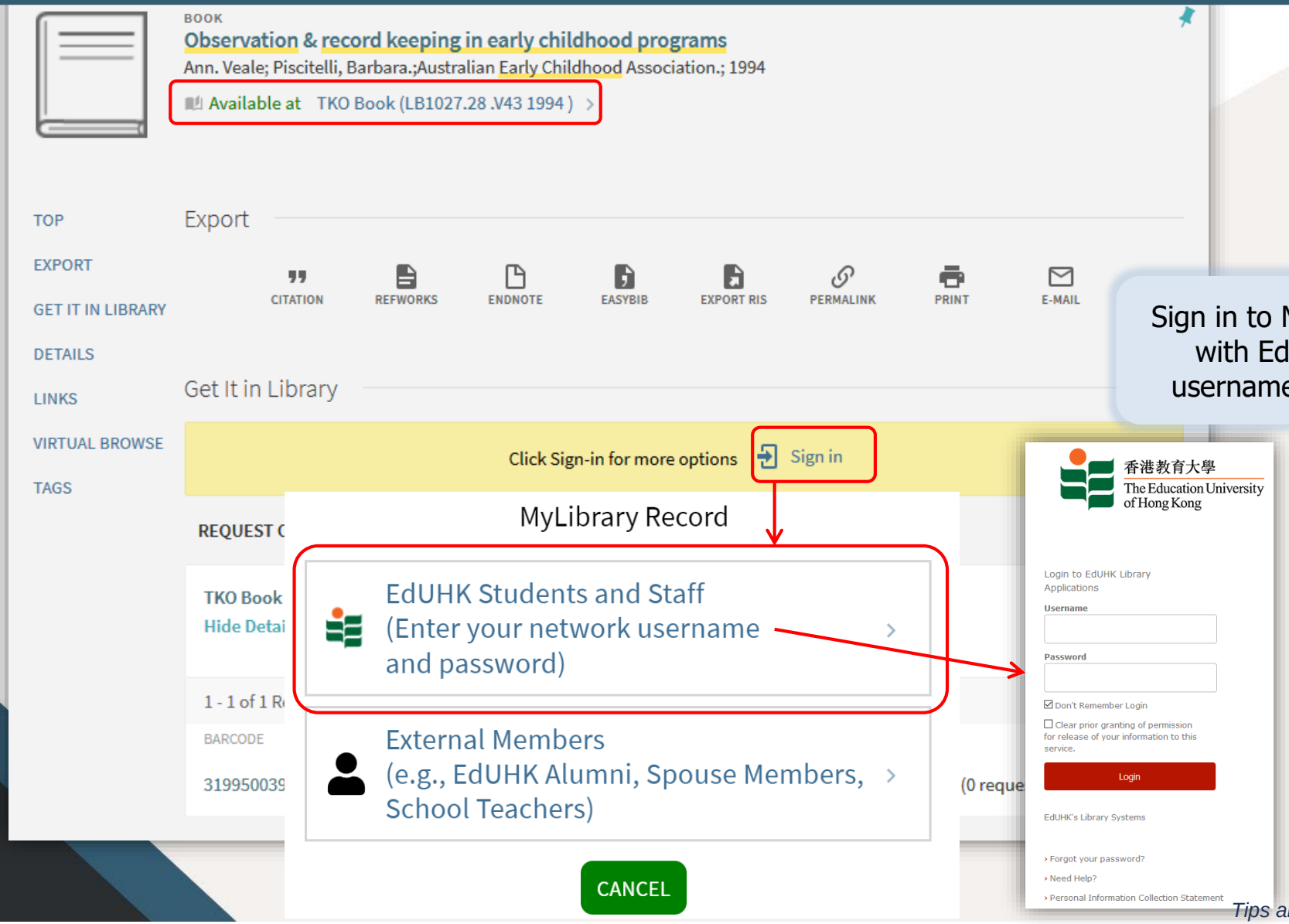
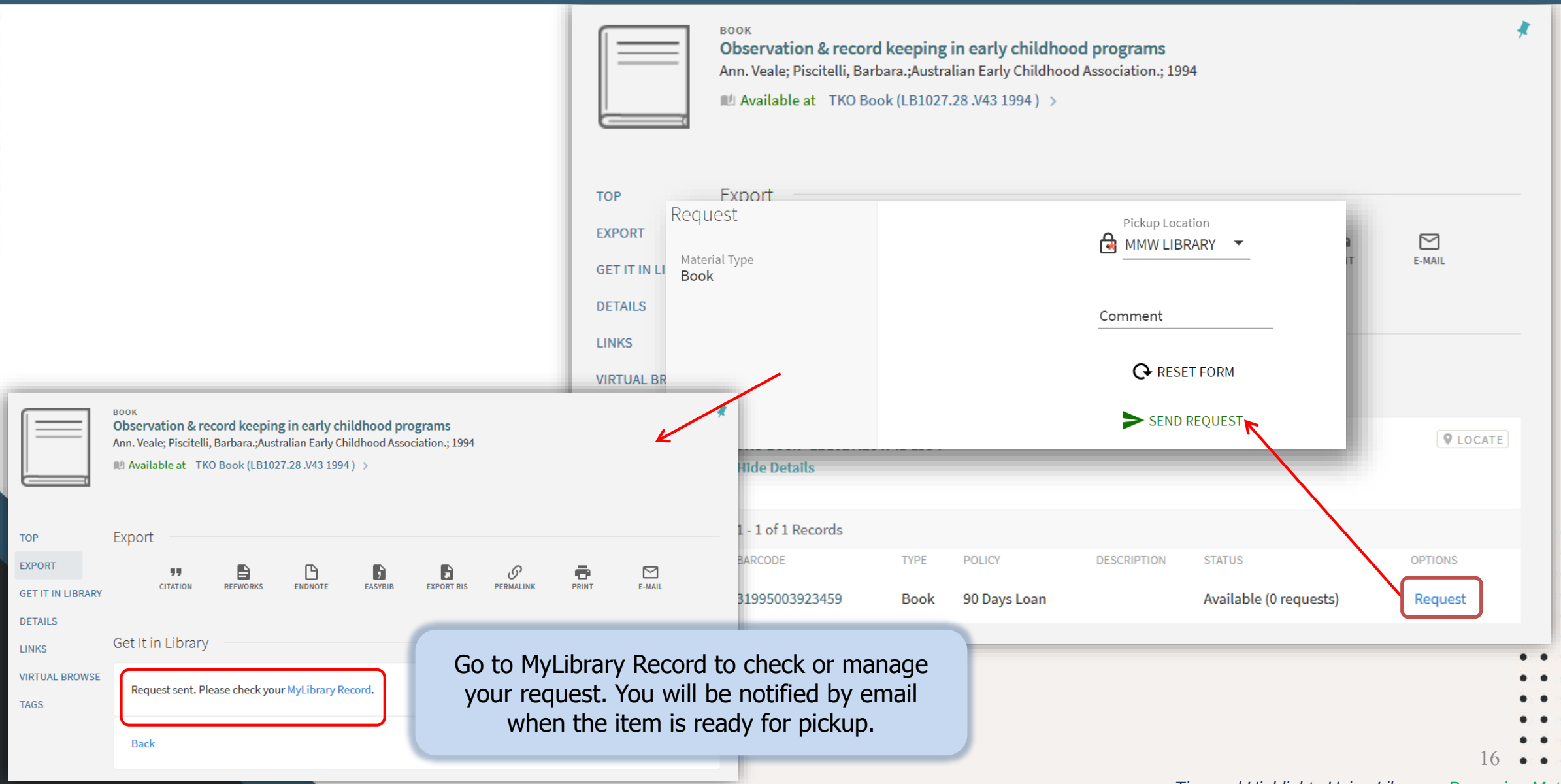


Sign in to MyLibrary Record with EdUHK network username and password

How to Request Items



Go to MyLibrary Record to check or manage your request. You will be notified by email when the item is ready for pickup.

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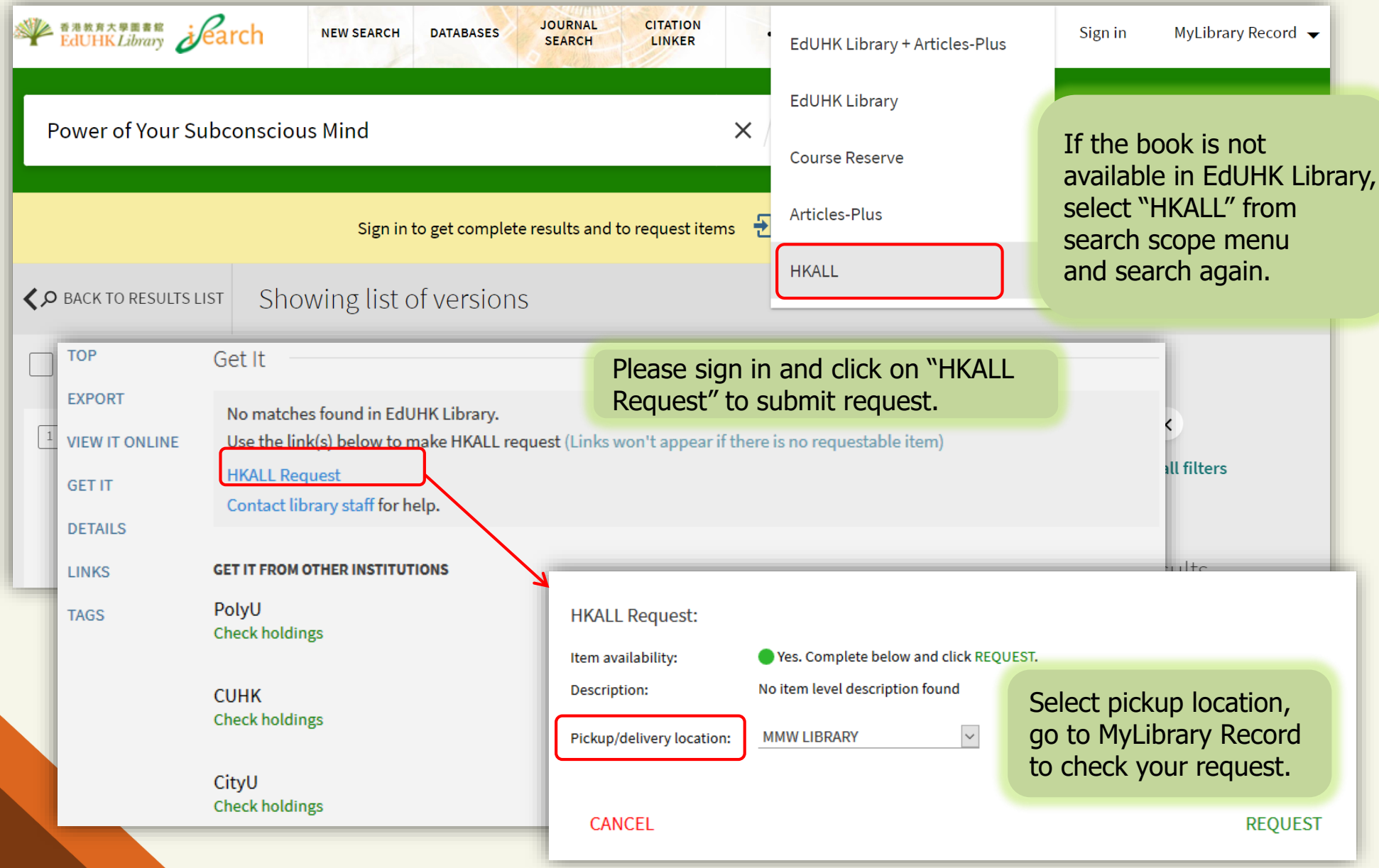
TIPS AND HIGHLIGHTS USING LIBRARY – USING OTHER LIBRARIES

Requesting Items Not Available at EdUHK

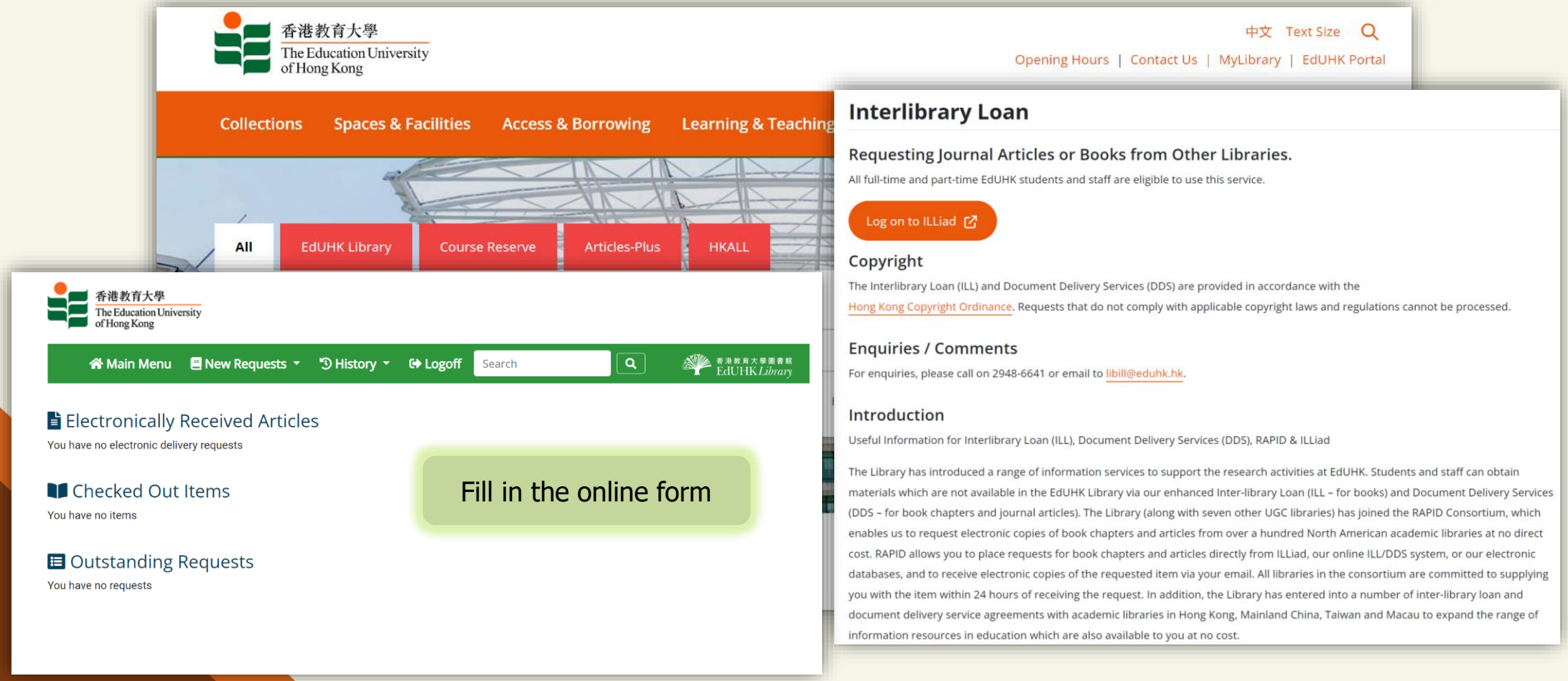
- Hong Kong Academic Library Link **(HKALL)**
  - Request for books from 7 other local university libraries
  - Fast turnaround (normally within 3 working days)
  - For academic staff, you have 30 HKALL book loan quota and 30 days of initial loan period (Max. loan period: 90 days, subject to recall)
- Interlibrary Loan (**ILLiad**)
  - Request a book, or a copy of journal article or book chapter
  - Sourced from other local or overseas libraries with service agreements

Request for HKALL



Interlibrary Loan

- If a journal article required is not found in the Library, use the interlibrary loan service to get an electronic copy.



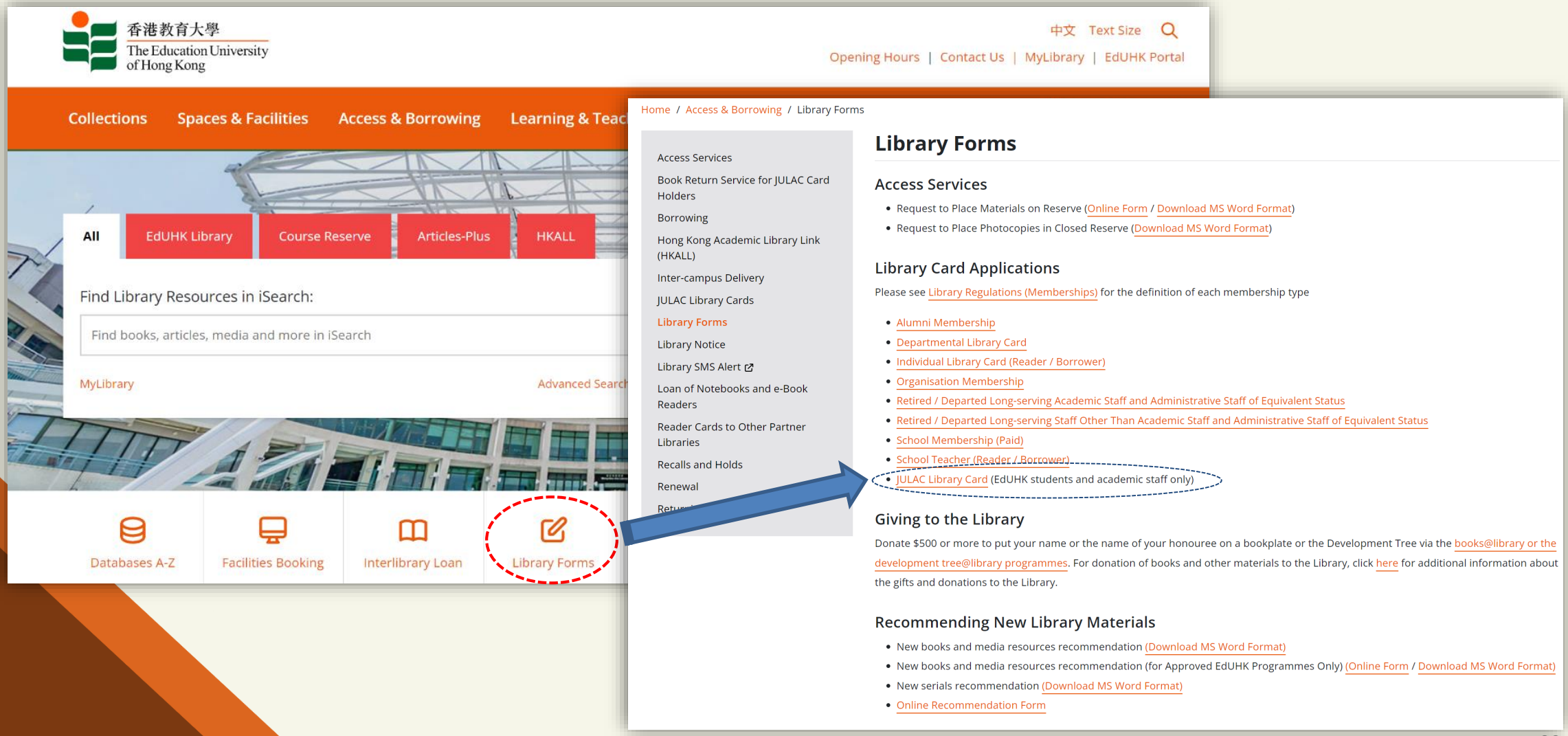
In-Person Access to Other Libraries

- **JULAC Card**
  - Access and borrow materials from other 7 UGC libraries
  - Return of (non-overdue) books borrowed with JULAC Card

- **Institutional Reader Card**
  - Access to partner libraries:

    HKSKH Ming Hua Theological College, HKAPA, HKSYU, HK Sports Institute, HKMU, Tung Wah College, University of Macau and VTC
  - Borrow the card from the Circulation Counter

Apply JULAC Card Online



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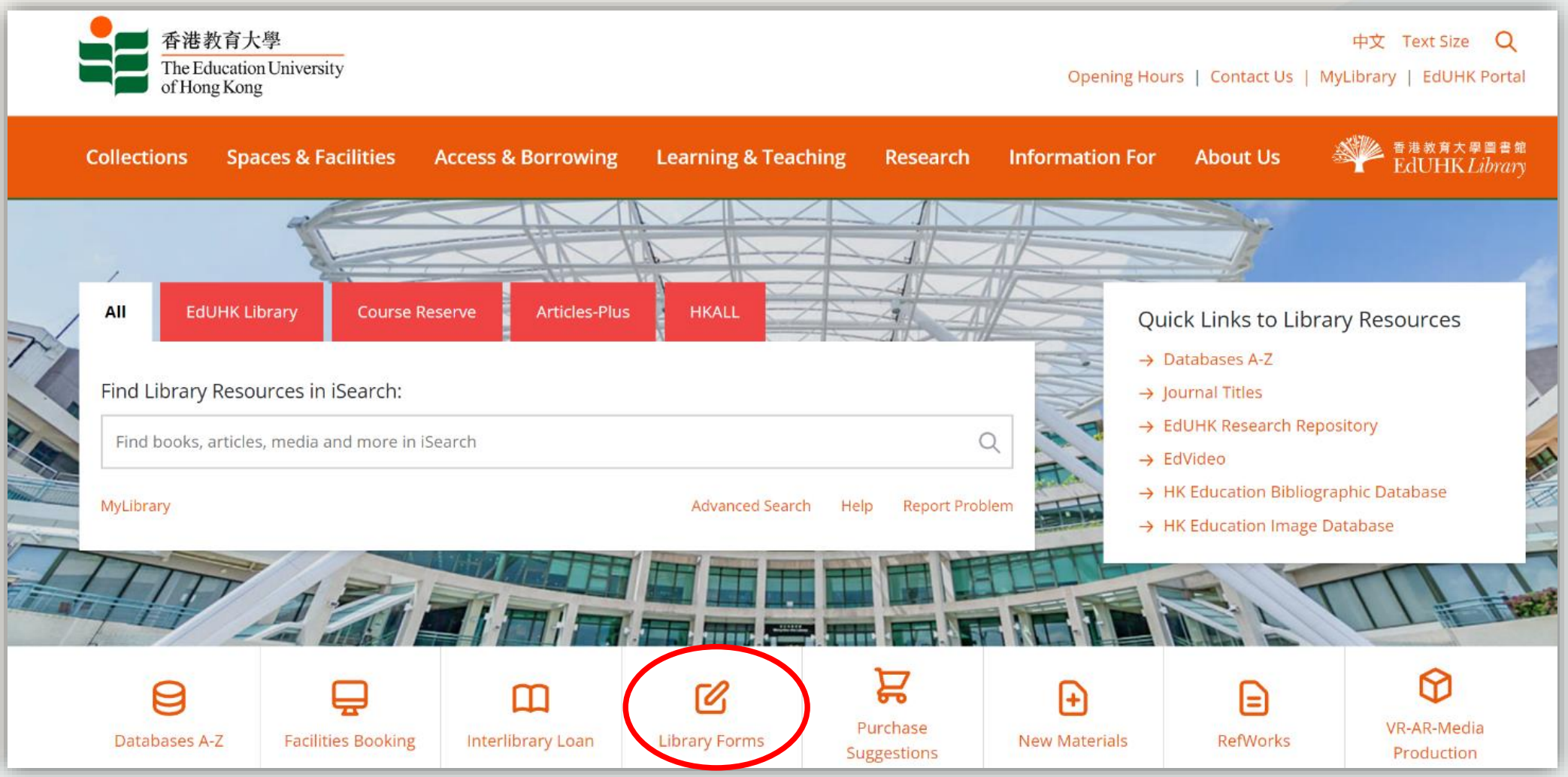
TIPS AND HIGHLIGHTS USING LIBRARY – YOUR RECOMMENDATIONS

Recommendations



Recommendations

Home / Access & Borrowing / Library Forms

- Access Services
- Book Return Service for JULAC Card Holders
- Borrowing
- Hong Kong Academic Library Link (HKALL)
- Inter-campus Delivery
- JULAC Library Cards
- Library Forms
- Library Notice
- Library SMS Alert
- Loan of Notebooks and e-Book Readers
- Reader Cards to Other Partner Libraries
- Recalls and Holds
- Renewal
- Returning

Library Forms

Access Services

- Request to Place Materials on Reserve (Online Form / Download MS Word Format)
- Request to Place Photocopies in Closed Reserve (Download MS Word Format)

Library Card Applications

Please see Library Regulations (Memberships) for the definition of each membership type

- Alumni Membership
- Departmental Library Card
- Individual Library Card (Reader / Borrower)
- Organisation Membership
- Retired / Departed Long-serving Academic Staff and Administrative Staff of Equivalent Status
- Retired / Departed Long-serving Staff Other Than Academic Staff and Administrative Staff of Equivalent Status
- School Membership (Paid)
- School Teacher (Reader / Borrower)
- JULAC Library Card (EdUHK students and academic staff only)

Giving to the Library

Donate $500 or more to put your name or the name of your honouree on a bookplate or the Development Tree via the books@library or the development tree@library programmes. For donation of books and other materials to the Library, click here for additional information about the gifts and donations to the Library.

Recommending New Library Materials

- New books and media resources recommendation (Download MS Word Format)
- New books and media resources recommendation (for Approved EdUHK Programmes Only) (Online Form / Download MS Word Format)
- New serials recommendation (Download MS Word Format)
- Online Recommendation Form

Recommendations

- Academic Staff are welcome to recommend library materials
  - Books, media resources and serials

- For the textbook/reading list of EdUHK programmes, please use the specific form: New books and media resources recommendation (for Approved EdUHK Programmes Only)
  - Library homepage > Library Forms > Recommending New Library Materials
  - Specify the projected class size, location where the materials should be placed, e.g. Reserve Collection, TKOSC Library, etc.

- Use the Online Recommendation Form for general recommendation
  - Library homepage > Library Forms > Recommending New Library Materials https://app.lib.eduhk.hk/recomform/

- Contact Departmental Librarian for details
  https://www.lib.eduhk.hk/contact/departmental-librarians

E-Priority Policy

Collection Development Policy

- General Collection Development Policy
- Gift Policy

General Collection Development Policy

The Collection Development Policy of the Education University of Hong Kong Library is formulated to establish management guidelines for the continuing development of the library resource collection, including selection, maintenance and evaluationof the library resource collection, including selection, maintenance and evaluation.

Objectives
The Library aims to develop a leading university library collection in education and complementary disciplines within the Asia-Pacific Region. The library collection is set up to meet the learning, teaching and research needs of the University in all related disciplines. The library collection contributes to the advancement of the University's vision and mission and supports the realization of the University's goals and strategies.

Scope
An extensive and dynamic collection of resources is collected reflecting the diversity of education and complementary disciplines, and without prejudice or limitation to language and contents. The Library provides support for degree and non-degree programmes at undergraduate and postgraduate levels to prepare teachers and other educators for the teaching profession. Emphasis is given in collecting materials which support the University's strategic goals. The Library collects materials to provide support for research, lifelong learning and professional development as well as materials that will provide enrichment and will contribute to the spiritual, moral, and cultural needs of students and staff.

Formats
Resources are collected in a wide range of formats including electronic materials to best meet the needs of students and staff. **E-Priority Policy**: To achieve better accessibility of resources, and to support e-learning of the University, electronic formats of resources are preferred. If purchase of the materials in print format is required, the Library will consider the request on a case by case basis.

Languages
Primarily Chinese and English materials are collected. Materials in other languages are collected as appropriate.

E-Priority Policy:

To achieve better accessibility and availability of resources, and to support e-learning of the University, electronic formats of resources are preferred. If purchase of the materials in print is required, the Library will consider the request on a case by case basis.

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TIPS AND HIGHLIGHTS USING LIBRARY – TEACHING – RELATED SUPPORT

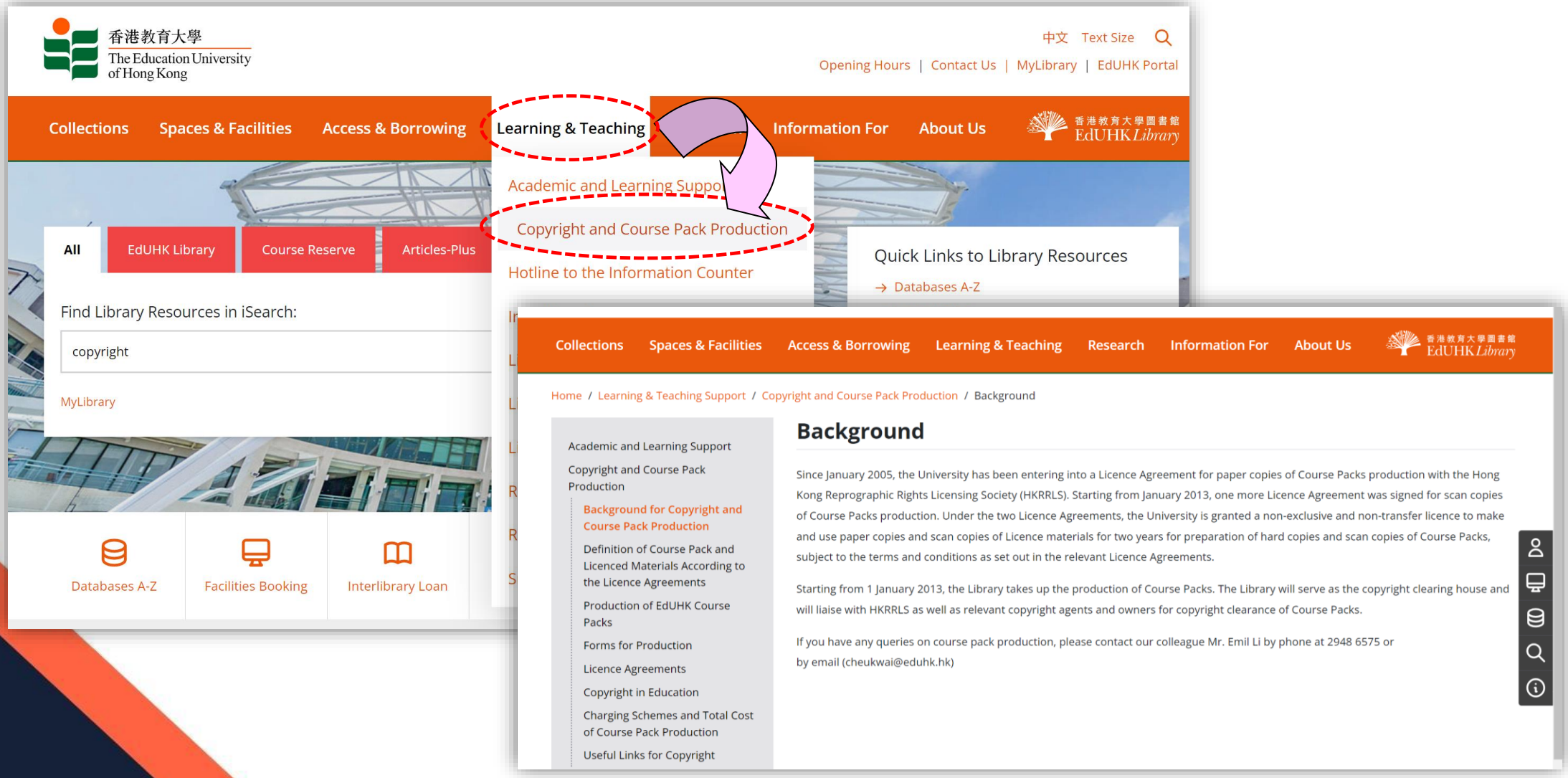
Place Materials in Reserve

- Academic Staff can request to place library materials or personal copies of books in the Reserve Collection or the Closed Reserve
  - Library homepage > Library Forms > Access Services

- Choice of Reserve location (Quiet Zone on G/F of **MMW Library or TKOSC Library**) and loan period (**7-day loan or in-library use only**)

- Media items can also be put on reserve (7-day loan or in-library use only)

Course Pack Production



In-Class Library Skills Workshops for Your Students

- We can tailor-make library workshops for your students
  - For a special topic
  - For a particular database
  - On citation style / use of RefWorks
- Evening / weekend hours teaching at TKO Study Centre can also be arranged
- For detail, please visit Request a Workshop webpage

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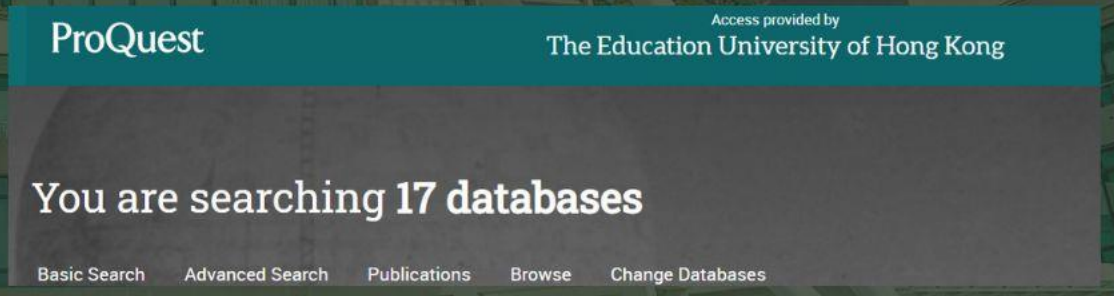
TIPS AND HIGHLIGHTS USING LIBRARY – RESEARCH SUPPORT



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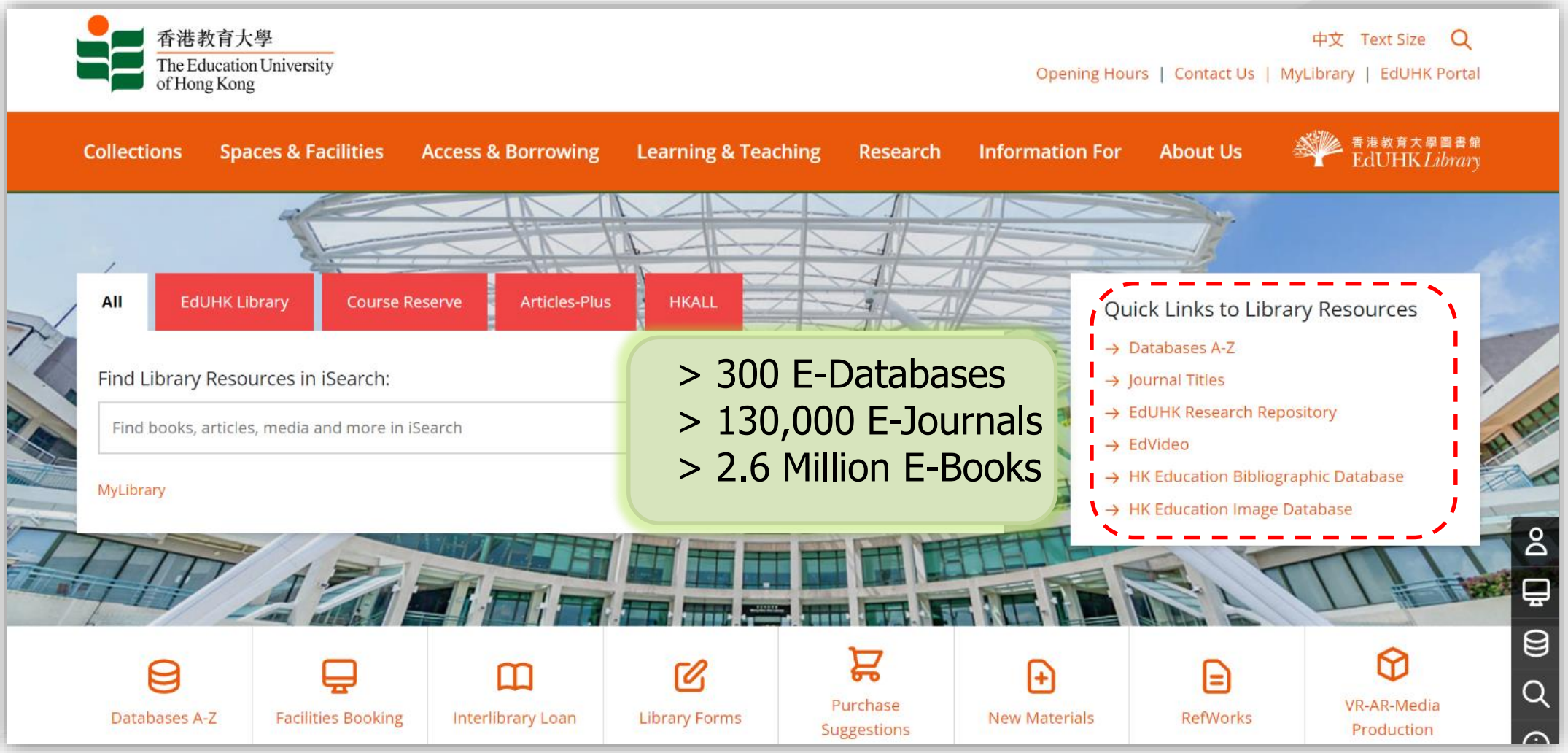
Electronic Resources

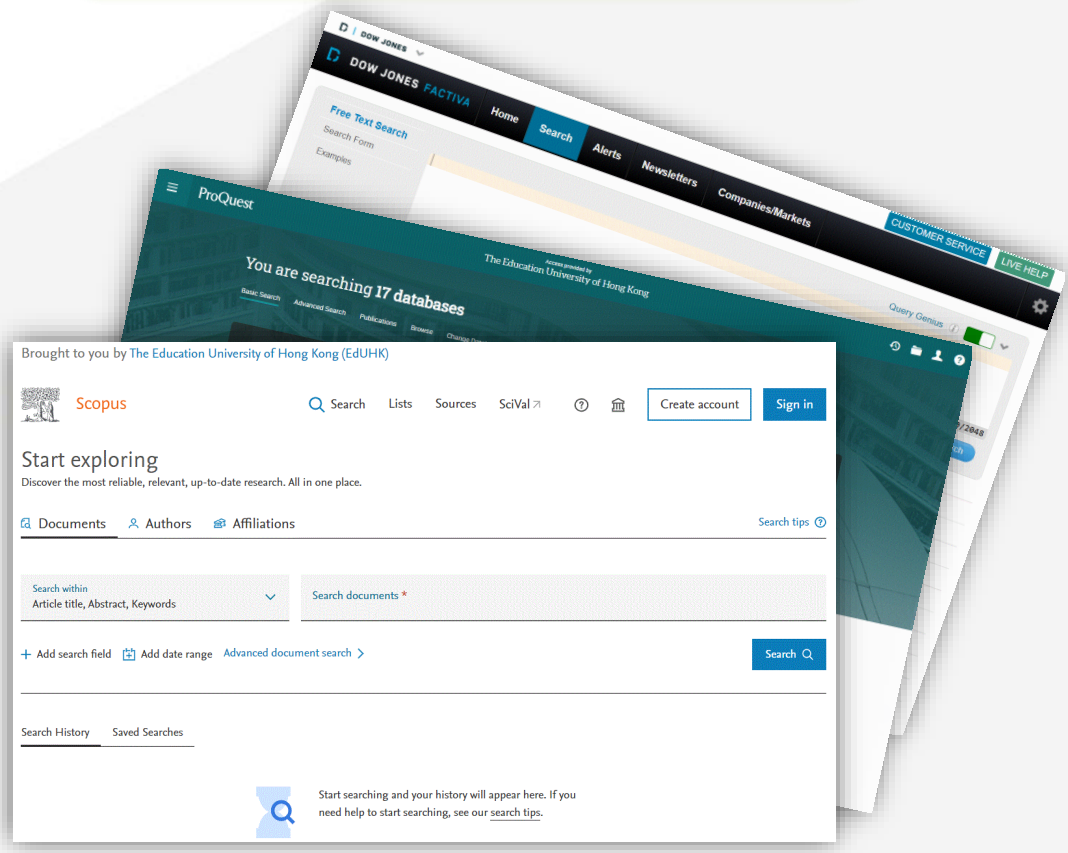


E-Databases

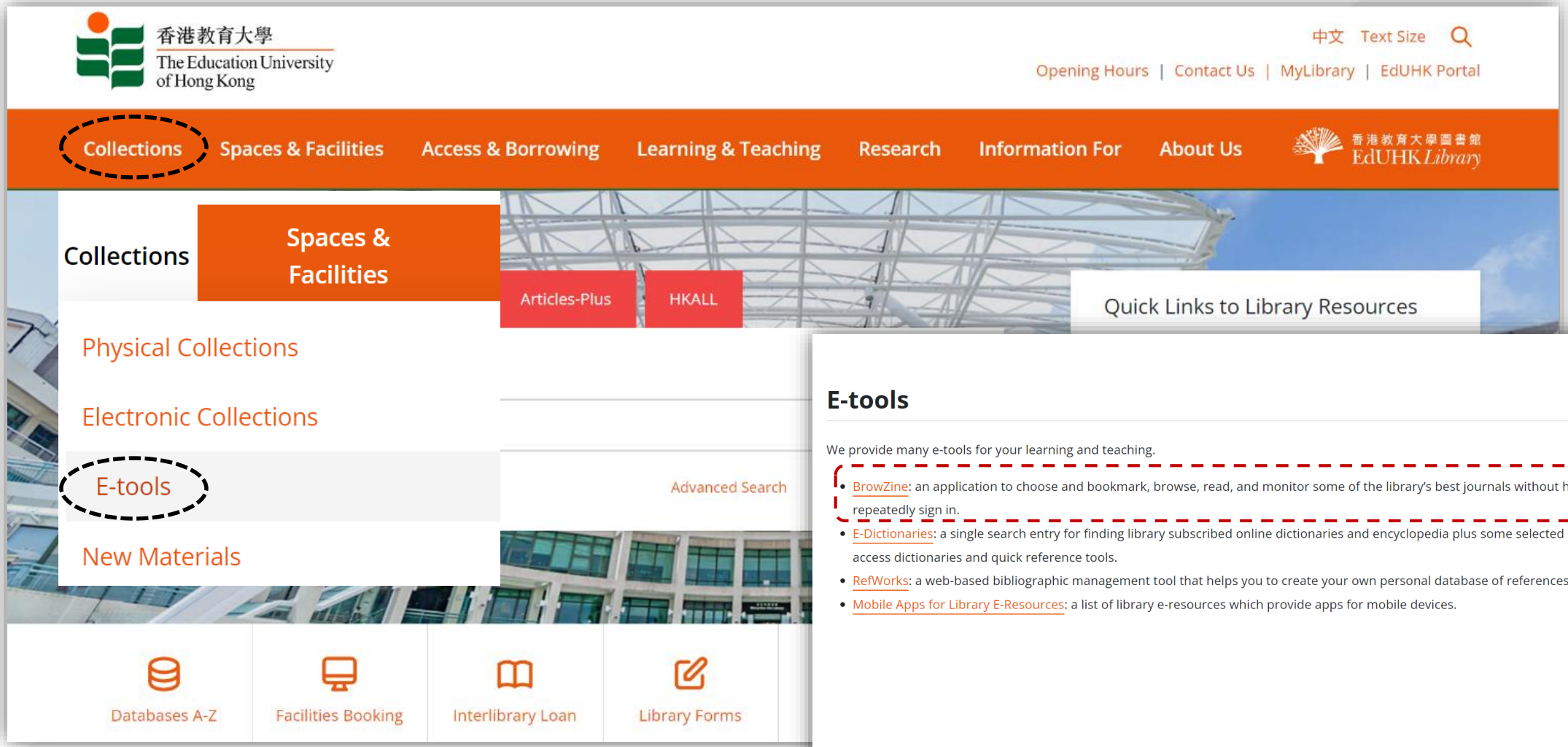
The Library has more than 300 e-databases of different subject areas:

- Academic Search Ultimate
- ERIC
- Factiva
- ProQuest Databases
- Scopus
- Social Sciences Citation Index
- ACI 學術引用文獻資料庫
- CEPS 中文電子期刊服務
- CNKI 中國知網
- 中國學位論文全文數據庫
- 漢籍電子文獻資料庫
- … and more

Join our workshops to discover how the databases can help your research



BrowZine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中文 Text Size
Opening Hours | Contact Us | MyLibrary | EdUHK Portal
Collections
Spaces & Facilities
Access & Borrowing
Learning & Teaching
Research
Information For
About Us
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Collections
Spaces & Facilities
Physical Collections
Electronic Collections
E-tools
New Materials
Articles-Plus
HKALL
Advanced Search
Quick Links to Library Resources
Databases A-Z
Facilities Booking
Interlibrary Loan
Library Forms
E-tools
We provide many e-tools for your learning and teaching.
BrowZine: an application to choose and bookmark, browse, read, and monitor some of the library's best journals without having to repeatedly sign in.
E-Dictionaries: a single search entry for finding library subscribed online dictionaries and encyclopedia plus some selected useful free access dictionaries and quick reference tools.
RefWorks: a web-based bibliographic management tool that helps you to create your own personal database of references.
Mobile Apps for Library E-Resources: a list of library e-resources which provide apps for mobile devices.

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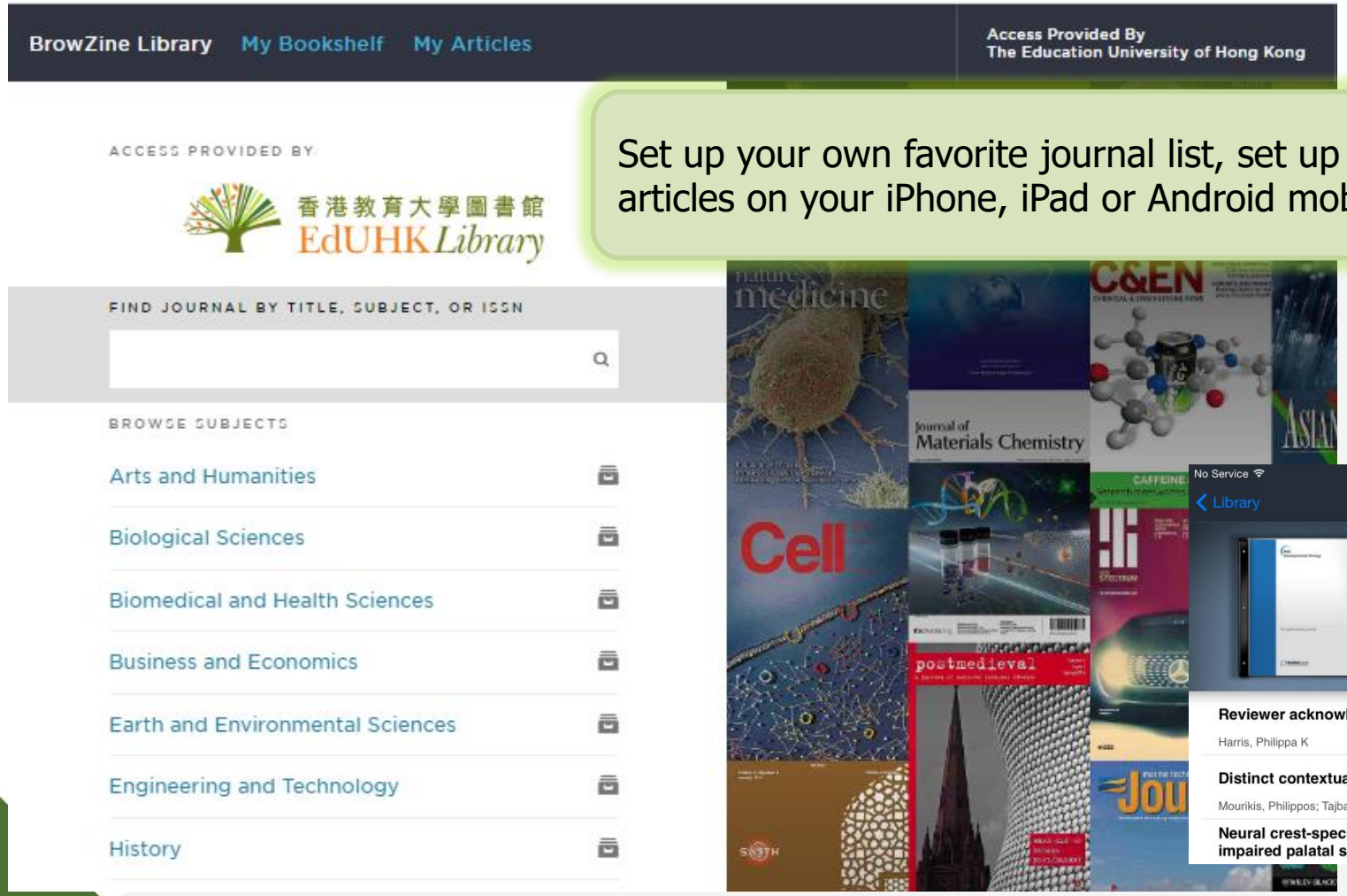
BrowZine

https://www.lib.eduhk.hk/e-tools/browzine



Set up your own favorite journal list, set up alerts, save journal articles on your iPhone, iPad or Android mobile devices

EdUHK Research Repository

https://repository.eduhk.hk/

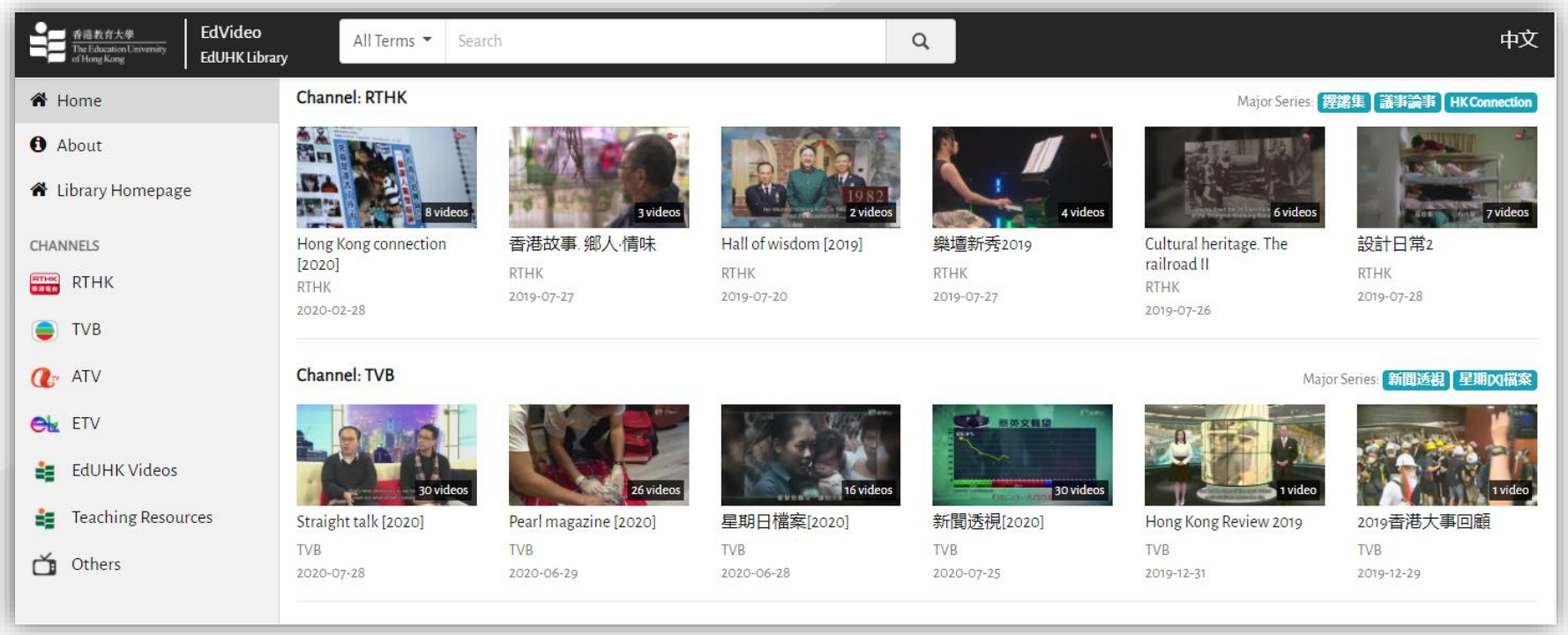
- Digital collection of research output of the University
- Demonstrates the range & level of staff research achievement
- Provides access to electronic copy when available
- Staff are encouraged to deposit pre-published version of articles

Increase the visibility of your research output while the Library handles the copyright clearance

EdVideo (Local TV Programmes)

https://edvideo.lib.eduhk.hk/

- Video-on-demand service
- Education related issues and current affairs programmes from ETV, RTHK, TVB and former ATV
- Users can access remotely outside the campus via broadband network



Library Research Services

- Provide comprehensive range of services to support your research needs throughout the project
  - Research Consultation and Online Literature Search
  - Publisher Details and Contribution Guidelines
  - Bibliographic Management Tools: RefWorks
  - Current Awareness Tools
    - Customized Journal New Content Alert Email
    - Customized Article Citation Alert Email
    - Article Alert on Selected Topics

Article Alert

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https://www.lib.eduhk.hk/research-support/article-alert

- Current Awareness on Hot Research Topics

Article Alert

Alerts keep you up-to-date with new articles on the topics that you are interested. By subscribing to the Alert Service, staff and students will receive notifications regularly of newly published journal articles on specific topics. The alert notifications will be generated automatically by major e-databases subscribed by the Library.

Library users can simply click (RSS) to subscribe the feed, or if you want to receive the alert by email monthly, please click here to subscribe to the article alert by email.

How to subscribe article alert via RSS?

You can choose and download a RSS Reader. But the easiest way to begin is to subscribe a RSS feed using your Internet browser like the Internet Explorer, Firefox and Google Chrome.

- RSS subscription in Internet Explorer
- RSS subscription in FireFox
- RSS subscription in Google Chrome

You can view the content or subscribe to any specific topics by clicking the RSS icon to any specific topics, you are also welcome to suggest new topics to us.

Subscribe Article Alert via RSS

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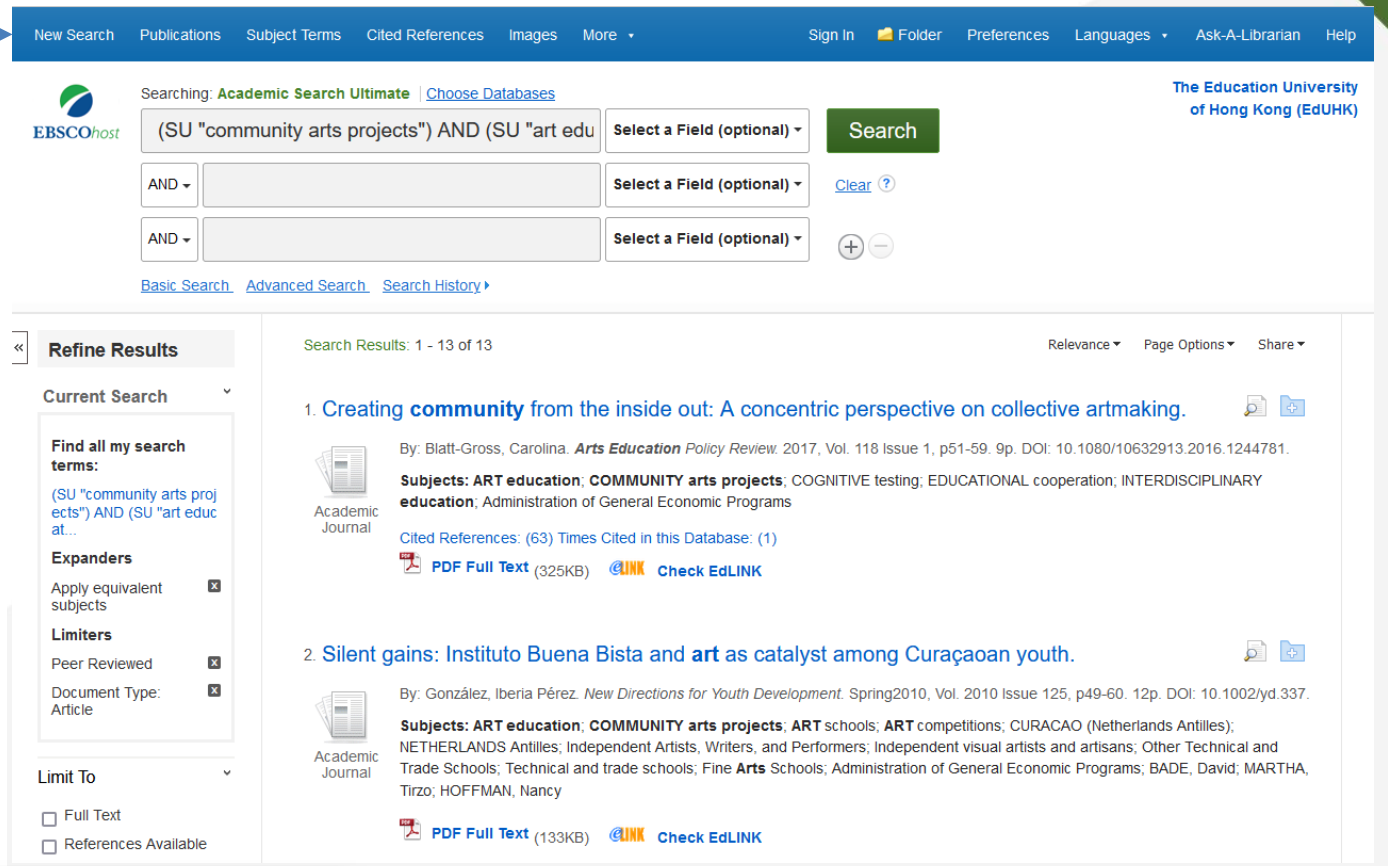
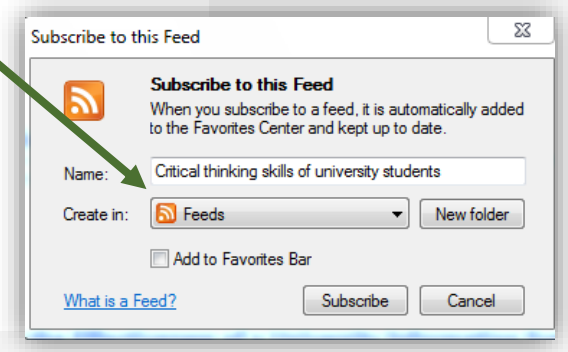
Alert Profiles

- Community-based Art Education (RSS)
- Critical thinking skills of university students (RSS)
- Cultural policy and arts management (RSS)
- Curriculum and pedagogy in inclusive education (RSS)
- Cyberbullying (RSS)
- Effectiveness of classroom management (RSS)
- Gender gap in higher education (RSS)
- Global warming in Asia region (RSS)
- Integrating Technology into the early childhood classroom (RSS)
- Mobile learning and collaboration (RSS)
- Prevention of childhood obesity (RSS)
- Psychological aspects in social media (RSS)
- School health education (RSS)
- Swallowing disorders (RSS)
- Speech, language, communication disorders (RSS)
- Teacher identity (RSS)
- Teaching and learning ESL (RSS)
- Teaching children with dyslexia (RSS)
- Teaching students with ADHD (RSS)
- Video games and children (RSS)





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Subscribe to the article alert by email

Fill out your EdUHK email address in the box below and select your interested topic(s). We send the emails monthly, but we do not email you on days when there are no update articles that match your selections. You can unsubscribe at any time by sending an email to libsearch@eduhk.hk.

*** Name:**

*** Email:**

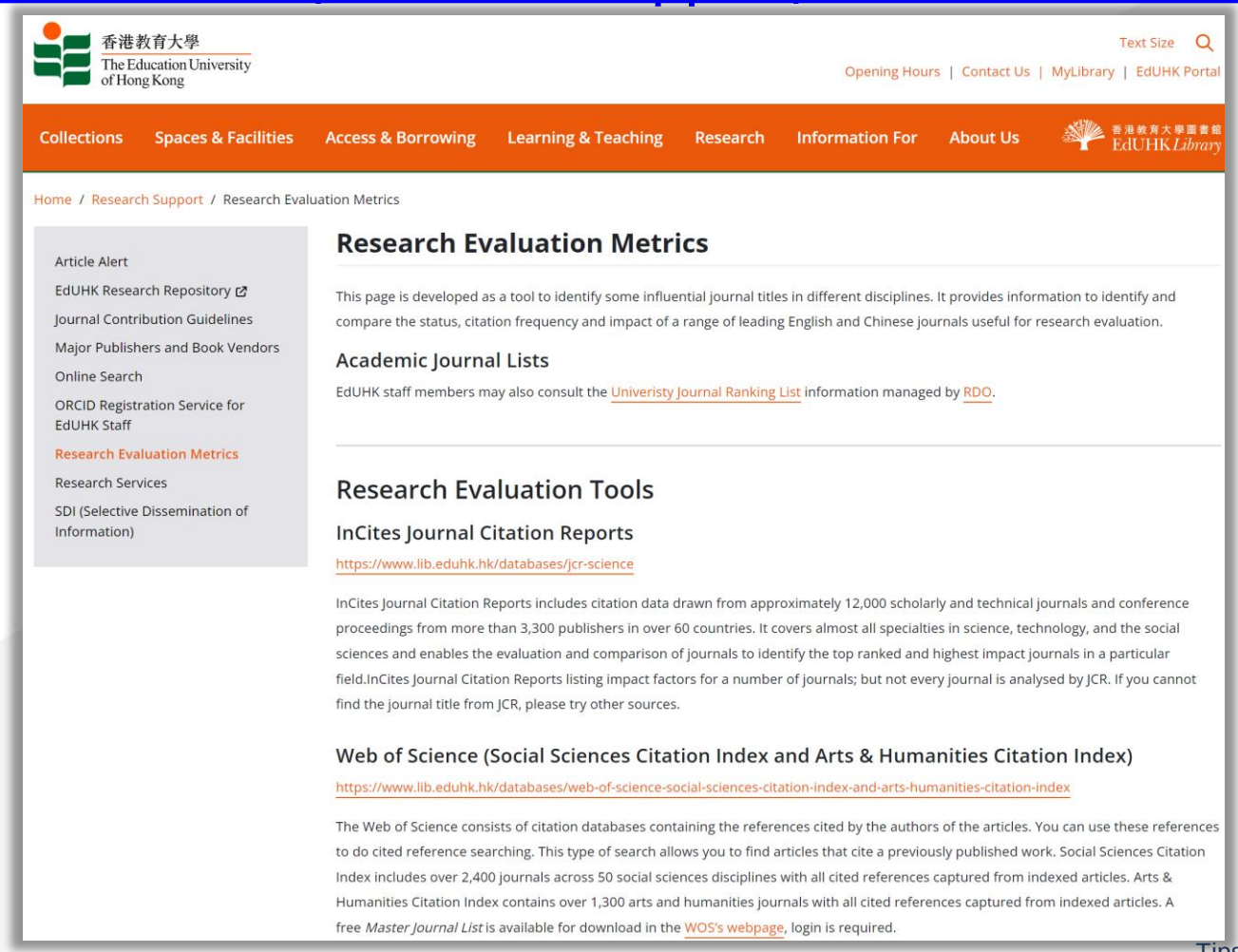
*** Please select your topic(s):**

- ☐ Critical thinking skills of university students
- ☐ Cultural policy and arts management
- ☐ Curriculum and pedagogy in inclusive education
- ☐ Cyberbullying
- ☐ Effectiveness of classroom management
- ☐ Global warming in Asia region
- ☐ Gender gap in higher education
- ☐ Integrating Technology into the early childhood classroom
- ☐ Mobile learning and collaboration
- ☐ Prevention of childhood obesity
- ☐ Psychological aspects in social media

Monthly updates on articles published on your selected topics will be sent automatically to your e-mail account, you are also welcome to suggest new topics to us.

Journal Ranking Information –
InCites Journal Citation Reports, Scopus, 學術引用文獻資料庫, ...

https://www.lib.eduhk.hk/research-support/research-evaluation-metrics



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- Journal Contribution Guidelines
- Major Publishers and Book Vendors
- Online Search
- ORCID Registration Service for EdUHK Staff
- Research Evaluation Metrics
- Research Services
- SDI (Selective Dissemination of Information)

Research Evaluation Metrics

This page is developed as a tool to identify some influential journal titles in different disciplines. It provides information to identify and compare the status, citation frequency and impact of a range of leading English and Chinese journals useful for research evaluation.

Academic Journal Lists

EdUHK staff members may also consult the Univeristy Journal Ranking List information managed by RDO.

Research Evaluation Tools

InCites Journal Citation Reports

https://www.lib.eduhk.hk/databases/jcr-science

InCites Journal Citation Reports includes citation data drawn from approximately 12,000 scholarly and technical journals and conference proceedings from more than 3,300 publishers in over 60 countries. It covers almost all specialties in science, technology, and the social sciences and enables the evaluation and comparison of journals to identify the top ranked and highest impact journals in a particular field.InCites Journal Citation Reports listing impact factors for a number of journals; but not every journal is analysed by JCR. If you cannot find the journal title from JCR, please try other sources.

Web of Science (Social Sciences Citation Index and Arts & Humanities Citation Index)

https://www.lib.eduhk.hk/databases/web-of-science-social-sciences-citation-index-and-arts-humanities-citation-index

The Web of Science consists of citation databases containing the references cited by the authors of the articles. You can use these references to do cited reference searching. This type of search allows you to find articles that cite a previously published work. Social Sciences Citation Index includes over 2,400 journals across 50 social sciences disciplines with all cited references captured from indexed articles. Arts & Humanities Citation Index contains over 1,300 arts and humanities journals with all cited references captured from indexed articles. A free *Master Journal List* is available for download in the WOS's webpage, login is required.

ORCID Registration Service for EdUHK Staff

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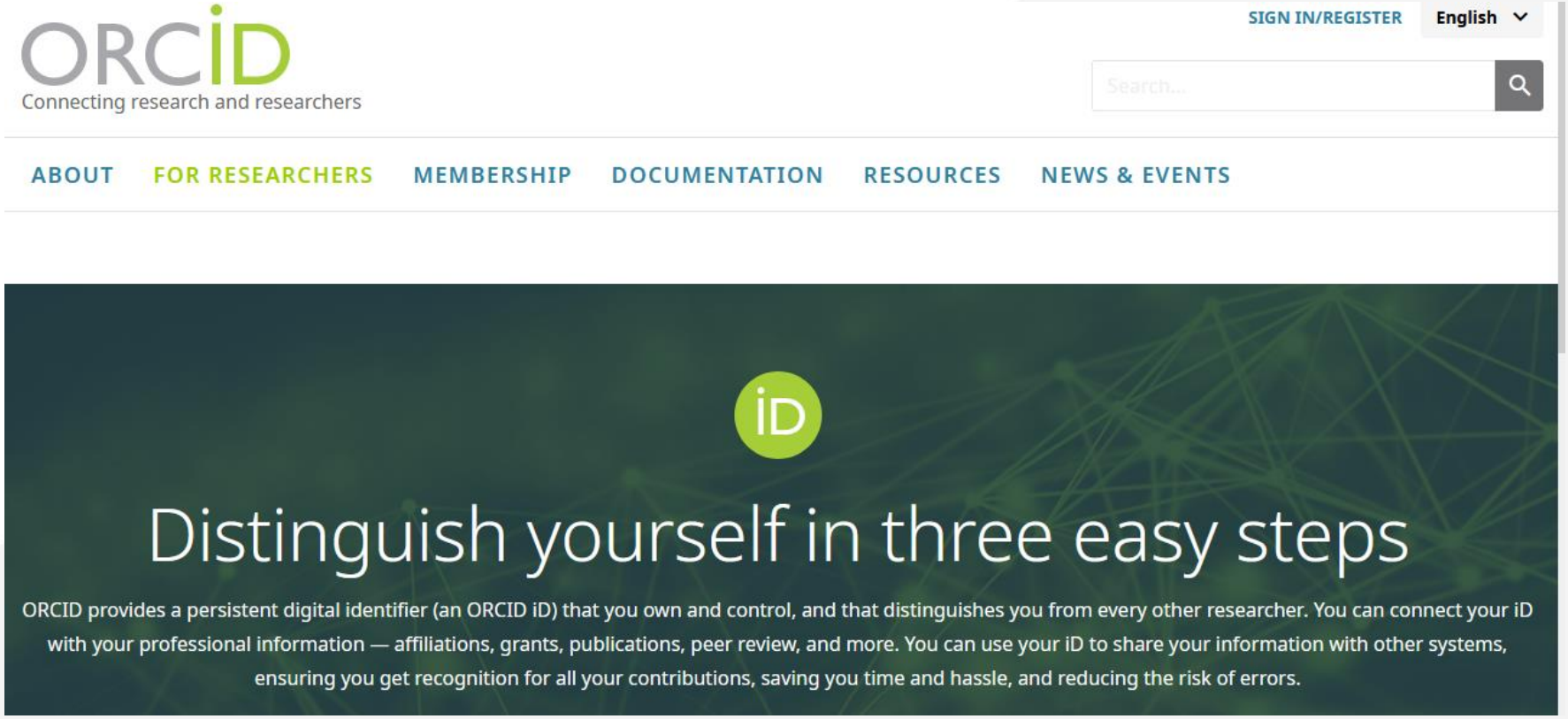
https://www.lib.eduhk.hk/research-support/eduhk-library-orcid-registration-service

- An ORCID iD is a persistent identifier that will distinguish you from other researchers throughout your scholarly career.
- By registering with the EdUHK Library, EdUHK researchers can upload their research outputs from the EdUHK Research Repository directly to ORCID and create a new ORCID iD during the process if they do not already have an ORCID iD.

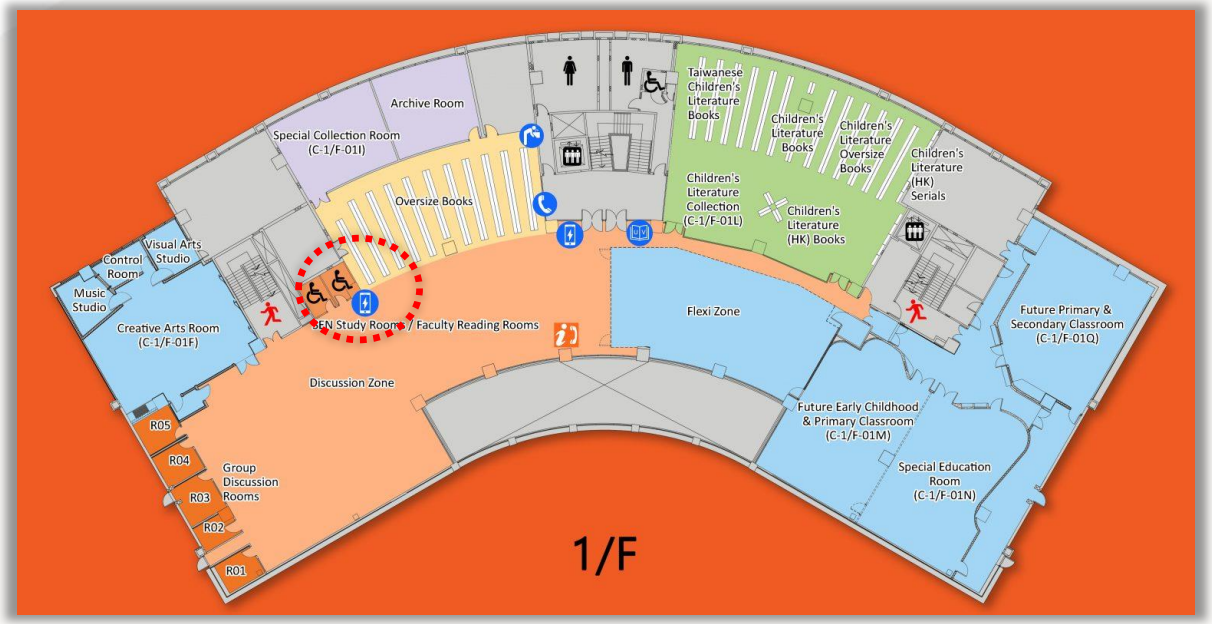


OTHER FACILITIES AND SERVICES

SEN Study Rooms / Faculty Reading Rooms

https://www.lib.eduhk.hk/rooms-spaces/sen-study-rooms-faculty-reading-rooms

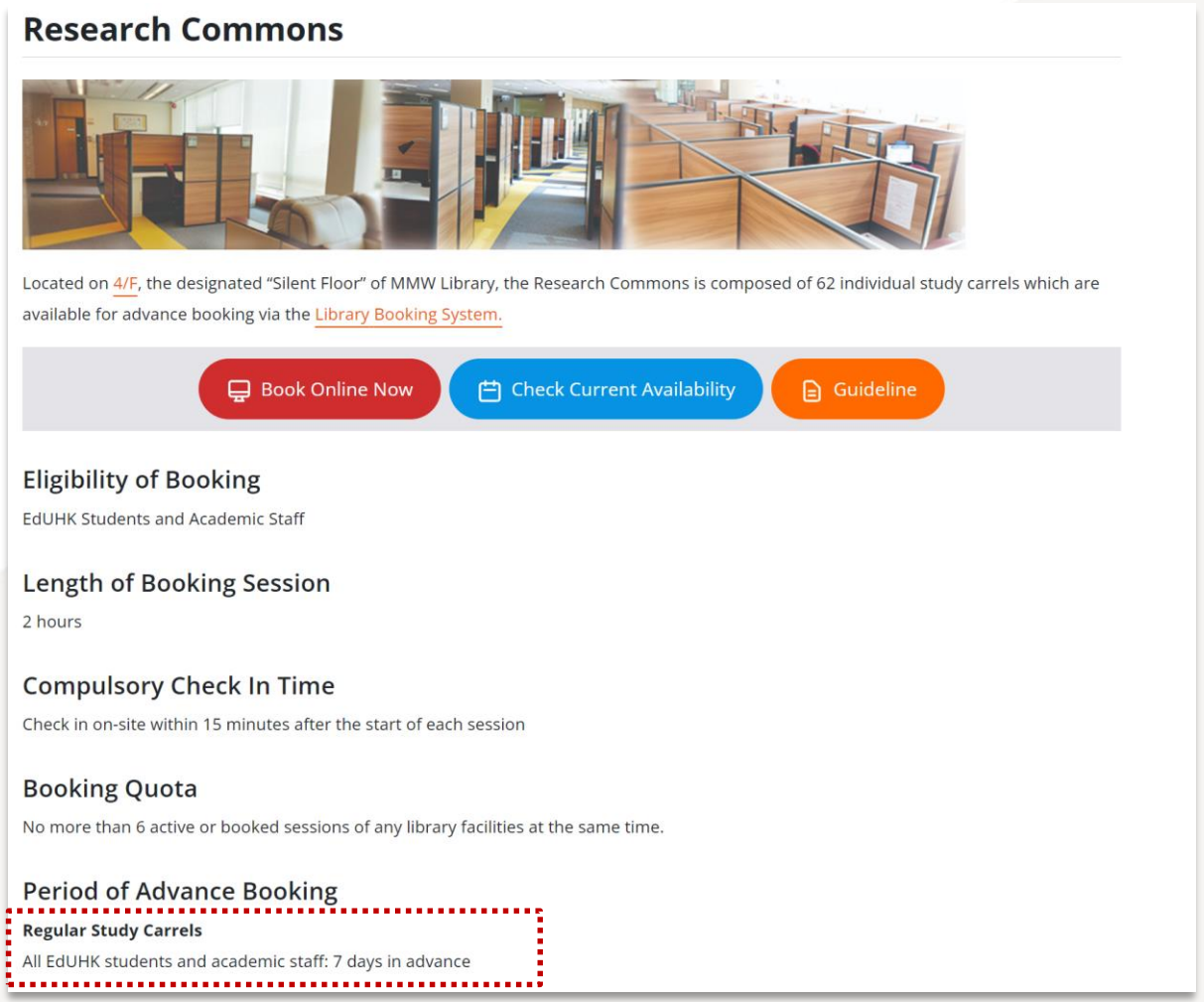
- 2 rooms on 1/F serving both as SEN Study Rooms as well as Faculty Reading Rooms for all academic and teaching staff
- Priority given to SEN students
- 2 hours per session; max 6 active sessions
- Must check in on-site within 15 minutes of start time



Research Commons

https://www.lib.eduhk.hk/rooms-spaces/research-commons

- Login to the Booking System at https://www.lib.eduhk.hk/facilities-booking/ and select the desired time slots
- Check in within 15 minutes after the start of each booking session



Research Commons

Located on 4/F, the designated "Silent Floor" of MMW Library, the Research Commons is composed of 62 individual study carrels which are available for advance booking via the Library Booking System.

Book Online Now | Check Current Availability | Guideline

Eligibility of Booking

EdUHK Students and Academic Staff

Length of Booking Session

2 hours

Compulsory Check In Time

Check in on-site within 15 minutes after the start of each session

Booking Quota

No more than 6 active or booked sessions of any library facilities at the same time.

Period of Advance Booking

Regular Study Carrels

All EdUHK students and academic staff: 7 days in advance

Future Classrooms

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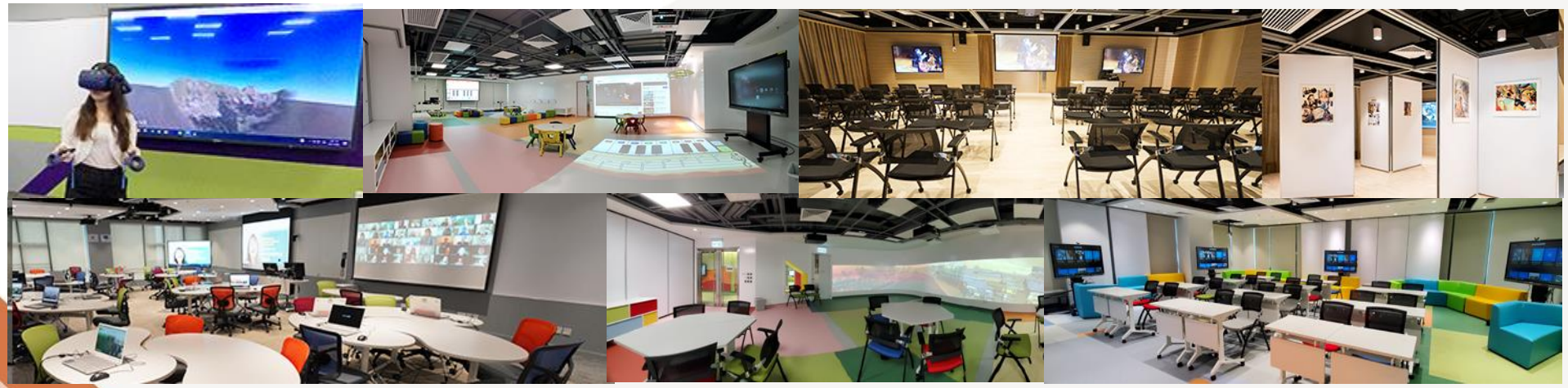
https://www.lib.eduhk.hk/rooms-spaces/future-classrooms

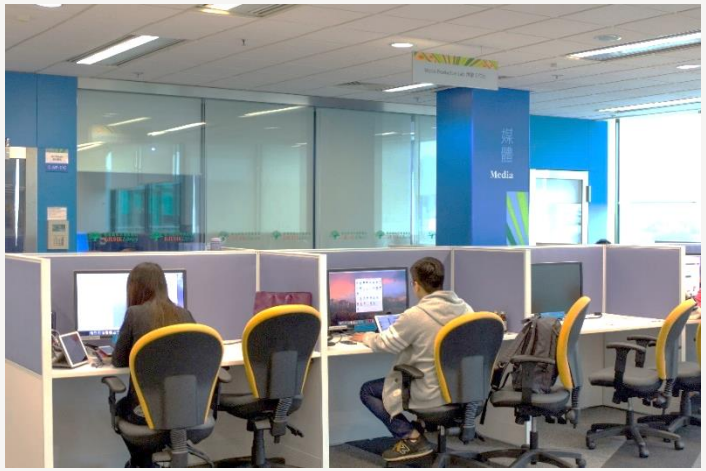
- Eight Future Classrooms will allow students and academic/teaching staff of EdUHK to experience innovative learning and teaching with the latest technologies in the years to come.
- Academic and teaching staff can reserve these rooms for classes via iBooking (https://ibooking.eduhk.hk/) in advance.



Video Production in Library

Professional video production equipment has been set up at the MMW Library to support production of teaching videos by academic and teaching staff.

- Creative Lab (G/F) https://www.lib.eduhk.hk/rooms-spaces/future-classrooms/creative-lab
  equipped with video-conferencing system, 4K video viewing and production equipment as well as VR and AR production facilities
- Mini Theatre (3/F) https://www.lib.eduhk.hk/rooms-spaces/mini-theatre
  facilitates HD video viewing, lectures and special functions
- Media Production Lab (3/F) https://www.lib.eduhk.hk/rooms-spaces/media-production-lab
  equipped with Mac Pros, high-end PCs and 4K video production facilities



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