Library services

Opening hours

It is displayed at the entrances to the library:

- Monday – Thursday (8:30 am – 5:30 pm)
- Friday (8:30 am – 3:00 pm)

Library Website and Catalogue

- Check our **Library Website** (http://www.hkac.edu/hkac_website_2_003.htm) for the whole range of library services and resources, such as Library Catalogue, electronic resources, services and facilities.

- Check our **WebOPAC** – Library Catalogue (http://library.hkac.edu/hkac/wlib.php?u=LIB_opac2.php) to search for materials held in all library collections, including books, periodicals, electronic resources and media resources.

Information Services

Our professional librarians are nice to provide assistance and instruction on using library resources. You may approach the Circulation Counter in person, via telephone (37270272 or 37270273), or via email (kat.ma@hkac.edu, hongmai@hkac.edu).

Library orientation

Orientations are organised at the beginning of each academic year to acquaint new students/staff with the library's physical layout, an overview of the library services and facilities, the location of books using DDC, kind of resources in the reference section, the library's web page, major databases and e-resources, which support the teaching, learning and research.

Library courses

Library Courses are organised year-round covering specific resources to equip students with the basic information skills, enriching their process of knowledge discovery. The courses include the introduction of the resources, library online catalogue and the search strategies for finding library books & research articles published in scholarly journals. In addition, the major article databases such as EBSCO, which will be taught to students / staff for finding English language research materials.

Seminars

The Library will regularly invite guests and database vendors to deliver seminars, such as database demonstrations of new information products or talks on interesting subjects.

Lending Services

Books, journals (back issues) and audio-visual items can be borrowed and returned at the Circulation Counter.

Borrowing privileges

- The following persons will be granted borrowing privileges on completing the application formalities:

  (a) Administrators of the College
  (b) Department chairpersons of the College
  (c) Teaching staff
  (d) Other members of non-teaching units
  (e) "College" students
  (f) "DPUS" students
  (g) "HKAA" students
  (h) Any other persons at the discretion of the Librarian

- Borrowers in categories of (a) to (d) above may have on loan not more than 30 books with the normal loan period of 26 weeks ; not more than 5 reference books or audio-visual (AV) items with the normal loan period of 7 days ; and not more than 5 journal (back issue) with the normal loan period of 1 month. Those borrowers in category (e) above may have on loan not more than 5 books with the normal loan period of 4 weeks ; and 1 journal (back issue) with the normal loan period of 2 weeks. Borrowers in categories of (f) to (h) above may have on loan not more than 5 books with the normal loan period of 2 weeks ; and 1 journal (back issue) with the normal loan period of 2 weeks. Reference books or AV items may not be on loan to borrowers in categories of (e) to (h) above.

- No loan may be renewed if the book has been requested by another borrower. Not more than three renewals may be made on any loan.

Fines for late return of books

If a book is not returned by the due date, it is considered overdue and is subject to overdue fines. The charge is $1 per day. The maximum charge for overdue fine accrued will be HK$100.

Books assumed lost

Books which are overdue for 21 days or more and not returned will be assumed to have been lost by the borrower, who will be charged accordingly. Charges will include costs for purchasing a replacement copy and overdue fines accrued.

Damaged and lost books

Users will be held responsible for loss or damage to any borrowing book, and will be required to pay the full value of replacement. After paying for their replacement, users

will not keep damaged items or lost & found items.

New book display

New books are put on display for 2 weeks at the entrance of the library. Users may reserve on-display books and borrow them after the display period.

Library Collections

Currently, there are about 50,000 volumes in the collection of books, audio-visual equipment and materials. They cover a variety of subjects that support the curriculum at the College and provide general leisure reading. Among the subjects, 3 major collections are in the area of “Social Sciences”, “Religion” and “Computer science, information & general works” (Figure 1).

Printed collections

In our College Library, the number of books currently amounted to **47545** (as of May 2015). 34% (i.e. 16060 copies) are Chinese books and 66% (i.e. 31485 copies) are English books.

Reference collection

Reference collection consists of materials supporting quick, fact-finding and in-depth research, such as dictionaries, encyclopedias, directories, almanacs, atlases, bibliographies, indexes, etc.

Serials collection

The Library subscribes to 46 journals in the field of “business”, “religion”, “health & science”, “psychology” and other “general” subjects. Current journals are placed on the display shelves whereas journal back issues are shelved in the adjacent stacks.

Media resources collection

The Library’s media resources collection includes DVDs, VCDs, videocassettes, sound cassettes, audio CDs, CD-ROMs, teaching packages and kits. Among the subject areas, they include church / bibles / religious works, foreign films / tales, health science, natural science, business, language, TOEFL, human relationship, Interpersonal skills, life skills and Adventist education.

Electronic resources

E-databases and online version of professional journals will be explored and subscribed to supplement instructional and research needs of teachers and students.

E-Databases

The Library is subscribing to reference, citation, full-text or full-image electronic databases, such as EBSCO "Academic Search Elite" and PsycARTICLES which are very useful for searching journal articles, newspaper articles, research papers, etc.

Collection Development Policy

Collection development is a process of selecting, acquiring, and providing access to traditional and electronic resources supporting the information and scholarly needs of students and faculty (HKUL Collection Development Policy 2006).

Acquisition and selection guidelines

- Users' needs and demands
- Scope and content – comprehensiveness and depth of coverage
- Relative price – the purchase price as well as the on-going expense involved in ordering, cataloguing, preservation
- The Library generally collects extensively materials in English and Chinese languages. Materials in other languages are collected more selectively to support the language and area studies programs of the College
- Recommendations for new materials are made by each of the subject division head. Teachers may contribute titles relevant to the student development, by purchasing them for their referential use
- Upon the recommendations of library materials, librarian will check the library system for such titles to verify that they are not duplicating copies. Normally, the library will not purchase more than two copies per title
- The library will not acquire copies textbooks which students are expected to purchase unless the instructor specifically recommends library purchase for the permanent collection. Then one copy will be sufficient
- Computer books, especially computer manuals, with imprint four years or before are not selected or purchased
- Those expensive titles may be considered for purchase only for reference section
- The new editions or better alternative titles of non-fiction should be acquired
- Recommendations of College's new materials (for library collections or teacher's references) must be approved by the respective department head

Weeding policy

Weeding is an integral part of the collection development process. Through periodic weeding, it helps to keep the collection update and responsive to the patrons' needs and

also optimize the use of space (HKUL Collection Development Policy 2006).

- While the librarian will go through the collections and do the initial weeding, the teaching faculty and the head of each subject division serve as subject specialists for their respective disciplines and are encouraged to assess the adequacy of resources, including participating in the weeding process of resources

- Items may be withdrawn when they are obsolete, worn out, or no longer useful for the collection. Superseded editions and multi-copy items may also be weeded if the usage rate is low. More up-to-date materials needed to be purchased for replacement

- Some older material may be considered classic or may be of great historical value to the collection. Thus, we do not make a decision to weed based solely on the copyright date of the material

Library Facilities

Booking of AV room

Different kinds of AV items and equipment are provided in the library. In addition, group viewing of AV resources can be arranged.

Newspaper reading area

The newspaper reading area provides a seating corner for library users to read local and overseas newspapers. Back issues are also available.

Photocopying and printing

Octopus card-operated printers and photocopiers are available.

Computer room

10 sets of computers are available to students for internet access and self learning.

Reservation for the library visit

Teachers wishing to visit the Library with a whole class students must make a reservation at least 1 day before the visit

Others

The college Library provides secure and adequate space for its collections and the provision of services. The size of the library is about 6700 square feet, where it can accommodate 80 persons to use the library facilities. 4 sets of dehumidifier with purifying system are installed to provide clean air environment for both users and library resources.

General Library Regulations

- Admission to the Library is conditional upon the possession of a valid student card, or such other documentary evidence of permission to use the Library
- Visitors wishing to visit the Library must first obtain the permission of a senior member of the College
- All books and personal belongings must be surrendered for inspection at the Library exit at the request of the library staff
- For the use of photocopiers and printing machines in the Library, care must be taken to avoid any breach of copyright
- Use of computer inside the Library is primarily for instructional, research or administrative purpose
- Cameras and other photographic equipment may not be used in the Library without the permission of the Librarian
- Food and drink is not allowed in the Library
- All mobile phones and pagers must be turned off or switched to silent mode before admission to the Library
- Keep a low voice at all time in the Library
- No games of any form are allowed in the Library
- Readers are required to sit in the places provided, and tables and chairs may not be moved to new positions
- Personal belongings should not be left unattended. The Library will not be responsible for any loss or damages of personal belongings
- Readers must comply with library staff instructions

N.B. In this handbook, the term “books” should be taken to include all library materials.