

Library Handbook

In our Library, the operation procedures and policies are developed and presented in the Library Handbook. The details are as follows.

1 Library services

1.1 Opening hours

It is displayed at the entrance to the library:

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

1.2 Library Website and Catalogue

- Check our **Library Website** (<https://www.hkac.edu/library>) for the whole range of library services and resources, such as Library Catalogue, electronic resources, services and facilities.
- Check our **WebOPAC** – Library Catalogue (<https://www.libraryceo.com/hkac/opac/index.php>) to search for materials held in all library collections, including books, periodicals, electronic resources and media resources.

1.3. Information Services

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

1.3.1 Library Orientations

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

1.3.2 Library Courses

Library courses are conducted year-round covering all sorts of resources, including specific resources, in order to equip students with the basic information skills. The courses include the introduction of the resources, library online catalogue and the searching strategies for finding library books & research articles published in scholarly journals. In addition, demonstrations on research skills and searching strategies for some prominent databases, e.g. ClinicalKey, are given to students on a regular basis throughout the academic year.

1.3.3 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.

1.4 Lending Services

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

1.4.1 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 (a) to (d) above may have loans no more than 30 books with the normal loan period of 26 weeks ; no more than 5 reference books or audio-visual (AV) items with the normal loan period of 7 days ; and no more than 5 journals (back issues) with the normal loan period of 1 month. Those borrowers in Category (e) above may have loans no more than 5 books with the normal loan period of 4 weeks ; and 1 journal (back issues) with the normal loan period of 2 weeks. Borrowers in Categories (f) to (h) above may have loans no more than 5 books with the normal loan period of 2 weeks ; and 1 journal (back issues) with the normal loan period of 2 weeks. Reference books or AV items may not be on loan to borrowers in Categories (e) to (h) above.
- No loan may be renewed if the item has been requested by another borrower. No more than three renewals may be made on any loan.

1.4.2 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.

1.4.3 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.

1.4.4 Damaged and lost books

Borrowers will be held responsible for loss or damages to any loaned books, and will be required to pay the full value of replacement.

1.4.5 New Book Display

New books are put on display for two weeks. Users may reserve on-display books and borrow them after the display period.

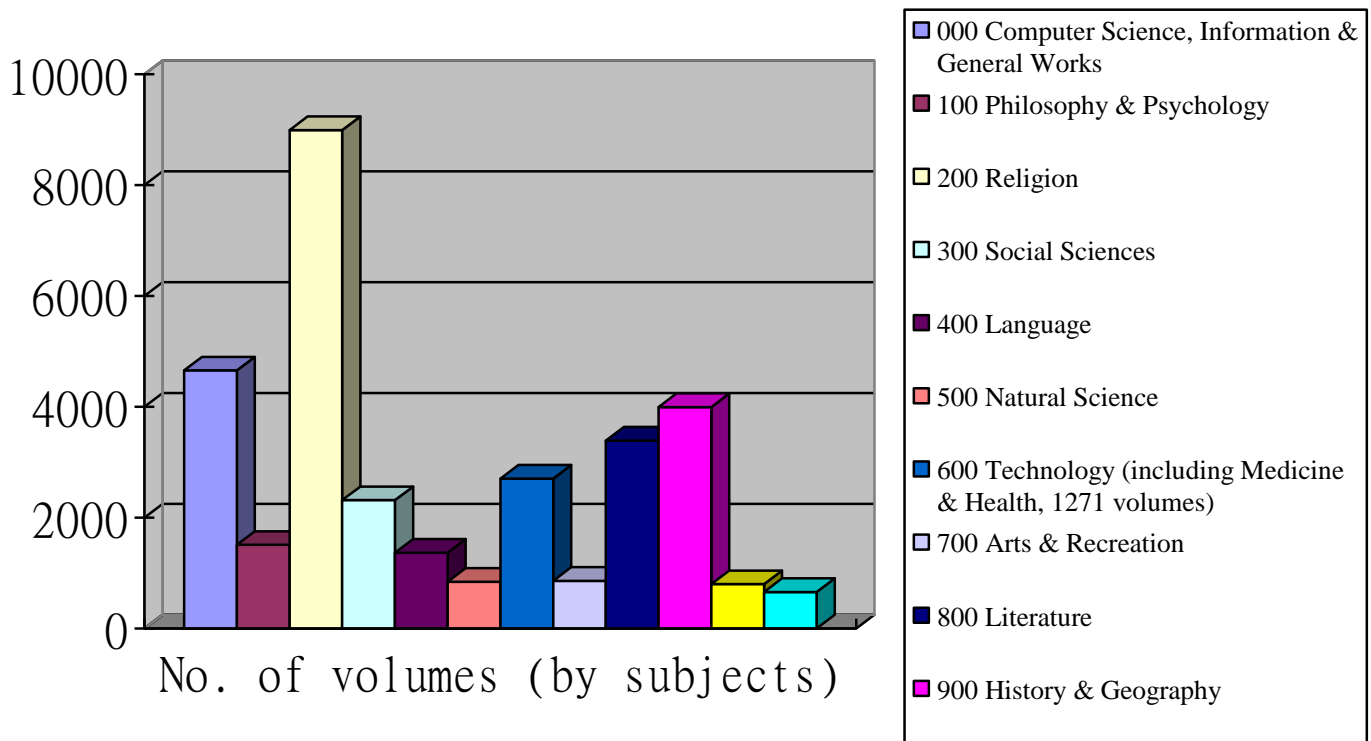
1.5 InterLibrary Loan

The library offer interlibrary loan service to current HKAC students, faculty, and staff who need to acquire research materials for their curricular purposes. Users who are currently enrolled or teaching AU courses, and with Andrews username and password, are also strongly recommended to access James White Library for more online resources. In addition, students who live in HK are encouraged to register with and use the local public libraries.

2 Library Collections

Currently, there are about 33,000 volumes in the library book collection, and audio-visual materials. They cover a variety of subjects that support the curriculum at the College and provide general leisure reading. Among the subjects, 2 major collections are the areas of Religion and Health & Nursing, 1382 (Figure 1).

Figure 1.
Number of volumes in the College Library collection (by subjects)



2.1 Printed collections

In our College Library, the number of books currently amounted to **32183** (as of Jan 2023). 43% (i.e. 13932 copies) are Chinese books and 57% (i.e. 18251 copies) are English books.

2.2 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.

2.3 Serials collection

The Library subscribes to 38 magazines / journals in the field of “business”, “religion”, “health & science”, “psychology” and other “general” subjects. Current magazines and journals are placed on the display shelves whereas journal back issues are shelved in the adjacent stacks.

2.4 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.

2.5 Electronic resources

The library keeps soliciting E-databases and online version of professional journals in order to supplement instructional and research needs of teachers and students.

2.5.1 E-Databases

In response to the information needs of the recently launched Nursing Program, the Library has subscribed to a professional online database, called ClinicalKey.

3 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).

3.1 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 other 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 receiving requests for library materials, the librarians will check up the library system for such titles to verify that they are not duplicate copies. Normally, the library will not purchase more than two copies per title
- The library will not normally acquire textbooks which students are expected to purchase unless the instructor specifically advises the library to purchase for the library collection. Then one copy will be sufficient
- Computer books, especially computer manuals, which were published four years or before will not be 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 new materials (for library collections or teacher's references) must be approved by the respective department head

3.2 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 librarians 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 to assess the adequacy of resources, including participating in the weeding process of resources
- Any items may be disposed of if they are obsolete, worn out, or no longer considered relevant to the collections. Superseded editions and multi-copy items may also be weeded if the usage rate is low. More up-to-date materials will be purchased for replacement

- Some old library materials may be considered classic or may be of great historical value to the College. Thus, the library does not make decisions on book-weeding based solely on the publication dates of the materials.

3.3 Copyright

The Hong Kong Adventist College and its Library respect intellectual property and strictly abide by the prevailing Copyright Laws and Regulations stipulated by the HKSAR Government.

4 Library Facilities

4.1 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.

4.2 Newspaper Reading Area

The newspaper reading area provides a seating corner for library users to read local English newspaper. Back issues within a week are also available.

4.3 Photocopying and Printing

Octopus card-operated printers and photocopiers are available.

4.4 Computer Workstations

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

4.5 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

4.6 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 90 persons to use the library facilities. 5 sets of dehumidifier with purifying system are installed to provide clean air environment for both users and library resources.

5 General Library Regulations

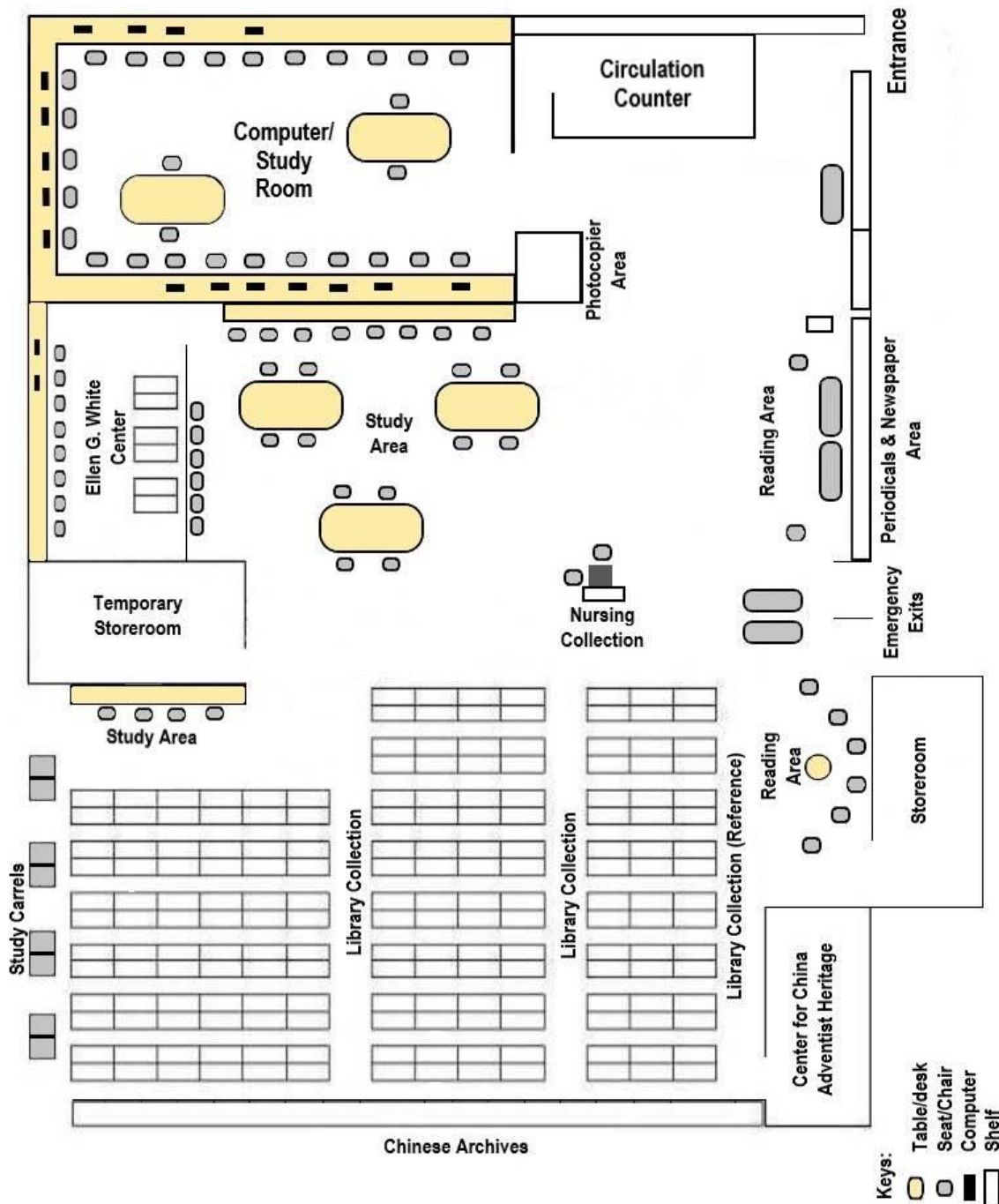
- Admission to the Library is conditional upon the possession of a valid student card, or such other documentary evidence of permission to use the Library
- Visitors from outside wishing to visit the Library must first obtain the permission of a senior member of the College
- All books and personal belongings 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, learning or administrative purpose
- Cameras and other photographic equipment may not be used in the Library without the permission of the Librarians
- Food and drink are not allowed in the Library
- All mobile phones and pagers must be turned off or switched to silent mode before entering the Library
- Keep a low voice at all time in the Library
- No games of any forms 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.

Appendix A

Map of Adventist College Library, showing the shelving location of different subjects of the collections, the seating plan and the library facilities (e.g. Ellen G White Center)

Library Floor Plan



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