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 – 5:30 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 always ready to provide assistance and instruction on using the 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 orientation

Library 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 teaching, learning and research.

1.3.2 Library tours

Library tours covering specific resources are organised all-year-round to equip students with the basic information skills, and benefit their process of knowledge discovery. The tours include introducing library users to the library resources, library online catalogue and the strategies for finding library books & searching articles published in scholarly journals. In addition, the major article databases such as EBSCO, which will be taught to students / staff aiming to help them find research materials in the English language.

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 **<u>Four</u> Categories** of library users will be granted borrowing privileges upon completing the application formalities:

  (a) Teachers and Staff
  (b) Hong Kong Adventist College (HKAC) Students
  (c) Hong Kong Adventist Academy (HKAA) Students
  (d) Others (e.g. Parents, Church Members)

Borrowing Terms :

- a) Maximum 30 books for 3 months; Allowed to be renewed 3 times, 1 month each.
- b) Maximum 5 books for 1 month; Allowed to be renewed 3 times, 1 month each.
- c) Maximum 5 books for 2 weeks; Allowed to be renewed 3 times, 2 weeks each.
- d) Maximum 5 books for 2 weeks; Allowed to be renewed 3 times, 2 weeks each.

- No loan may be renewed if the book has been requested by another borrower. No more than three renewals may be made on any loan.

1.4.2 Fines for late returns

If a book is not returned by the due date, it will be considered as 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

Users will be held responsible for loss or damage to any borrowed book, and will be required to pay the full value of replacement.

1.4.5 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.

1.5 InterLibrary Loan

The library offers interlibrary loan service to current HKAC students and faculty staff who need to acquire materials for their research purposes but ONLY limited to photocopied version of some specific collections of the James White Library of Andrews University.

Users who are currently enrolled in or teaching Andrews University (AU) courses, are encouraged to access James White Library for more online resources using their AU username and password. In addition, students who live in HK are recommended to register to use the wealth of resources provided by the Hong Kong Public Libraries.

2 Library Collections

Currently, there are about 46,000 volumes in the collection of books, audio-visual equipment and materials. They cover a variety of subjects that support the curriculum to be conducted at the College and provide general leisure reading. Among the subjects, 3 major collections are in the areas of "Religion", "Social Science" and "Technology (including Nursing, Medicine & Health)" (Figure 1).

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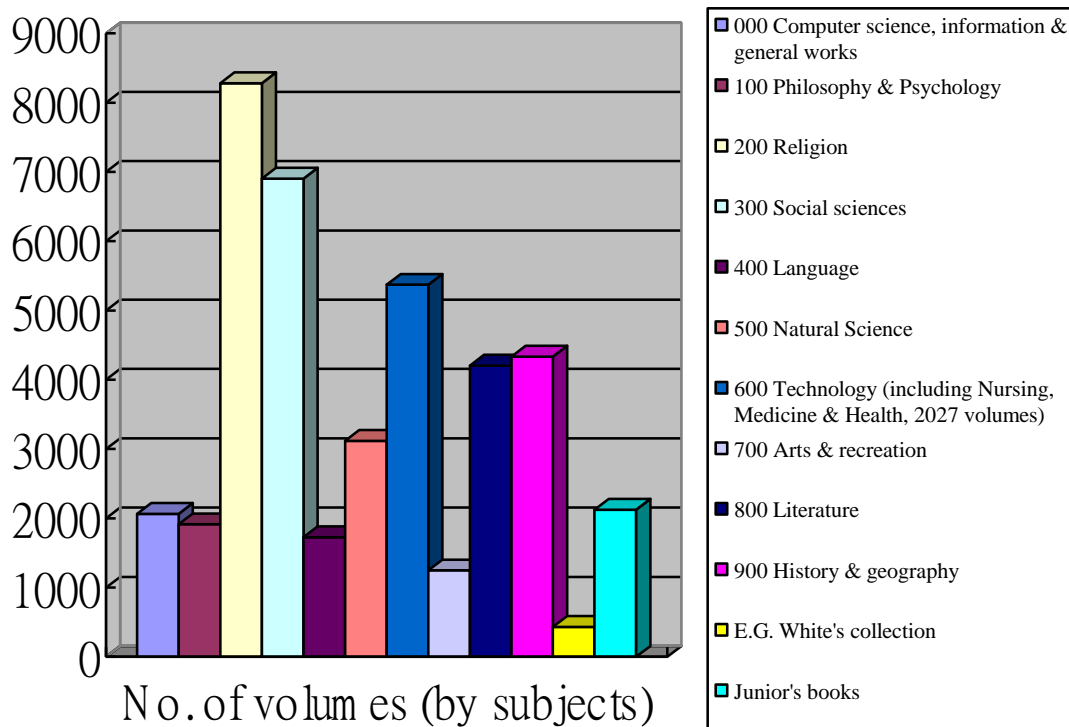
2.1 Printed Collections

In our College Library, among the total number of books currently amounted to **39721** (as of June 2021). 38% (i.e. 14966 copies) are Chinese books and 62% (i.e. 24755 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 currently subscribes to 47 journals covering the areas 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.

2.4 Media Resources Collection

The Library's media resource collection includes DVDs, VCDs, videocassettes, sound cassettes, audio CDs, CD-ROMs, teaching packages and kits. In terms of the categories and subject areas, the collection includes church / biblical studies / 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

Based on the teaching and research needs of teaching staff and students, the Library regularly reviews the existing online resources and explores the possibilities of subscribing to potentially useful e-databases, including professional and academic journals.

2.5.1 E-Databases

The Library subscribes to reference, citation, full-text or full-image electronic databases, such as EBSCO, with which users can search for journal articles, newspaper articles, research papers, etc.

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 mainly collects extensive materials in English and Chinese languages.
- Recommendations of purchasing new teaching and reference materials are made by department heads and teaching staff. Teachers are welcome to contribute relevant titles to the Library for reference use.
- Upon receiving recommendations of purchasing new library materials, the library staff will check the library system for such titles in order to avoid purchasing duplicated copies. Normally, the library will not purchase more than two copies per title
- In terms of purchasing library materials for Computer Science, the Library will only consider purchasing computer books, especially computer manuals, published within the past two years.
- Expensive titles may be also considered for acquisition but will be used only for reference use.
- New editions or similar titles of non-fiction materials may be purchased by request.
- Recommendations of College's 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 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.

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

3.3 Copyright

In terms of copyright policy, Hong Kong Adventist College Library strictly follows the prevailing regulations stipulated by the Copyright Ordinance of Hong Kong.

4 Library Facilities

4.1 Newspaper Reading Area

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

4.2 Photocopying and Printing

Octopus card-operated printers and photocopiers are available.

4.3 Computers

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

4.4 Reservation for the Library Visit

Teachers wishing to have class visits to the Library are required to make a reservation at least 1 day before the visit

4.5 Others

The 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.

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 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 are not allowed in the Library
- All mobile phones must be turned off or switched to silent mode before entering the Library
- Keep a low voice at all time in the Library

- Games are not allowed in the Library
- Readers are required to sit in the places provided, and tables and shelves are not allowed to be relocated from their original 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's instructions

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

Appendix

The Map of Hong Kong Adventist College Library shows the shelving locations of different subjects of the collections, the seating plan and the library facilities.

Hong Kong Adventist College Library Floor Plan
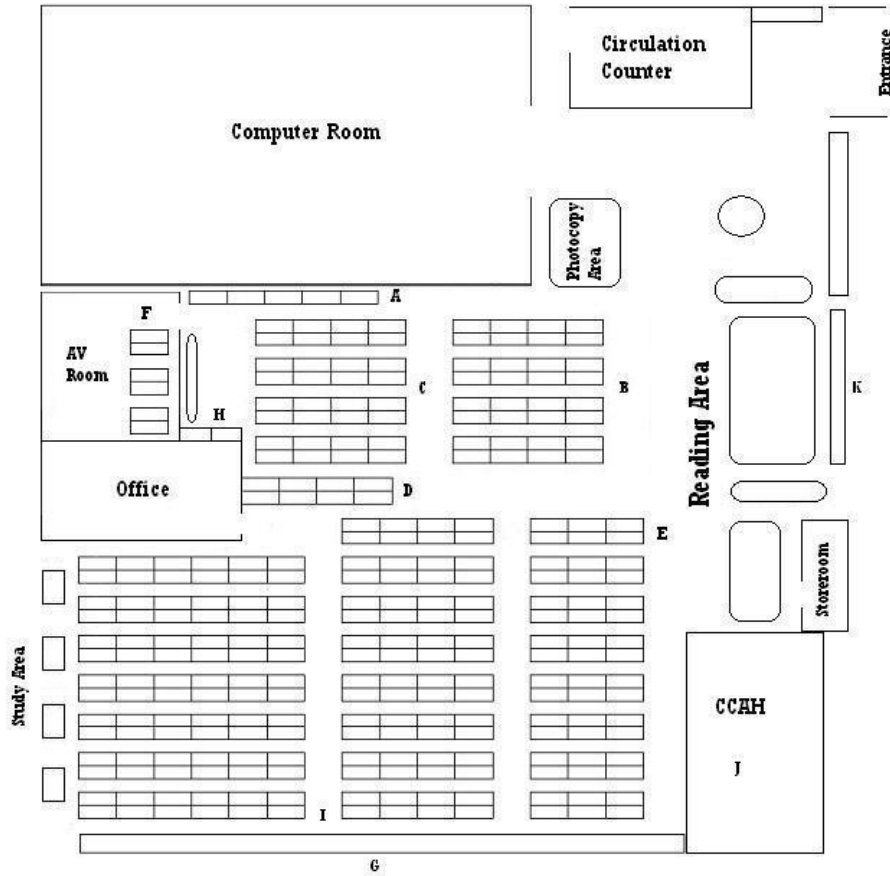
	Call Numbers	Available at
General Collection		
Chinese Books	000 - 999	C
English Books	000 - 999	E
Reference Collection		
Chinese Reference Books	R 000 - R 999	A
English Reference Books	R 000 - R 1000	B
Special Collections		
萬有文庫(第一集、第二集)	083.11, 083.12	I
四庫全書		G
Ellen G. White's Writings:		
Chinese Collections	W, WH	F
English Collections	W, WB, WD, WH, WL	F
Others		
Oversized Books	000 - 999	H
J Books	000 - 999	D
CCAH Archives	ARC	J
Serials		
Current Periodicals		K
Current Newspapers		K