

Welcome to HKMU! To support your study at the University, HKMU Library has made available to you a variety of resources and services in the Campus Libraries and the Electronic Library. To learn more, visit the Library homepage at www.hkmu.edu.hk/lib.

ELECTRONIC LIBRARY (E-Library) >

At the E-Library, you may:



- Browse & search more than **5,754,000** electronic books & dissertations
- Browse & search more than **208,000** print books & dissertations
- Search more than **276,000** physical and online multimedia titles
- Search more than **440** databases
- Search online **examination papers** and **assigned readings**
- Find library guides, online tutorials and other library information
- Use our **online services**, including **renew** and **reserve** Library items
- Appreciate the outstanding works from the **HKMU Student Works Repository**, including final year projects and dissertations

Remote access to library-subscribed e-resources

- Many library-subscribed e-resources are restricted to HKMU staff and students. You need to log in to access these resources **from off campus**:

| | |
|-----------------|--|
| User ID | "s" + first 7 digits of your student ID number [e.g. s9876543 for student number 98765432] |
| Password | HKMU Single Password* |

* Set your own **single password** for Library account and other online services of the University. Check details at: HKMU homepage (www.hkmu.edu.hk) > Current Students > Undergraduate & Sub-degree or Postgraduate > Services & Support > Single Password Management (Students).

FACILITIES >

The Stanley Ho Library (1/F and 2/F of the Main Campus) and the branch library, Ho Sik Yee Library (5/F of the Jockey Club Campus) together provide more than **800 seats**.

Facilities Highlight

Learning Commons, Active Learning Space, Group Study Rooms, Collaboration Zone, DIY Studio, B/W and Colour Printers and Photocopiers, Self-checkout Machines, Book Return Boxes.

To know more about the facilities of the library, visit the Library Homepage (www.hkmu.edu.hk/lib) > Using the Library > **Facilities and Spaces for Different Needs**, or have a virtual tour at About Us > Library Virtual Tour.

SHL = Stanley Ho Library
HSYL = Ho Sik Yee Library





OPENING HOURS >

- **Electronic Library:** 24/7
- **Stanley Ho Library** and **Ho Sik Yee Library:**

(Notice of opening hours and any subsequent changes will be posted in advance at the Library entrance and on the Library homepage.)

| | Non-examination period* | Examination period* |
|---|-------------------------|---------------------|
| Mondays – Fridays | 09:00 - 22:00 | 09:00 - 22:00 |
| Saturdays, Sundays and Public Holidays | 12:00 - 21:00 | |

* early closing on some festival days



BORROWING SERVICES & PRIVILEGES >

Library Card

- Bring your valid **student card** to enter the library and to borrow materials.

Loan Quota & Period

| User Categories | General Collection # | | | Reserve Collection # | |
|--|----------------------|---------------------------|---------------------------|----------------------|----------------|
| | Quota (Book) | Initial Loan Period (Day) | Maximum Loan Period (Day) | Quota (Book) | Period (Hours) |
| Active students taking HKMU undergraduate programmes and sub-degree programmes | 30 | 30 | 120 | 3 | 2 |
| Active students taking HKMU postgraduate programmes | 60 | 90 | 360 | | |

General Collection contains more than 170,000 titles in Chinese, English & foreign languages.

Reserve Collection consists of course materials, course set textbooks, examination papers and other supplementary materials. Materials can be used inside the Library only.

Return

- Library materials borrowed from any one of the campus libraries, i.e. Stanley Ho Library or Ho Sik Yee Library, can be returned to either library.
- You can return your borrowed books to the Service Counters or through the **book return box** located at the entrance of each library.
- Overdue fine: HK\$3 per day for materials from the General Collection and HK\$3 per hour for materials from the Reserve Collection.

Renewal

- In person: **Service Counters** / Online: **Library Homepage** (www.hkmu.edu.hk/lib) > Borrower Record / Renew Loans.
- All loaned items of the General Collection can be renewed anytime until the maximum loan period is reached. Unsuccessful renewals may occur if
 - Maximum loan period has been reached OR
 - Items are being reserved by other users OR
 - Your borrowing right is being suspended.

Book Reservation and Recall

- General Collection materials and their accompanying items (SPM) can be requested online or in person when all copies of a title are **checked out** or **reserved** by other users.
- The requested items can be collected at the Service Counters on or before the last pick-up date as shown on the **Book Reservation Notice**.
- All loaned items are subject to recall. Once an item is recalled, the borrower is required to return the recalled item in 14 days or by the due date, whichever comes earlier. Borrowers will receive email notices if their borrowed items are recalled.

Email Notices and Library Newsletter

- All active students will receive **Library workshop and other announcements**, the latest issue of **Library Service Updates (LSU)** and the following **Library notices** through their **personal HKMU email accounts**: Pre-overdue Reminders, Overdue Notices, Book Reservation Notices and Recall Notices.



USER SUPPORT >

Library Workshops

- The Library organizes various **talks, workshops and activities** throughout the year, in which we will provide guidance on using Library resources. Please watch out for our news and join us.

More Help

- User guides on services and resources: Library Homepage (www.hkmu.edu.hk/lib) > User Support > **Library Guides**
- **Service Counters:** 2/F of Stanley Ho Library and Ho Sik Yee Library
- **Research Consultation Service:** You can make a one-on-one or small group appointment with our reference librarian for a **consultation session** for your information and research needs.

Contact Us

- Telephone: 2768-6777
- Email: libwww@hkmu.edu.hk



HKMU Library

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