宏恩基督教學院

Gratia Christian College

# LIBRARY

# HANDBOOK

2023 - 24

# Table of Contents

# I.    Welcome message

The College's library service is here to support you through your learning, and we aim to provide the resources and facilities you need. Details of opening hours and services available at all of GCC Library are contained within this Handbook. We provide access to a wide range of resources, including databases, eBooks, books, reports, AVs, etc. Computing and printing facilities are also on hand for users, along with advice on finding suitable resources and stationery.

All the library staff will be happy to help you, please feel free to ask if you need assistance.

**www.gcc.edu.hk/library/**
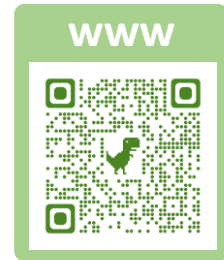
## II.  Mission and Objectives

The mission of the GCC Library is to promote and enhance the academic and research endeavours of the Gratia Christian College (GCC) community. The Library achieves this by providing access to academic resources and research facilities that support the intellectual engagement of students, faculty, and staff.

# **C** ollections & content enhancing

## **A** ccess & discovery bridging

## **R** esearch & academic ethos

## **E** – learning trending

**www.gcc.edu.hk/library/**

**www**

## III. Contact

Address:   5 Wai Chi Street, Shek Kip Mei,

Kowloon, Hong Kong

Email:      libinfo@gratia.edu.hk

Phone:     (852) 5804-4141

Website:  http://www.gcc.edu.hk/library
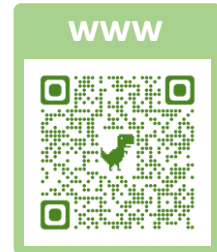
## IV. Opening Hours

| Normal Term Time | |
|---|---|
| **Monday to Friday** | 9:15 am to 7:00 pm |
| **Saturday** | 9:00 am to 12:00 nn |
| **Sunday & Public Holidays** | Closed |

**Opening hours** are subject to change and updated depending on the situation. Notices will be posted on the library webpage if opening hours are changed.

**www.gcc.edu.hk/library/**

# V. Admission to the College's Library

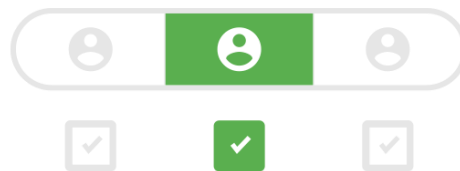GCC staff and students are entitled to enjoy library facilities and services with valid staff/student identity (SID) cards.

Visitors are admitted only with the permission of the Librarian or the President's Office.

www.gcc.edu.hk/library/

# VI.  Resources

Library resources are combined with physical materials and electronic resources. Below are the collection figures for reference, as of June 2023:

| Resources | Number of titles | |
|---|---|---|
| | English | Chinese |
| Books | 3,325 | 5,451 |
| eBooks | 510,000 | 133 |
| Print journal titles (by item) | 11 | 78 |
| eJournal titles (by title) | 16,383 | - |
| Audiovisuals | 90 | 164 |

## A.  Catalogue

In the library catalogue (**Koha**) you can find physical books, journals, and purchased eBooks. Physical books are classified by using the Library of Congress Classification.

www.gcc.edu.hk/library/

## B.  Electronic Resources

### 1.  Databases

Journal search gives you immediate, full-text access to over 16,000 journal titles, high-quality academic journals, newspaper, and magazine articles for your research.

## List of databases

Provided by EBSCO (access via OpenAthens or VDI):

- Academic Search Complete
- E-Journals
- ERIC
- GreenFILE
- Library, Information Science & Technology Abstracts
- OpenDissertations

- Psychology and Behavioral Sciences Collection
- Religion and Philosophy Collection
- Social Work Reference Center
- Sociology Source Ultimate
- Teacher Reference Center
- The Serials Directory
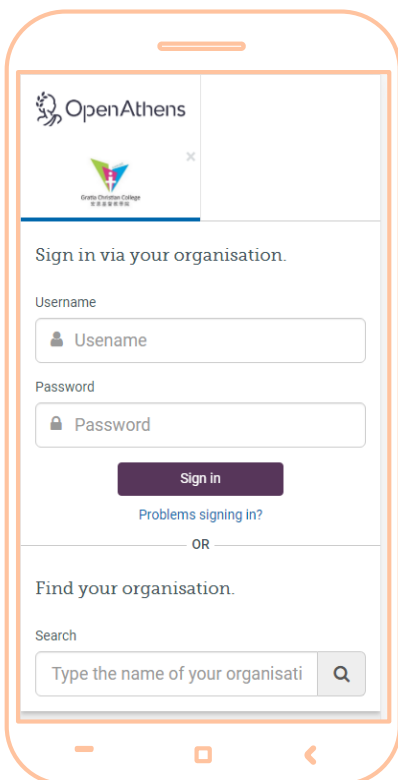
Provided by HKBU Library (access via VDI):

- 中港電視電影資料庫
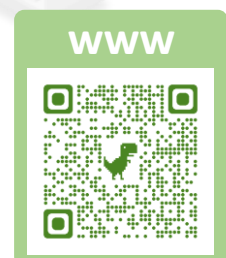
➢ To search databases provided by EBSCO:

    ➢ Click "EBSCO Collections" under the search box on the homepage

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Keyword

EBSCO Collections | Course Reserves | Exam

➢ (Off-campus) Login via **OpenAthens** [same as Moodle login and password]

➢ (Mobile device) Download **EBSCO Mobile** for better experience

➢ Optional: Choose appropriate databases

➢ Type keywords and select the field ("AB Abstract" is recommended if you have no specific articles)

➢ Click "Search"

➢ Optional: Limit to "Fulltext", "Peer-reviewed", Select Year, Language to "English" only, etc in order to narrow the search results.

OpenAthens

Sign in via your organisation.

Username

  Username

Password

  Password

**Sign in**

Problems signing in?

OR

Find your organisation.

Search

Type the name of your organisati

▶ YouTube

## 2. eBook collections

The Library provides access to over 510,000 titles of eBooks in many subject areas. Our eBooks are provided by a variety of suppliers and are available on different platforms - EBSCO, Gale, AiritiBooks, etc. You can access eBooks wherever and whenever you need them.
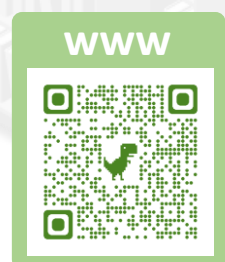
## List of eBook Collections

Provided by EBSCO (access via OpenAthens or VDI):

- eBook Academic Collection
- eBook Collection
- eBook Subscription Psychology Collection
- eBook University Press Collection

Provided by others (access via VDI):

- Gale eBooks
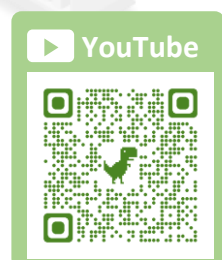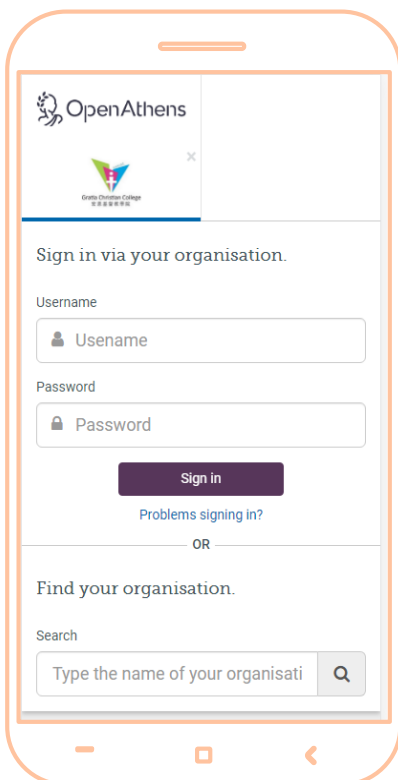- AiritiBooks 華藝中文電子
- SUEP 聯合電子書

➢ To search eBook collections provided by EBSCO:

➢ Click "EBSCO Collections" under the search box on the **homepage**

Keyword

~~EBSCO Collections~~ | Course Reserves | Exam
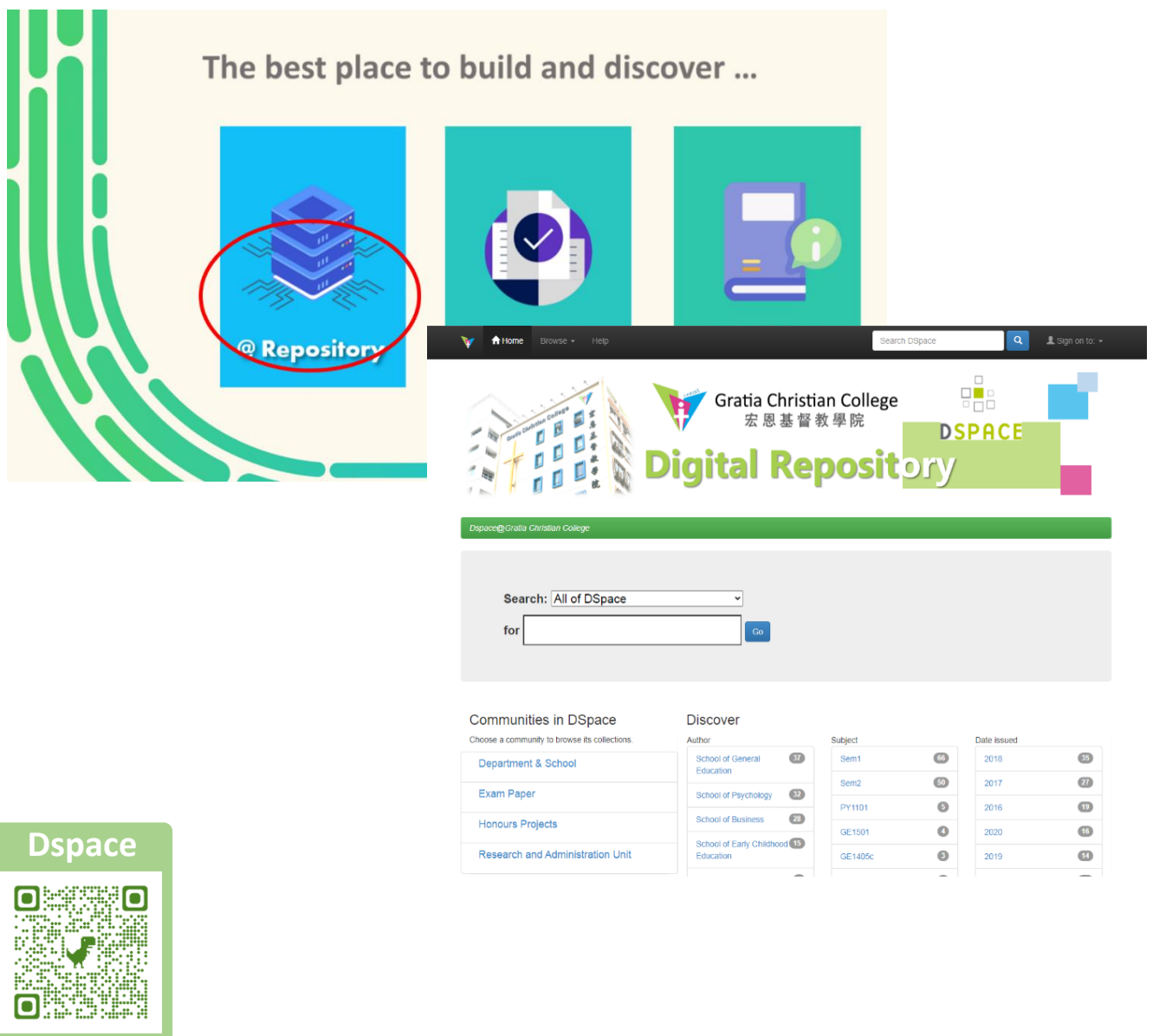
➢ (Off-campus) Login via **OpenAthens** [same as Moodle login and password]

➢ (Mobile device) Download **EBSCO Mobile** for better experience

➢ Optional: Choose appropriate collections

➢ Type keywords and select the field ("AB Abstract" is recommended if you have no specific eBooks)

➢ Click "Search"

➢ Optional: Filter Year, Language to "English" only, etc in order to narrow the search results.

**OpenAthens**

Gratia Christian College

Sign in via your organisation.

Username

👤 Usename

Password

🔒 Password

**Sign in**

Problems signing in?

OR

Find your organisation.

Search

Type the name of your organisati 🔍

▶ YouTube

**3.    Digital repository (access via VDI only):**

It is a one-stop repository for accessing all the publicly available digital content created and maintained by the library. It provides access to **past examination papers** and **honours projects** of the college via the Library Homepage, and is continuously updated with newly received examination papers and honours projects from the Schools.
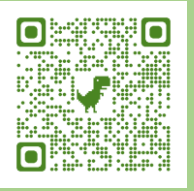


**Dspace**

**www.gcc.edu.hk/library/**

## 4. Subject Guides

**Subject Guides** have been created as a starting point for doing research into a particular discipline. Each guide provides a direct link to the most relevant resources, help and referencing information. The guides are the most current portal to library information that is relevant to your programme.



Subject Guides

社會工作
SOCIAL WORK

基督教事工資源中心
RESOURCE CENTRE FOR CHRISTIAN MINISTRY

幼兒教育
EARLY CHILDHOOD EDUCATION

物業及設施管理資源中心
RESOURCE CENTRE FOR PROPERTY AND FACILITIES MANAGEMENT

▶ Subject

WWW
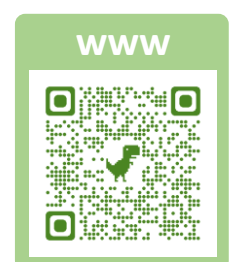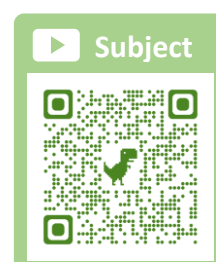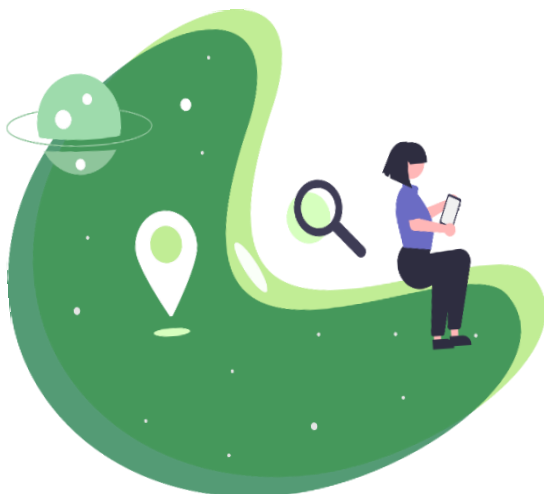
# VII. Services and Facilities

## A.  Information Services

Our library staff provide assistance in the following aspects:

- ❖   Handling reference enquiries
- ❖   Using the library catalogue
- ❖   Using equipment such as a multifunction printer
- ❖   Handling basic wireless connection
- ❖   Accessing electronic resources
- ❖   Referral to other institutions and organisations

## B.  User Communication and User Education

### 1.  Library and Learning Resources Committee (LLRC)

LLRC is set up to help library and academic staff work together so that academic staff will appreciate existing services and assist in further developments. School representatives and library staff can meet formally or informally as often as needed. Student representatives are invited to join the meeting as well. Communications are enhanced through this arrangement, and services and resources can be improved.

### 2.  Library Orientation

Library orientation sessions are organised for new students at the beginning of each academic year. Academic staff may also request orientation sessions on the use of library resources in their subject areas.

**YouTube**

www.gcc.edu.hk/library/
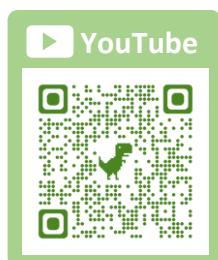
3.   **Library Instructions on the web**

**Information literacy tutorials** as well as **subject guides** and **referencing guides** are available on **YouTube Channel** and **Library webpage**.
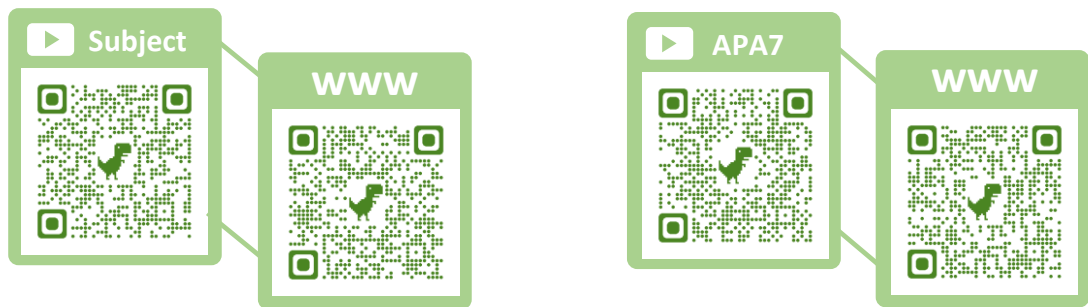


4.   **In-class information literacy**

Academic staff can request in-class information literacy support when they find library resources useful for a particular subject area or a specific assignment at any time during the year.

## C.  Circulation Services

### 1.    Borrowing privileges

| Borrowing privileges | | Student / Admin staff | Academic staff | Renewal |
|---|---|---|---|---|
| Loan quota | | 20 items | 30 items | - |
| Request quota | | 10 items | 15 items | - |
| Loan period | Book / Audiovisual | 14 day | | 1 time |
| | Course reserve | 1 / 3 / 7 day | | - |
| | Reference / Serial | Library use only | | - |
| | Device / equipment | Same day    \|    2 day | | - |
| Library fines | Overdue | HK$2 per day ( 3-day grace period*) | | |

*Grace period is counted by calendar days.
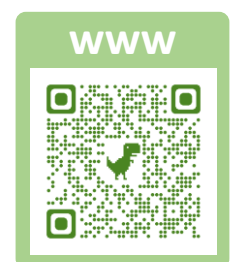
## 2.    Borrowing procedures

All borrowed materials must be charged out with a valid staff/student identity (SID) card. **For the first time to borrow library items, you must log in to the catalogue, Koha (http://lib.gcc.edu.hk/).** The login name and password are the same as Moodle login.

Ways for loan:

- Kiosk
- **Mobile loan**
- Library counter





## 3.    Request items

User is able to hold the item which is charged out by another user.

The requester will be notified by email to collect the item(s) at the library counter within 3 working days once the item is returned.

Users are able to make a personal request to get a book from the connected libraries.

## 4. Overdue items and fines

Fines are assessed for overdue materials. The overdue fine is HK$2.00 per day per item.

A fine is not assessed to your account until the item has been returned to the Library.

The maximum overdue fine is $100. The borrower needs to pay the full item value plus overdue fines and handling fees for the replacement at a current market price.

Borrowing privileges will be suspended if a borrower has more overdue items or outstanding fines.

## 5. Return procedures

Borrowers can return the items to:

- Kiosk
- Library counter
- Bookdrop

All borrowed items may be recalled if library staff receive a request by another user. Fines are charged for late returns.

## 6. Loss and Damages

Items that are lost or damaged must be reported promptly to the Library where staff will determine the replacement

options or cost. The users will be charged the cost of replacement plus a handling fee of $100 for each item.

Lost or damaged interlibrary loans (ILL) must be reported immediately.



## D.  Support from the community

Through the collaborative program, users can contact us to access the following libraries and utilise the services they offer:

- Baptist University Library

- City University of Hong Kong Library

- Hong Kong Public Libraries

- Shue Yan University Library

- Yew Chung College of Early Childhood Education Library

These libraries have their own unique collections and specialised resources to meet the diverse needs of our users.



All staff and students can borrow cards that allow entrance to the libraries of many other institutions in Hong Kong.

Please enquire at the library information services counter for details.
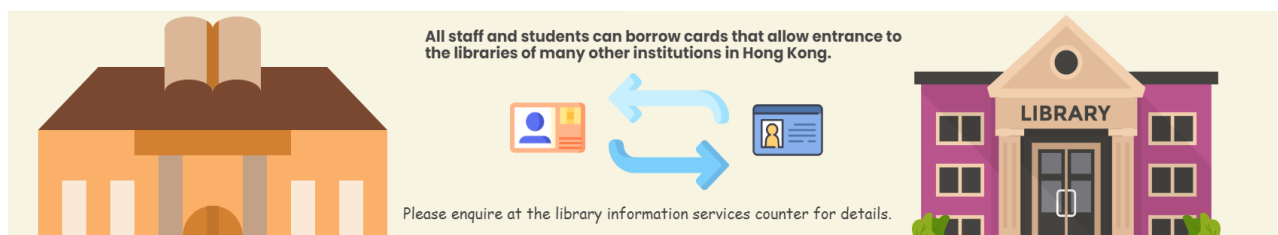
Please note that when using the services of the libraries, users are required to comply with their respective regulations and procedures.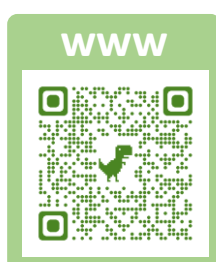 If users have any questions regarding the specific procedures for using the libraries, please seek assistance from our library team.

## E.  ISBN provision for publications

ISBNs (International Standard Book Numbers) are unique bibliographic reference numbers used to identify individual books. GCC Library is authorised to allocate ISBNs for any GCC monograph publications. These ISBNs are requested in blocks on behalf of the College. There is no cost to the individual requester.

## F.  Photocopying and Printing Services

A multifunction printer operated by **PaperCut** is provided for library users. It provides Black & White and Colour fast printing and scanning services. Online connect printing is an option for print.



**www**

**www.gcc.edu.hk/library/**

# VIII. Layout of the Library



**Floor Plan - Library**
平面圖 - 圖書館

Emergency Exit 緊急出口
Computer 電腦
Printer 打印機
Self-service 自助站
Table 桌子
Seat 座位
Sofa 沙發
TV 電視
Wheelchair 輪椅

Bookshelves 書架

New Arrivals 新品架
Display Desk 展示台
EXIT
Display Desk 展示台
Course Reserves 指定參考
Piano 琴

Information Corner 資訊站
Self-service 自助站
Printer 打印機

Computer Workstations 電腦工作站
EXIT

Small Glass Room 細玻璃房

Big Glass Room 大玻璃房

Information Services Counter 資訊服務台
EXIT
Self-service 自助站
Entrance 入口
EXIT

WWW

**The Library of Congress Classification table (selective):**

| Class | Subjects |
|---|---|
| A | GENERAL WORKS |
| B | PHILOSOPHY. PSYCHOLOGY. RELIGION |
| G | GEOGRAPHY. ANTHROPOLOGY. RECREATION |
| H | SOCIAL SCIENCES |
| J | POLITICAL SCIENCE |
| K | LAW |
| L | EDUCATION |
| M | MUSIC AND BOOKS ON MUSIC |
| P | LANGUAGE AND LITERATURE |
| R | MEDICINE |
| T | TECHNOLOGY |
| Z | BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL) |

**WWW**

www.gcc.edu.hk/library/