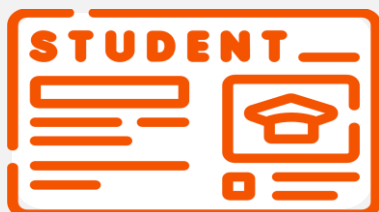


GET STARTED

LIBRARY GUIDE



Your student card can be used to:

- Access the Library
- Borrow books
- Use library facilities

Remember To Always Bring Your Card



My Library Record

You can access [My Library Record](#) to:

- View item(s) on loan and the due date(s)
- Renew item(s) on loan
- Check overdue fines
- Browse loan history

Please use the network login (Windows) below:



CIHE  **CBCC**
Carfax Institute of Higher Education Carfax Michael College of Careers

Sign in with institute account

network account

Password

[Sign in](#)

[Click here for Initial Password Format.](#)

Login Name: s + student ID no.
Default Password: A1234 + 06 + #

HKID

Day of Birth

Library Location & Opening Hours

Location

- Level 4 of both SFU and CBCC Campuses
- The two campuses are connected. You can access the Library at either entrance.

Opening Hours

Term Time	CBCC Library	SFU Learning Commons
Monday - Friday	8:30 - 21:00	8:30 - 21:00
Saturday	10:30 - 19:00	10:30 - 19:00
Sunday & Public Holidays	Closed	Closed

*Please visit the [library website](#) for any updates on the opening hours



Loan Privileges

Collection	Loan Quota (Item)	Loan Period (Day)	Maximum Renewal (Day)	Reloan Limit (Day)	Overdue Fines*	
					Normal	Recalled
General	30	28	120	/	HK\$ 1.5	HK\$ 3
Multimedia	3	7	/	1 day	HK\$ 3	/
Reserve	3	3				

*Per item per day



Major Collections

Collection	Description
General Collection	English and Chinese print books
Reserve Collection	Principal and supplementary readings stated in course syllabuses
e-Collection	All library e-resources (e.g. e-books, e-journals, e-databases)

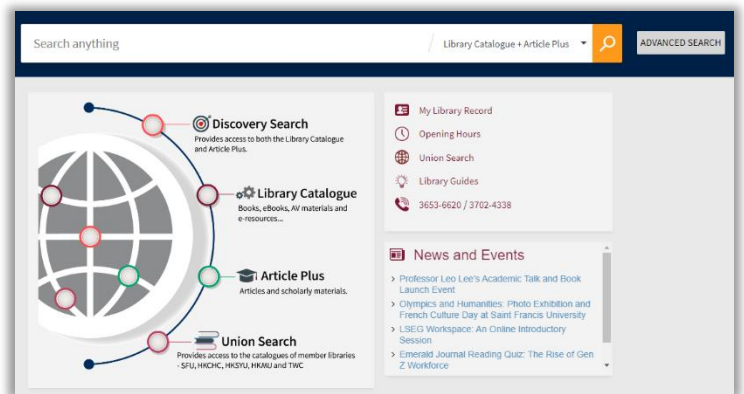


Searching & Accessing Library Resources

Search Resources

[Discovery Search](#) is a one-stop search platform to help you find and locate library resources:

- Print books
- e-books
- e-journal articles
- Audio-visual materials



Access Resources

Print Items

To find an item on bookshelves, please check: the collection to which the item belongs; call number assigned to the print item.

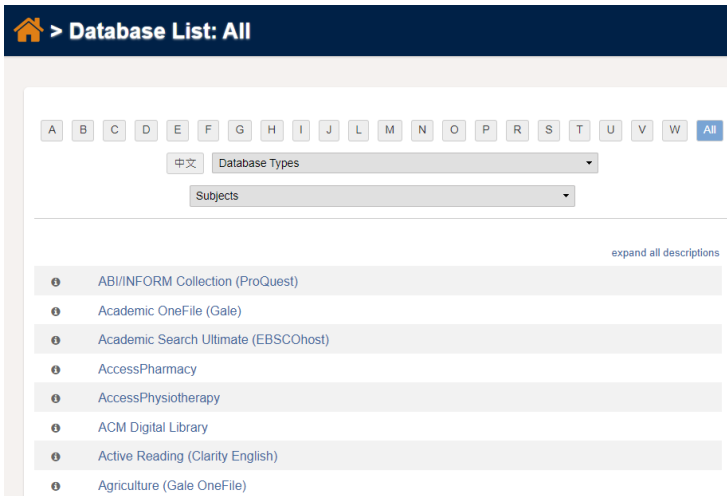
BOOK
Health promotion : planning and strategies
 Green, Jackie; Cross
 London : SAGE Public
 COURSE
 Available at CBC
 and other locati

LOCATION ITEMS

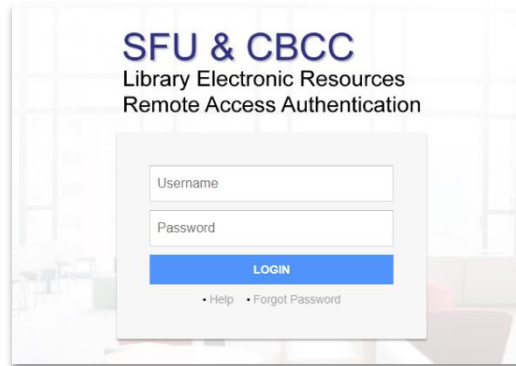
CBC Library
 Available. General Collection ; RA427.8 .T66 2019
 (2 copies, 2 available, 0 requests)

LOCATE

Item in place	Copy: 2	Loanable	▼
Item in place	Copy: 3	Loanable	▼



To view [e-resources off-campus](#), please log in (same as accessing My Library Record) when the remote access window pops-up.



Borrow & Return

You can borrow and return library items at the **Circulation Counter**



Borrow library items yourself at the [self-checkout stations](#)

Return library items using [book drops](#) at the entrances to the CBCC Library and the SFU Learning Commons



Learning Support Facilities

Computing & Printing

- Available throughout the Library
- No registration is needed
- [Designated computers](#) are installed with advanced software applications such as Adobe Creative Cloud and SPSS Statistics





Multifunction printers for [printing](#), [copying and scanning](#) throughout the Library



[Laptops and MacBooks for loan](#) at SFU Help Desk

Group Discussion Rooms

4 rooms for collaborative study **2** hours reservation period



Please reserve the room using institution-wide [online room booking system](#)

Individual Study Carrels

- Available throughout the Library
- No registration is needed



Quiet Study Zone

- At the Learning Commons
- No registration is needed



Instruction & Reference Support

Orientation & Workshops

Orientation sessions and workshops are held regularly to introduce information literacy skills, the use of specific e-databases and reference management.

Library Guides

To support your learning and research, the [Library Guides](#) provides:

- Reference materials and search tips
- [Mobile apps](#) of e-resources
- [APA referencing](#) examples and [EndNote](#) for download

