



LIBRARY GUIDE STAFF

<https://library.sfu.edu.hk>

About the Library

The Library locates on the **4th Floor** of the SFU & CBCC campuses:

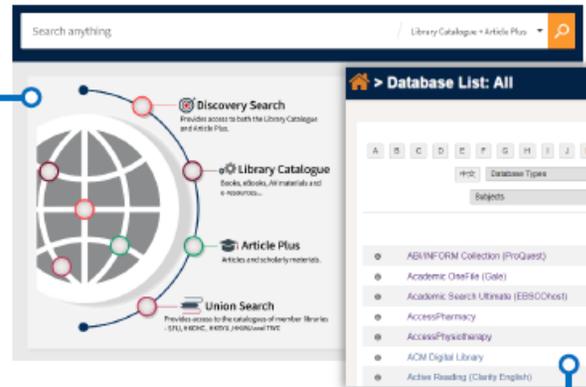
- **CBCC Library:** Houses print books and multimedia items for loan
- **SFU Learning Commons:** Spacious area for self-study and group discussion

Search for Resources

Discovery Search

A one-stop search platform for:

- Print books and e-books
- Print journals and e-journal articles
- Multimedia items



A-Z List e-Databases

Access e-databases in different subject disciplines via **A-Z List e-Databases**



All e-resources can be accessed both **on and off campus**

Library Collections

The **key collections** in the Library include:

Collection	Resource
General	Print books in English and Chinese
Reserve	Principal course readings
Journals	Current print journals, bound journals of back issues
Reference	Encyclopedias, yearbooks, dictionaries
Multimedia	DVD / Blu-ray movies
E-Resources	e-books, e-journals, e-databases

Borrow & Return

Facility	Service	Location
Circulation Counter	Borrow and return	CBCC Library
Self-check Stations	Check-out items yourself	CBCC Library, Learning Commons
Book Drops	Return items 24/7	Entrances: CBCC Library, Learning Commons



Overdue and non-print items must be returned at the Circulation Counter

My Library Record

All staff can sign-in to:



- **Renew** your loaned items
- Check **current loan records** and overdue fines
- **Request** items checked out by other users

Login name: [Windows log-in name](#)
 Password: [Windows log-in password](#)

Request & Recall

All **checked-out items** are subject to recall upon requests. Please return them on or before the due date stated on the **recall notice** email.

Recalled items can be picked up by requesters at the **Circulation Counter** in 3 days upon receipt of the **pick-up notice** email.

Other Services

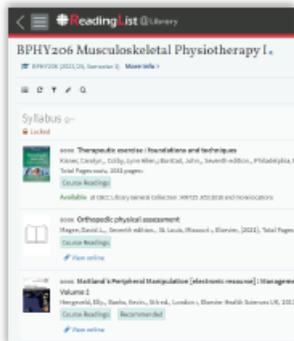
Course Reserve

Principal readings listed in course syllabuses are placed in the **Reserve Collection** for short-term loan or for use in the Library.

ReadingList@Library

A reading management platform for:

- **Instructors** to create course reading lists
- **Students** to access all course readings on Moodle in one-go



Suggestion for Library Resources

To recommend resources for purchase, please send email to us or submit the **Recommendation for Library Acquisitions** form



Inter-library Loan and Reader Cards

Service	Item Available	Eligible User
ILL	Print books, book chapters, journal articles from other institutional libraries	<ul style="list-style-type: none"> • FT Academic • Senior admin.
Reader Cards	Institutional library cards for on-site reading	FT staff

Staff Publications

You are welcome to share with us your **scholarly works** for display at the **Staff Publications** area in the Learning Commons and for record-keeping in the **Institutional Repository**.



Library Workshops

Workshops about the use of library e-resources and **APA referencing** can be arranged for students upon requests.



Circulation Counter



Key Loan Rules

Loan Quota and Loan Period

Staff	Collection	Loan Quota (Item)	Loan Period (Day)	Max. Renewal (Day)
Academic & Admin. (FT)	General	60	90	360
	Reserve	6	3	-
Academic & Admin. (PT)	General	15	30	120
	Reserve	3	3	-
General & Support (FT & PT)	General	15	30	120
	Reserve	3	3	-

Overdue Fines

Late Return	Collection	Fines (Per item per day)
Normal	General	HK \$1
	Reserve	HK \$3
Recalled	General	HK \$3

Opening Hours

Opening Hours	CBCC Library & SFU Learning Commons
Mon - Fri	8:30 - 21:00
Sat	10:30 - 19:00
Sun & Public Holidays	Closed

Contact Us

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