



LIBRARY GUIDE STUDENT

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

About the Library

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

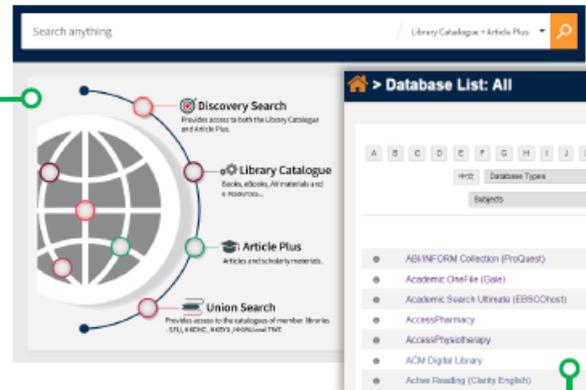
- **CBCC Library:** Houses print books and multimedia items for loan
- **SFU Learning Commons:** Spacious area for self-study and group discussion

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 students can sign-in to:



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

Login name: **s + Student ID**

Password: **HKID (first 5 digits) + Day of Birth + #**

► 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

► Room Booking Service

Group discussion rooms can be reserved for collaboration study purposes via the **Online Room Booking System (RBS)**.



Group Discussion Rooms



► Laptop / Macbook Loans

Available for loan at the **Help Desk** of the Learning Commons for use in the Library

► Print / Scan / Photocopy

Multi-function printers / photocopiers are available throughout the Library

► Orientation & Workshops

Let's join to know more about library resources, services and facilities



► Book Recommendations

Feel free to suggest books for purchase



► Reader Cards

For loan at the **Circulation Counter** for **on-site** reading in institutional libraries



Key Loan Rules

Loan Quota and Loan Period

Student	Collection	Loan Quota (Item)	Loan Period (Day)	Max. Renewal (Day)
SFU / CBCC (FT & PT)	General	30	28	120
	Reserve	3	3	-
CAPS (FT & PT)	General	20	28	120
	Reserve	3	3	-

Overdue Fines

Late Return	Collection	Fines (Per item per day)
Normal	General	HK \$1.5
	Reserve	HK \$3
Recalled	General	HK \$3

E-Learning Laboratory



Quiet Study Area



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

Contact Us

3653 6620 / 3702 4338

library@sfu.edu.hk



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