Library Orientation
for New PG Students - Fall 2022

Victoria Caplan
HUMA, SOSC & Public Policy Librarian
lbcaplan@ust.hk
Write down or say **Welcome or How are you** in your native language in the chat.

Welcome or How are you in your native language in the chat.
It’s Bigger & More Exciting than You Might Think

5 Floors | 12,350 m² | Group work spaces | Millions of things to read, listen to & watch | Information Help | Library Learning Workshops | Research Support Exhibitions | Events & More

Library Facilities Fact Sheet 2021/2022

BUILDING
Floors | 5
Floor Space | 12,350 m²
Shelving Capacity | 782,000 volumes
‘Off-Site’ Storage Floor Space | 252 m²
Shelving Capacity | 95,000 volumes

EQUIPMENT
Media Resources Equipment | 38
Display Screens | 65
iMac, 35
Data Projectors, 21
Networked Printer/ Copier/ Scanner, 10
Public Scanners, 1
User Computer Workstations, 213

ROOMS/SPACE
Production Studio, 1
Media & Discussion Rooms, 3
Teaching Rooms, 5
A/V Editing Suites, 4
Group Study & Presentation Rooms, Tutorial Spaces, 45
Interview Room, 1
Data Collaboration Lab, 1

SEATING
Computer Seats (outside teaching rooms) | 135
‘Floating’ Chairs | 0-10
High Chairs | 102
Individual & Group Study Carrels | 716
Media Carrels, Microforms, SEN | 16
Reading Table Seats | 1,286
Study Rooms | 442
Soft Seating | 221
Teaching Rooms | 187
Tablet Chairs | 114

HKUST Library Virtual Tour (360°)

Statistics from library website on 29th November, 2021
Your Gateway to Find Information (https://library.hkust.edu.hk)
Help for Postgraduates

https://library.hkust.edu.hk/help-for/postgraduates/

Research Support

Get HKUST Library Materials
- Borrowing Privileges: 8 weeks for books | 7 days for media materials | loan limit 10 | Loan rules
- Document Delivery (from HKUST's collection) – articles from the physical collection to your inbox
- Find Course Reserve materials by Course Name or Instructor (watch a how-to video)
- If you work as a teaching assistant, you may place course materials in Course Reserve for your students
- Recommend Book or Media Purchase

Access Materials at Other Libraries
- HKALL – get books from other university libraries in HK | Search HKALL (watch a video)
- Interlibrary Loan – articles, books, theses, & book chapters from outside HKUST
- JULAC Card – access to other university libraries

Research Information and Data Services
- DataSpace@HKUST – a data repository and workspace service for HKUST's research community
- Data Management Plan (DMP) – a document that describes how you will handle your research data
- HKUST SPO – Institutional Repository & Scholar Profiles
- Research Bridge – helpful info about data management, author rights, and more
- Researchers’ Series: Seminars and Workshops – learn more about research management from different experts
- Research Integrity Resources Portal
- Student Publication Reporting System (Office of Postgraduate Studies)
- Subject Librarians can give you research coaching sessions, just contact them
- Browzine – a great app for keeping up with your favorite journals
- Citation Certification

Your Thesis
- Guide to Thesis Submission

Learning Support

Library Instruction – Our Information Literacy Program
- Library Classes for PG Events and Workshops | Schedule & Registration
- Course Guide and Subject Guides – information resources for selected courses and subject disciplines
- E-learning Videos and Games
- Slides for Orientation for New PG students (2021 Fall PG Orientation Workshop – Victoria)

Facilities
- Reserve group study room, IC learning space and seminar rooms
- Copying, Scanning and Printing
- Library Computers

New to HKUST Library?
- Get Started @ HKUST Library
- Library Policies & Rules

Questions?
- Contact us: Email: libhelp@jjust.edu.hk | Phone: 2358-6760 | WhatsApp: 9701-1055

Accessibility
- Information about access to the libraries for persons with special needs
Get Started @ HKUST Library!

Welcome to the HKUST Library!
This guide aims to help you make the most of the Library in your first year at HKUST. It presents you with key library resources, services, and facilities.

The Library has a variety of facilities and flexible space equipped with technology to facilitate learning.

- Take a Self-Guided online Tour
- View Facilities details.

Learning Commons (LC) on LG1 opens 24x7 during term time. It also has the Creative Media Zone which as a graphics workshop, AV Editing Suites, and even a Video Studio.

Check out the Services & Information about LC.

Contact Us

Ask a Librarian for help on
- Assistance on finding the right books, articles, databases, internet resources, etc.
- Guidelines on the right direction for an assignment

WhatsApp (9701-1055)
Phone (2358-6760)
Email lbref@ust.hk or Subject Librarians

Please Be Considerate

Please help maintain a good study environment (user behavior):
- Quiet
- Food and drink

Too much to remember? Use this guide later.
PowerSearch is....

- **Library Catalog**
- **Articles+**
  - **Articles** from:
    - Magazines & Newspapers
    - Journals
    - Conference Proceedings

- **Books** (printed & e-books)
- **DVDs, streaming videos**, etc.
- **Journals** (e.g. Nature)
Your Borrowing Privileges

- Loan limit: 80, hold limit: 20

<table>
<thead>
<tr>
<th>Books: 8 weeks</th>
<th>Media: 7 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindle: 14 days</td>
<td>Reserve: 3-Hr (media), 3/7 days</td>
</tr>
</tbody>
</table>
How to find a book (a)

Find this book:

- Un-tick Articles +
- Type title key words: **Tesla inventor**
- Choose “search”
How to find a book (b)
How to find a book(c)

Want the e-book? Choose link in “View it”

How many can use it at a time? Choose “Show license”

Want the paper book? Locate can help you find it
What is Call number?

→ The **address** of a physical item in the library

e.g. **TK140.T4 C37 2013**

- **Subject** - TK = Electrical Engineering
- **Publication year**

More about Call number classification
Library Materials Retrieval Service

Sign in to request -> We retrieve from shelves -> you get email to pick up at circulation desk

- Books
- Media
- Kindles
- 3-day Reserve
- Reference books
- Current print journals
Q: What if the book is **unavailable**?

2 Options:

- **Request**
  - Request the HKUST copy

- **HKALL**
  - Request a copy from a local university library

Guide – How to request items
If the item is checked out, sign in to....

Put yourself on the borrowing waiting list

Request a copy from other HK university libraries
Request …

- You can place a hold on (request) a checked out book or media item
- A recall notice will be sent to the current borrower.
- You will receive email to pick up the book/media item when it is your turn to borrow it.
What is HKALL?

- A joint project of the eight Hong Kong university libraries
- Through HKALL you can request **available, physical BOOKS** from other HK university libraries
Request via HKALL
BOOK
Red carpet: Hollywood, China, and the global battle for cultural supremacy
Erich Schwartzel.
New York: Penguin Press, 2022; ©2022

Get it
REQUEST:

HKUST Library
Not Available, Popular Books; PN1993.5 U8 S67 2022
(1 copy, 0 available, 0 requests)

Send to

How to get it

Sign in for details ✋ Sign in

HKALL Holdings

HKUST Library

HKALL HOLDINGS (ONLINE)

The Chinese University of Hong Kong
Hong Kong Polytechnic University
City University of Hong Kong
Get Materials from other Academic Libraries

• **Interlibrary Loan**: request articles, print books, & book chapters from outside HKUST (**e-learning video**)

• **HKALL**: request available print books from other university libraries in HK (**e-learning video**)

• **Joint-University Access: JULAC Card**
  – With JULAC card, you can visit other HK university libraries in person.
  – Contact the library before you visit, maybe unexpected closure due to the pandemic or restrictions on campus visit.
2. Course Reserve - Short term loan, high overdue fines (by the hour)

Class notes, videos, problem sets and solutions, assigned readings and books

Search by
- Course code
- Course name
- Instructor name

E-version
Direct access

Print version
Get from G/F Circulation counter
Give them the call no.
2. Course Reserve - Renewals & Holds

Renewal
• You **cannot** renew 3-hour media reserve items. After you return the item, if there is no **hold**, you may check it out again.
• 3-day or 7-day – login to **My Account** to renew online

Place Hold (Request)
• 3-hour media reserve items, in person at the Reserve Counter (G/F)
• 3-day or 7-day – login and click **Request** in the record
Q: How do I know the status of my requests or loans?

→ Go to My Account

Check due date, Renew online, etc.
Award winning books/movies

- Academy awards, Hong Kong film awards
- Man Booker Prize, 香港書獎

New Arrivals

https://lbapps.hkust.edu.hk/newarrivals/
3. Find an article (a)

- + “Articles+”
- Type in article title or keywords
- Search
3. Find an article (b)
3. Find an article (c)

Options to get PDF:

Get PDF immediately?
→ Download PDF

Read other papers in the same issue?
→ View Issue Contents

Read related articles?
→ Access via databases
4. Find articles through different sources

- Select the right source based on your needs
- Google Scholar vs. PowerSearch vs. Journals & Databases

Google Scholar

HKUST PowerSearch

Databases
(e-journals, e-books, articles, newspapers, statistics, etc.)
Q: What if the article is unavailable?

For articles **available only in print** journals but you want an e-copy:

→ Request via [Document Delivery (DDS)](#)

For articles **not available** in our library:

→ Request via [Interlibrary Loan (ILL)](#)
Interlibrary Loan Services

1. Obtains books & journal articles from other libraries
2. 150 requests per year for free
4. Databases & Journals

Off campus?
Ezproxy authentication with your ITSC login and password
4. Databases - Access

- Always access database via the Library webpages for authenticated access
  - https://library.hkust.edu.hk/collections-resources/databases/all-databases/
  - https://library.hkust.edu.hk/collections-resources/databases/browsebysubject/

  - IEEE or Elsevier does not know whether you have subscription to access their contents.
<table>
<thead>
<tr>
<th>What do Databases Cover?</th>
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</table>
| **Journal Articles & Conference Papers** | ACM Digital Library  
ASCE Library  
IEEE Xplore  
Scopus  
Web of Science |
| **E-Books (guide)** | ProQuest Ebook Central  
Knovel (engineering handbooks) |
| **Patents** | Patsnap |
| **Standards** | ASTM Standards ([ASTM compass](#))  
British Standards Online  
IEEE Xplore |
| **Theses & Dissertations** | [OpenDissertations](#)  
[ProQuest Dissertations & Theses](#)  
[HKUST Electronic Theses](#) |
| **Statistics** | OECD iLibrary  
Passport  
Statista : the portal for statistics |
Databases – full-text available or not

After login, will see Access is provided by the Library

Full-text available such as IEEE Xplore, full-text available in html or PDF
Databases – full-text available or not

Scopus or Web of Science are not full-text databases

View at Publisher – 90% chance to get the full-text from publisher.
If not, use Find@HKUST to get full-text from other sources or request Interlibrary loan.
Chrome Extensions

- Recommend to enable Unpaywall and LibKey Nomad extensions on Chrome

- Unpaywall – find free full-text

- LibKey Nomad can check if there are full-text contents available for HKUST subscribers.

After enabling LibKey Nomad (browser extension)
Tools to Speed Up Full-text Access

https://libguides.hkust.edu.hk/full-text-access
Research Support Services

- **DataSpace@HKUST** – a data repository and workspace service for the HKUST research community
- **Data Management Plan (DMP)** – plan how to describe, collect, and preserve your research data to prevent data loss as well as fulfil funders’ requirements.
- Sign-up for **Research Bridge** to get latest updates on research & publication trends, author tips, etc.
- **Research Integrity Resources portal** – policies, guidelines and training information on research integrity and ethics at HKUST.
# Library Seminars & Workshops

## Professional Development (PDEV 6770) Series – School Specific

- Academic integrity & intellectual property
- Search research literature effectively

### Author Rights & Copyright
- Author rights, copyright & open access
- Copyright in Education
- Open Access What Where How

### Research Data Management
- Data disaster prevention
- Data discovery & citation
- Data management plan
- Introduction to RDM
- Getting Started with OpenRefine

### Authorship
- Emerging Open Science Tools for Literature Search
- LaTex for RPGs
- RefWorks
- Reference Management Tools

### Research Impact
- Altmetric
- Evaluating Journals for Research and Submission
- Making an Impact – Track Your Research Metric
- Scholar profile management

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Researchers’ Series (https://library.hkust.edu.hk/services/research-support/researchers-series/)
Registration (http://library.hkust.edu.hk/ce)
Hours, Contact, Room Reservation, Copying, Scanning, & Printing

- Library opening hours (https://library.hkust.edu.hk/about-us/hours/)
- Information Help – lbref@ust.hk / 2358-6760
- WhatsApp – 9701-1055 (only text chat)
- Library Facebook (http://www.facebook.com/hkust.library)
- Library Instagram (https://www.instagram.com/libraryathkust/)
- Subject Librarians (http://library.hkust.edu.hk/about-us/contact-us/subject-librarians/)

Room Reservation

Copying, Scanning & Printing
http://library.hkust.edu.hk/services/facilities/copying-scanning-printing/
Reserve a Room (a)
Reserve a Room (b)

Rules for the Use of Study Rooms

These rules apply to Group Study Rooms, LG3 Seminar Room, Media & Discussion Rooms, IC Learning Space, and AV Editing Suites. Violators may be blocked from further room booking.

1. The rooms are for group use by HKUST staff and students only. Individuals should study in other locations.
2. Rooms that are not reserved are available on a first-come-first-served basis.
3. Each group can book up to 2 hours per session, 1 session per day, 2 sessions per week, all rooms combined.
4. Reservation may be made on the same day or at most 2 weeks in advance.
5. If your group is more than 10 minutes late, the reservation is no longer in force and another group can take the room for the rest of that booking.
6. At least 2 persons must be present at all times during a session. If only 1 person is in the room for more than 10 minutes in the middle of a session, another group may take the room for the remaining time of that session.

Which Rooms You May Reserve Online

<table>
<thead>
<tr>
<th>UG student</th>
<th>PG student</th>
<th>Faculty and Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Study Rooms</td>
<td>Group Study Rooms</td>
<td>LG3 Seminar Room</td>
</tr>
<tr>
<td>LG3 Seminar Room</td>
<td>LG3 Seminar Room</td>
<td>Media &amp; Discussion Rooms</td>
</tr>
<tr>
<td>Media &amp; Discussion Rooms</td>
<td>Media &amp; Discussion Rooms</td>
<td>IC Learning Space</td>
</tr>
<tr>
<td>AV Editing Suites</td>
<td>AV Editing Suites</td>
<td>AV Editing Suites</td>
</tr>
</tbody>
</table>
Copy, Scanning & Printing

http://library.hkust.edu.hk/services/facilities/copying-scanning-printing/

Copying

Charges of Copying vary with the paper size, one/two-sided and color/black-and-white(B/W). Check the locations of different copiers and the copying options supported.

Printing & Wireless Printing

Public printers on each floor support printing from Library’s computers or remotely from users’ notebook computers. Charges of printing vary with the paper size, one/two-sided and color/black-and-white(B/W). Check the locations of different printers and the printing options supported.

To print from a notebook computer, read Wireless Printing and install the driver in advance.

To print, in general, watch 1-min video for How to Print from a Library Computer.

Wireless Printing

To be able to print from a notebook computer, download and install the appropriate driver below. You need to be in campus to access these files.

Microsoft Windows

- Installation guide
- Installer for Microsoft Windows 7, Windows 8.1
- Watch 1-min video

Mac OS

- Installation guide
- Installer for Mac OS X 10.7, 10.8, 10.9, 10.10
More - Facilities & Equipment

https://library.hkust.edu.hk/services/facilities/

Self-service Lockers

The Library provides lockers for all users to temporarily deposit their belongings in short term.

- Location: on Level 3 (back corridor near the restrooms)
- Fee: Free for 1st & 2nd hours – free of charge
- From the 3rd hour onwards – $2 per hour
- Maximum usage: 122 hours
- Self-service Lockers Real-time Availability
  - Large: 10 / 10 Available
  - Small: 16 / 16 Available
  - 24238516 (3) 16 Available

Rules for Using Self-service Lockers

1. Only Octopus cards / Smart Octopus are accepted. One Octopus card account can occupy one locker only.
2. Library items not yet checked out, as well as unsafe, illegal, staining, and odorous materials including food, cannot be deposited in the lockers.
3. The Library is not responsible for any losses or damages of items left in the lockers.
4. The Library has the final authority to open and empty any locker occupied by students, by students, and/or employees, or which are returned more than 5 days after the reservation.

Nap Pods

Need a pause? Nap Pods are now in the Library.

- Check out the Nap Pods on Level 3 of the Library, near the fire station.

Why are they here? What are they for?

Research suggests that a short nap during the day can help you work better, think more clearly, and balance your emotions. The nap pods are designed to give you a perfectly timed, energy-saving 25-minute nap to keep you refreshed and healthy.

How do they work?

The nap pods sit you in a comfortable sleeping angle, where you fall asleep without using headphones; through your headphones, and keeping your eyes closed or your sleep. After 25 minutes, the nap pod gently wakes you up with increasing light and vibration.

Rules for the Use of Nap Pods

- Reservation:
  - Each user can book 1 session per day, 4 sessions per week.
  - Reservation may be made on the same day or at least 1 week in advance.
  - Each session lasts for 25 minutes, including cleaning and 20-minute nap. (Please use your own earphones or headphones & wipe down the pod before and after each use with the wipes provided.)
  - Where not reserved, nap pods are available on a first-come-first-served basis.
  - If you are more than 10 minutes late, the reservation is cancelled and another user can take the seat for the rest of that booking.

- Notice:
  - To start the session, users are required to press the "START" button on your right-hand side of the nap pod.
  - You may be asked to leave the nap pod if the booking period has not been reserved by another user.
  - Visitors may be blocked from making reservations for 4 weeks.

More details can be found on the official website and the online booking system.

Technology Items for Loan

At Learning Commons/Help Desk (L1) and Information Commons/Help Desk (SG), you can borrow a variety of items if you have borrowing privileges according to our Borrowing Policy.

Terms of Use

- All items are for use in the Library only.若使用于外，可从Learning Commons/Help Desk (L1) and Information Commons/Help Desk (SG). You can borrow a variety of items.
- Items returned on time, you will get 1 day's not returned, or for any other item not returned in one week is considered lost. You will be responsible for the replacement cost.

<table>
<thead>
<tr>
<th>General</th>
<th>LC Help Desk (L1)</th>
<th>IC Help Desk (SG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Reader (USB-A)</td>
<td>📎</td>
<td></td>
</tr>
<tr>
<td>Card Reader (USB-C)</td>
<td>📎</td>
<td>✓</td>
</tr>
<tr>
<td>Creative Pen Table</td>
<td>✓</td>
<td>📎</td>
</tr>
<tr>
<td>Charging Cable (3 in 1)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Stylus Pen (Special Education)</td>
<td>📎</td>
<td>✓</td>
</tr>
<tr>
<td>Stylus Pen (Special Education)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Finger Clips</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Headphone (Nap Pod)</td>
<td>📎</td>
<td>✓</td>
</tr>
<tr>
<td>Headphone with Microphone</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Headset</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Microphone</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Link Adapter</td>
<td>✓</td>
<td>✓</td>
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Library Orientation
How Well Do You Know Your Library?

https://lbcone.hkust.edu.hk/eobj/quiz/index.html

Win a Prize!

- Get 8 Correct Answers
- Join the Lucky Draw to Win a Library Mug!

Open to all UGs & PGs

Submission due date: Sept. 16, 11:59 pm
Most useful takeaway from this session?

Please type in the chat box
HKUST Library
Your Learning Hub