

Resource Centre User's Handbook

(Last Revised in June 2006)

Our Mission

The Resource Centre, 'RC' in short or better known as the library, is serving around 600 students and 100 staff in the secondary school campus. Our main aims are:

- ✧ to support the school curriculum,
- ✧ to encourage effective use of information and
- ✧ to foster the love of reading and learning.

This is achieved by the development of the book collection, multimedia materials, online resources, Library Induction Program (for Year 7), workshops, Student Librarians training scheme, and reading promotion activities.

Our collection comprises

- ✧ Over 13,000 printed titles
- ✧ More than 50 journal subscriptions
- ✧ More than 500 audio-visual items
- ✧ Online archives and databases (full-text articles from newspapers and magazine titles are accessible online)

Opening Hours on School Days

<p><i>Morning Session</i> 8:30 a.m. to *12:10 p.m. (Mon to Thur) 8:40 a.m. to *12:10 p.m. (Fri)</p> <p><i>Afternoon Session</i> 12:10 to 4:30 p.m. (Mon to Fri)</p>
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**Resource Centre will be closed in Period 4 when the Librarian is away. It will remain open if teacher volunteers are available to provide cover.*

Other Remarks:

Opening hours may be adjusted on special occasions including Christmas and Chinese New Year celebrations. Please pay attention to notices posted in the office, Resource Centre and the school website. Announcements will be made during form periods by Form Tutors or on Friday Assemblies. Resource Centre may be temporarily closed on occasions when the Librarian is out to attend meetings.

Basic Service & Facilities

Basic Service & Facilities	Service Hours
Orientation Tours Library Induction Program Workshops	Orientation tours and Library Induction Program are organized for Year 7 students and new staff at the beginning of each academic year. Form tutors are welcome to arrange bookings with Librarian.
General Inquiry	Available during opening hours.
Circulation Service	Circulation counter will be closed 5 minutes before school bell rings in each session.
Reference Desk Service	Available on-site & off-site (via email & on phone) when Librarian is on duty (except Period 4 & after school on Tuesdays).
Computer Support	http://www.ycis.edu.hk/helpdesk Inquiry: MIS (Ext. 197 / E-mail: helpdesk@ycis.edu.hk)
Computer Facilities	Available during opening hours. A wireless network is introduced for notebook users. For more details, visit http://sec.ycis.edu.hk
Photocopying Service	A charged self-help service.
Audio-visual Facilities	A free of charge self-help service. Available during opening hours upon booking.
Resource Centre Booking#	Available for staff only. Please contact library staff in advance.

#Notes for Teachers Booking Resource Centre

1. Please stay with your students during lesson time. You are expected to watch your students.
2. Please remind your students of '**Users' Practice & Good Conducts**' before they come.
3. If your students are using computers and printers, please remind them of guidelines on the use of computer facilities and printing in school.
4. If your class is watching a video, please keep the volume audible but not too loud.
5. Please assign time periods for students to check in and check out books to make sure they will not rush to the counter in the last minute.
6. Spare at least 5 minutes for students to tidy up and clear the tables before you dismiss your class.
7. When there is more than one class in the room, our staff will coordinate tables and use of facilities. Room and facilities are available on a first come first serve basis. Please make sure you specify the facilities you would need when you make the booking.
8. Specify the time you will come in and be punctual. Your booking will be automatically cancelled if you do not appear for the second half of the lesson.

Your advice and reminders to students is very important. Students need your encouragement and appreciations to perform well. We would appreciate your help too!

Main Collection *(Last Updated in August 2005)*

Information Type	Details
Yew Chung Publications	Yew Chung Update / Yew Chung Tribune / Aspire
Newspapers	(In Print Version) South China Morning Post / The Standard / Singtao Daily / Mingpao Daily (Online News Archives) Newsbank / WiseNews <i>Please contact library staff or Form Tutors for login.</i>
Periodicals	More than 30 journal titles in English & 20 journal titles in Chinese
English Fiction & Non-fiction	More than 3,500 fiction & 5,400 non-fiction titles selected by teachers & librarian
Chinese Fiction & Non-Fiction	More than 1,200 fiction & 1,700 non-fiction titles selected by teachers & librarian
Online Archives & Databases <i>(Available from August 2005)</i>	ProQuest Library / ProQuest History / GroveMusic Online Global Newsbank & NewsBank Newspapers Asia WiseNews Newspaper Archives <i>Please contact library staff or subject teachers for login</i> <i>Check RC website for updates</i>
Past IB Examination Papers & Past Essays	Hardcopy available in box files

Special Collection

Codes	Collection Description
HK	Hong Kong Collection
SL	Short Loan Items (Blue Labels) Art, Design and Technology Books (Brown Labels) Public Examinations Materials
R	Reference Collection
TR	Teachers' Resources
SR	Secondary Readers (Easy Fiction)
AV	Audio-visual Collection
TAV	Teachers' Audio-visual Collection

Classification Scheme

Fiction books are shelved according to alphabetical order of the author's last name. An example is :

F LEW	where F stands for Fiction LEW stands for LEWIS, C.S. (Last Name of the Author)
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Non-fiction items, which include books and audio-visual materials, are classified and arranged according to the **Dewey Decimal Classification System (DDC)**. An example is:

200 GOL	where 200 stands for Religion GOL stands for GOLD, S.D. (Last Name of the Author)
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DDC coordinates materials on the same subject and on related subjects to make items easier to find on the shelves by using a combination of letters and numbers.

The Dewey system has ten main classes, which are listed in the table below:

<u>DDC No.</u>	<u>Main Classes</u>	<u>Subject Areas Covered</u>
000	Generalities	Computer Science
100	Philosophy and Psychology	Philosophy / Psychology
200	Religion	Bible
300	Social Science	Sociology / Economics / Education / Commerce / Customs & Folklore
400	Language	English (English Usage & Grammar)
500	Natural Science and Mathematics	Mathematics / Astronomy / Physics / Chemistry / Biology
600	Technology (Applied Sciences)	Design & Technology / Medicine (Physiology) / Business Studies
700	Arts	Architecture / Fine Art / Music / Physical Education
800	Literature	Writing Skills / Drama / Literature in English
900	Geography and History	Geography / Ancient & Modern History
*920	Biography	Biography

Each of the above classes has ten divisions. These divisions are further divided into subdivisions, which are then further divided and become more subject specific.

Please refer to **Appendix A and B for more details.*

Online Public Access Catalogue (OPAC)

Most RC items, except newspaper, magazines, IB past papers and past essays, are listed on the online catalogue (OPAC). Access can be made online at <http://www.ycef.com/opac>. Items can be searched online by title, author and subject. Users may logon to read their personal loan activities and renew loan items.

Please refer to **Appendix C for detailed manual on OPAC.*

Loan Entitlement of Borrowers

Categories	Students		Secondary Staff	
	Year 7 to 11	Year 12 to 13	Teaching	Teaching Support / Non-Teaching
Loan Limits	4 Books	4 Books	10 Books	5 Books
Periodicals (Back issues only)	4	4	5	5
Renewals	1 time	1 time	Unlimited	1 time
Loan Periods				
Normal Loan Items	14 days	14 days	28 days	14 days
Periodicals	14 days	14 days	28 days	14 days
Audio-visual Materials	7 days	7 days	14 days	7 days
Short Loan Items	7 days/ overnight	7 days/ overnight	7 days/ overnight	7 days/ overnight
Overdue Fine	HK\$1 per day Maximum Fine: HK\$100		Waived	
Lost Book Fine	Equivalent to list price of the item and any additional cost applicable			

1. Students must produce a valid student ID card to check out items. Borrower's privilege is NOT transferable. Borrowers must check to see that all RC materials in their possession have been properly checked out to them before leaving.
2. Users are responsible for all materials charged to their cards.
3. Fines are levied on overdue materials.
4. Any material not returned in response to a final overdue notice would be considered as lost and the borrower would be billed accordingly. In addition to overdue charge, a replacement charge of the item will be imposed.
5. Borrowers must report the loss of library materials immediately to our staff. Fines will be calculated, from the date due to the date when the material was reported lost or, if subsequently found, till the date the material is returned.
6. An overdue fine of HK\$1 per day is charged for each item. A maximum charge is HK\$100 for each item.
7. Borrowers who lose their library loans are liable to pay for the current cost of the books including binding costs plus overdue charge if applicable.

Purchase Requests

Teaching staff will be invited to submit purchase request on academic references (both in print form and online) to the Librarian at the beginning of term 2. Materials purchased will be introduced in the next academic year. Purchase requests on magazines will be processed at the beginning of term 1.

All students and staff are welcome to make suggestions to the Librarian throughout the school year. Purchases will be proceeded with when the budget allows.

Computer Facilities

Students are requested to follow the '**Student Quick Start Guide**' and '**Rules and Guidelines Regarding the Use of Software, Hardware and the Internet**' given to you at the beginning of the academic year. Any violation in the use of the computer facilities may result in the immediate loss of their user privilege.

Photocopying Service

The copier in the library is installed with a card-machine. Students are required to purchase store-valued copier cards at Circulation Counter in order to make copy. The cost of a new card is **HK\$20 for 100 units**. 5 units (equivalent to HK\$0.5) will be deducted for each A4 copy. 10 units (equivalent to HK\$1) will be deducted for each A3 copy. **A refund of HK\$10** will be made when students return their card.

Teachers will be issued with a copier card containing 500 units. Costs incurred will be charged to the departmental budget at the end of each fiscal year. If teachers send their students to make a copy, they should pass their cards to students and collect it back after the copying has been completed.

Users' Practice & Good Conducts

When you are using RC service and facilities, you are expected to follow a few rules and learn to be a responsible, considerate and respectable user.

1. Always pay attention to signs, notices and announcements. Be very quiet when there are classes, meetings or examination going on in RC, even if you are only passing by the door.
2. Leave all you belongings, except purse, books and stationery, in the storage cabinet out of RC before you come in.
3. No food or drink is allowed in RC. Leave food and drinks out or finish it before you come in.
4. No game of any form is allowed in RC.
5. Work quietly and talk in a low voice. Remember, people choose to come for a quiet place to read and study.
6. When you are having lessons in RC, please listen to the instructions of your teachers and our staff. Stay in the area reserved for your class.
7. Use computer facilities with great care. Print only what you really need. Do not jam printers by repeating your print commands. Delete all unwanted print jobs before you go.
8. You are required to return books, stationery & furniture to their designated locations after use.
9. Spare a few minutes to tidy up and clear your desk before you go. Put used paper in scrap paper box.
10. Check and take away your belongings before you go. Teachers and our staff are not responsible for loss of personal belongings or objects left behind.
11. **Always listen to the instructions of your teacher and our staff.**

To create a desirable study and reading environment, your help is required and appreciated. Disciplinary measures will be taken on users who neglect advice of school and library staff.

Useful Websites

Resource Centre Homepage

[Http://www.ycis-hk.com/sec-library](http://www.ycis-hk.com/sec-library)

Online Public Access Catalogue

[Http://www.ycef.com/opac](http://www.ycef.com/opac)

MIS Technical Support (Computer Facilities)

<http://www.ycis.edu.hk/helpdesk>

Copyright in Hong Kong

<http://www.ipd.gov.hk/eng/copyright.htm>

Prepared by Mrs. Wong, Librarian
(Ext. 144)

A Story About The Dewey Decimal Classification System






Appendix A



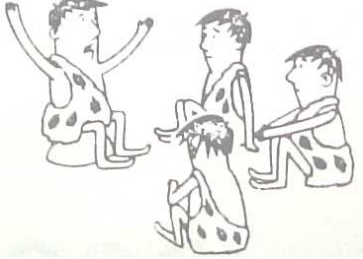

Cited from School Library Journal, February 1961.

Copyright R.R. Bowker Company/Cahners magazine Division.

(The Story of the Numbers Used for Nonfiction Books)

Some years ago Mr. Melvil Dewey devised a system of classifying books, which is used in many libraries. He chose certain main subjects and numbers, so that all nonfiction books on the same subject would be together on the shelf. He chose these subjects by imagining himself to be a prehistoric or primitive man. He asked himself questions he thought such a man would have asked.

<p>100's</p>	<p>Who am I? PHILOSOPHY AND PSYCHOLOGY (Man thinks about himself.)</p>	
<p>200's</p>	<p>Who made me? RELIGION AND MYTHOLOGY (Man thinks about God.)</p>	
<p>300's</p>	<p>Who is the man in the next cave? SOCIAL SCIENCE (Man thinks about other people.)</p>	
<p>400's</p>	<p>How can I make that man understand me? PHILOLOGY (Language) (Man learns to communicate with others through words.)</p>	
<p>500's</p>	<p>How can I understand nature and the world about me? NATURAL SCIENCE (Man learns to understand nature on the land, in the sea, and in the sky.)</p>	

<p>600's</p>	<p>How can I use what I know about nature? APPLIED SCIENCE AND USEFUL ARTS (Technology) (Primitive man learned about fire and how to make weapons. Man through the ages learned about the wheel, about medicine, planting crops, cooking food, building bridges, and how to make all the things we use.)</p>	
<p>700's</p>	<p>How can I enjoy my leisure time? FINE ART AND RECREATION or (arts) (By this time, primitive man had more time to do the things he enjoyed. He learned how to paint pictures and to create music. He also learned how to dance and play games.)</p>	
<p>800's</p>	<p>How can I give my children a record of man's heroic deeds? LITERATURE (Man became a storyteller. He creates sagas, fables, epic poetry, and plays about his ancestors and the people he knew. Later, man put these into writing for all people to read.)</p>	
<p>900's</p>	<p>How can I leave a record for men of the future? GEOGRAPHY AND HISTORY, BIOGRAPHY (So man began to write about events that had occurred everywhere, and about people who had participated in these events.)</p>	
<p>000's</p>	<p>GENERAL WORKS The numbers up to 100 are used for bibliographies, books about books, and for books which contain information on many subjects such as encyclopedias and other reference books.</p>	

Dewey Decimal Classification System (Summary)

Appendix B

Grouping	Description	Grouping	Description
		600-699	Technology and Applied Sciences
000-099	Generalities	600-609	Design and Technology
004-006	Computer Science	610-619	Medicine
020-029	Library and Information Sciences	620-629	Engineering
070-079	Journalism and Publishing	630-639	Agriculture
100-199	Philosophy and Related Disciplines	640-649	Home Economics
150-159	Psychology	650-659	Management, Organizational Behavior
200-299	Religion	660-669	Chemical and Related Technologies
220	Bible	670-689	Manufacturing and Specific Products
230-289	Christianity	690-699	Building and Buildings
290	Other Religions	700-799	Arts, Fine and Decorative
300-399	Social Sciences	710-719	Civic and Landscape
301-309	Sociology	720-729	Architecture
310-319	Statistics of the Social Sciences	730-739	Plastic Arts and Sculpture
320-329	Political Science	740-749	Drawing
330-339	Economics	750-759	Painting
340-349	Laws	760-769	Graphic Arts
350-359	Public Administration	770-779	Photography
360-369	Social Problems and Social Services	780-789	Music
370-379	Education	790-799	Performing Arts
380-389	Commerce, Communications, Transport	800-899	Literature
390-399	Customs, Etiquette, Folklore	810-819	American, Canadian and Literature in English
400-499	Languages and Linguistics	820-829	English
410-419	Linguistics	830-839	German
420-429	English / Anglo-Saxon	840-849	French
430-439	German / Germanic	850-859	Italian
440-449	French / Romance	860-869	Hispanic
450-459	Italian	870-879	Latin
460-469	Spanish / Portuguese	880-889	Greek
470-479	Latin	890-899	Others
480-489	Greek	900-999	General Geography and History
490-499	Other Languages	910-919	Geography
500-599	Pure Sciences	920-929	Biography
510-519	Mathematics	930-939	Ancient World History
520-529	Astronomy and Allied Sciences	940-949	European History
530-539	Physics	950-959	Asian History
540-549	Chemistry (including 548 Crystallography)	960-969	African History
550-559	Geology	970-979	North American History
560-569	Paleontology	980-989	South American History
570-579	Life Science (including 574 Biology; 576 Microbiology)	990-999	Other's History

Online Public Access Catalogue (OPAC)

[Http://www.ycef.com/opac](http://www.ycef.com/opac)

How to Search Resource Centre Collection?

Use the **'Search'** Option

Define search option by scrolling down to 'Keywords in Title / Subject / Author' etc. or 'Call No.',

Key in search terms in the spaces provided;

Select the information type by clicking on the boxes at the bottom of the page;

Click the Search button to conduct a search.

Volume	Item No	Status	Location / Collection	Call No. / Suffix

Click on the title to check catalogue record, location and loan status of the title.

How to increase number of hits or widen search results?

Truncation or **'wild card'** can be applied by putting a **'*'** at the end of the part of the word (at least 3 letters).

e.g. Chin* Users will get results in 'Chinese' and 'China'

e.g. Eco* Users will get results in ecology, economy, economies, economical, ecosystem

e.g. Comput* Users will get results in Computing, Computer, Computers, Computation

How to limit number of hits or narrow down search results?

The screenshot shows the VLib WebOPAC search page. The title is "Select the Search Criteria and Input Keywords. (e.g. reports, or play)". There are three search input fields. The first two have "cats" and "dogs" entered respectively. Below the third field, a dropdown menu is open, showing various search criteria options: "Keywords in Title, Subject, Author", "Keywords in Title", "Keywords in Subject", "Keywords in Author", "Keywords in Series", "Keywords in Publisher", "Keywords in Notes", "Keywords in Contents", "Keywords in Summary", "Keywords in Free Text", and "Call No.". There are also radio buttons for "And", "Or", and "Not" between the search fields. At the bottom right, there are checkboxes for "Abstracts/Circulars" and "Serials & Journals".

Boolean Search allows you to limit their search. Choose 'And', 'Or' or 'Not' to limit your search.

How to renew loaned items?

The screenshot shows the VLib WebOPAC Patron Logon page. The title is "Patron Logon". Below the title, it says "Please logon to proceed." There are two input fields: "Patron ID" with a hint "(e.g. ST008, or EXP, or DL)" and "Password" with a hint "(Leave this blank for the above IDs)". There are "Logon" and "Help" buttons. Below the buttons, there is a link: "Click Here to Change Your Password".

Click on '**Loan Activities**' and type in your student ID number or staff borrowers' number to logon. Leave the password blank (unless you have preset a password). You may read details of your loans and due dates etc. Simply click '**renew**' to extend loan period of selected items.

How to Reserve a Book?

The screenshot shows the VLib WebOPAC Reserve Title page. The title is "Reserve Title". Below the title, it says "You are going to reserve the following title:". There is a list of titles, with the first one being "The five people you meet in heaven: Mitch Albom.". Below the list, it says "Please logon to complete reservation." There are two input fields: "Patron ID" and "Password". There is a "Reserve" button.

1. Retrieve the books that you want in the detailed screen;
2. Select the item that the users want to reserve;
3. Click the reserve button and a borrower logon screen will then be displayed;
4. Logon the screen by typing the user's ID number