



宏恩基督教學院  
Gratia Christian College  
**LIBRARY**  
**HANDBOOK**

2024 - 25

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



## Table of Contents

I.	Welcome message .....	2
II.	Mission and Objectives .....	3
III.	Contact .....	4
IV.	Opening Hours .....	4
V.	Admission to the College’s Library .....	5
VI.	Resources .....	6
A.	Catalogue .....	6
B.	Electronic Resources .....	7
1.	Databases .....	7
2.	eBook collections .....	9
3.	Digital repository (access via VDI only): .....	11
4.	Subject Guides .....	12
VII.	Services and Facilities.....	13
A.	Information Services .....	13
B.	User Communication and User Education .....	14
1.	Library and Learning Resources Committee (LLRC) .....	14
2.	Library Orientation.....	14
3.	Library Instructions on the web .....	15
4.	In-class information literacy.....	15
C.	Circulation Services .....	16
1.	Borrowing privileges .....	16
2.	Borrowing procedures .....	17
3.	Request items .....	17
4.	Overdue items and fines.....	18
5.	Return procedures .....	18
6.	Loss and Damages.....	18
D.	Support from the community .....	19
E.	ISBN provision for publications .....	20
F.	Photocopying and Printing Services.....	20
VIII.	Layout of the Library.....	21
	The Library of Congress Classification table (selective): .....	22

## I. Welcome message

The College's library service is here to support you through your learning, and we aim to provide the resources and facilities you need. Details of opening hours and services available at all of GCC Library are contained within this Handbook. We provide access to a wide range of resources, including databases, eBooks, books, reports, AVs, etc. Computing and printing facilities are also on hand for users, along with advice on finding suitable resources and stationery.

All the library staff will be happy to help you, please feel free to ask if you need assistance.



## II. Mission and Objectives

The mission of the GCC Library is to promote and enhance the academic and research endeavours of the Gratia Christian College (GCC) community. The Library achieves this by providing access to academic resources and research facilities that support the intellectual engagement of students, faculty, and staff.

### Collections & content enhancing



### Access & discovery bridging

### Research & academic ethos

### E-learning trending



### III. Contact



### IV. Opening Hours

Normal Term Time	
<b>Monday to Friday</b>	9:15 am to 9:30 pm
<b>Saturday</b>	9:00 am to 4:00 pm
<b>Sunday &amp; Public Holidays</b>	<b>Closed</b>

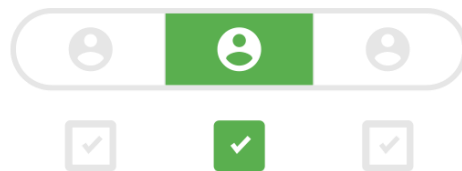
**Opening hours** are subject to change and updated depending on the situation. Notices will be posted on the library webpage if opening hours are changed.

## V. Admission to the College's Library

GCC staff and students are entitled to enjoy library facilities and services with valid staff/student identity (SID) cards.



Visitors are admitted only with the permission of the Librarian or the President's Office.





## VI. Resources

Library resources are combined with physical materials and electronic resources. Below are the collection figures for reference, as of August 2024:

Resources	Number of titles	
	English	Chinese
Books	3,502	5,790
eBooks	519,000	297
Print journal titles (by item)	11	78
eJournal titles (by title)	16,383	-
Audiovisuals	90	164

### A. Catalogue

In the library catalogue (**Koha**) you can find physical books, journals, and purchased eBooks. Physical books are classified by using the Library of Congress Classification.



## B. Electronic Resources

### 1. Databases

Journal search gives you immediate, full-text access to over 16,000 journal titles, high-quality academic journals, newspaper, and magazine articles for your research.

#### List of databases

Provided by Gale (access via OpenAthens or VDI):

- Academic OneFile

Provided by EBSCO (access via OpenAthens or VDI):

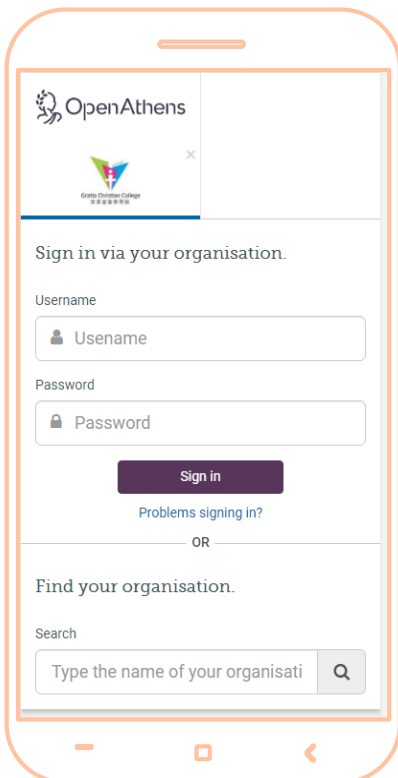
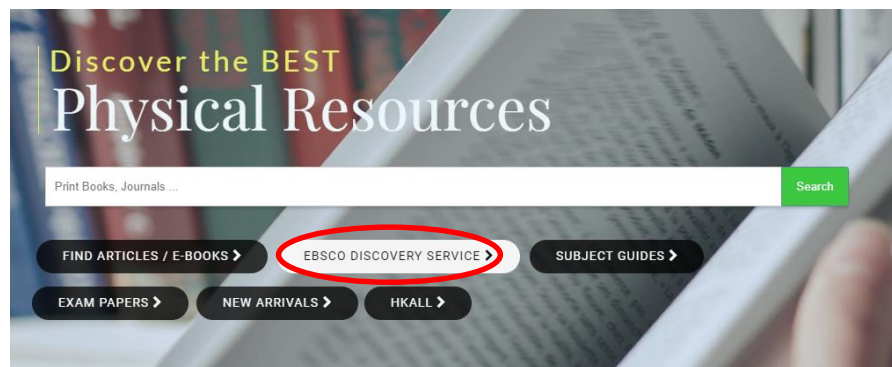
- 
- Academic Search Complete
  - E-Journals
  - ERIC
  - GreenFILE
  - Library, Information Science & Technology Abstracts
  - OpenDissertations
  - Psychology and Behavioral Sciences Collection
  - Religion and Philosophy Collection
  - Social Work Reference Center
  - Sociology Source Ultimate
  - Teacher Reference Center
  - The Serials Directory

Provided by HKBU Library (access via VDI):

- 中港電視電影資料庫



- To search databases:
  - Click “EBSCO Discovery Service” under the search box on the **homepage**



- (Off-campus) Login via **OpenAthens** [same as Moodle login and password]
- (Mobile device) Download **EBSCO Mobile** for better experience
- Optional: Choose appropriate databases on **Resources** page
- Type keywords
- Click “Search”
- Optional: Limit to “Full text”, “Peer-reviewed”, Select Year, Language to “English” only, etc in order to narrow the search results.

## 2. eBook collections

The Library provides access to nearly 520,000 titles of eBooks in many subject areas. Our eBooks are provided by a variety of suppliers and are available on different platforms - EBSCO, Taylor & Francis, Gale, AiritiBooks, etc. You can access eBooks wherever and whenever you need them.

### List of eBook Collections

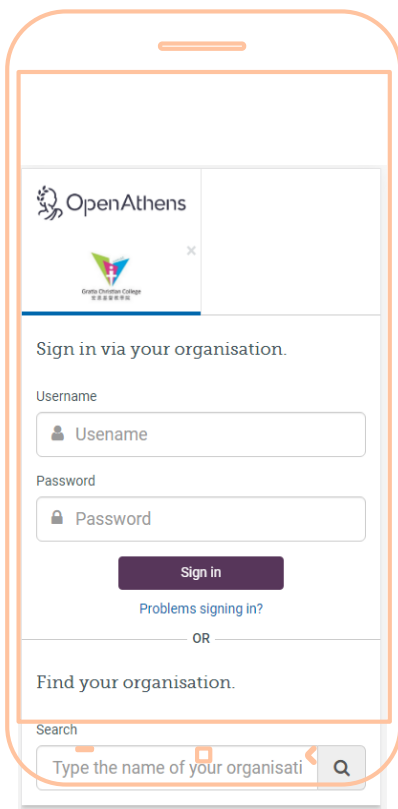
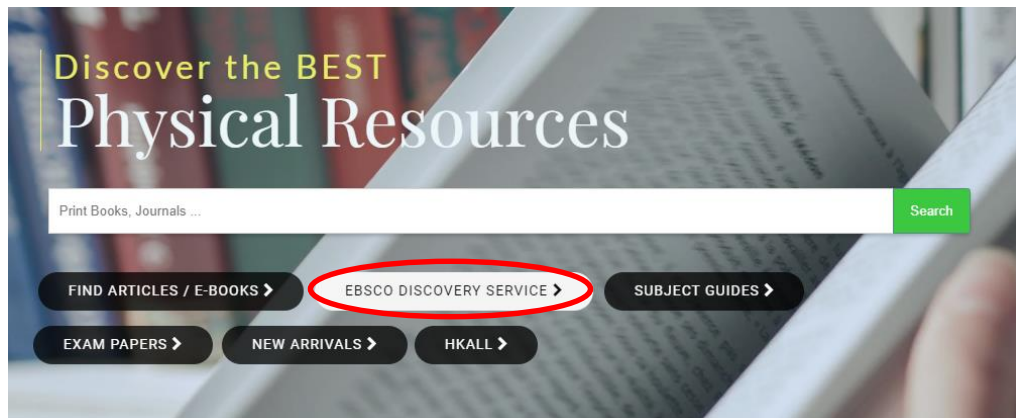
Access via OpenAthens or VDI:

- EBSCO eBook Academic Collection
- EBSCO eBook Collection
- EBSCO eBook Subscription Psychology Collection
- EBSCO eBook University Press Collection
- Gale eBook Collection
- Taylor & Francis eBook Collection

Access via VDI:

- AiritiBooks 華藝中文電子
- SUEP 聯合電子書

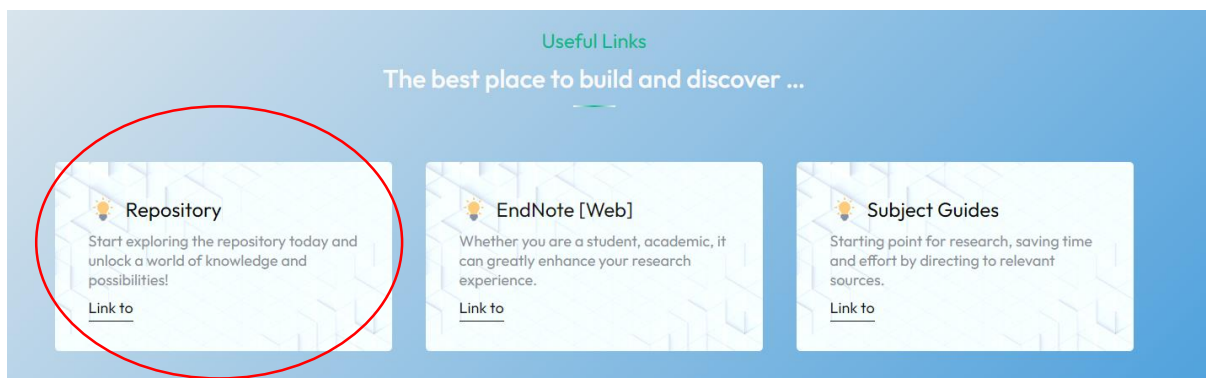
- To search eBook collections:
  - Click “EBSCO Discovery Service” under the search box on the [homepage](#)



- (Off-campus) Login via **OpenAthens** [same as Moodle login and password]
- (Mobile device) Download **EBSCO Mobile** for better experience
- Optional: Choose appropriate collections
- Type keywords and select source type
- Click “Search”
- Optional: Filter Year, Language to “English” only, etc in order to narrow the search results.

### 3. Digital repository (access via VDI only):

It is a one-stop repository for accessing all the publicly available digital content created and maintained by the library. It provides access to **past examination papers** and **honours projects** of the college via the Library Homepage, and is continuously updated with newly received examination papers and honours projects from the Schools.



The screenshot shows the Gratia Christian College Digital Repository (DSpace) homepage. The header includes the college logo and name in English and Chinese, and the text 'Digital Repository'. Below the header is a search bar with a dropdown menu set to 'All of DSpace' and a 'Go' button. The main content area is divided into two sections: 'Communities in DSpace' and 'Discover'.

**Communities in DSpace**

Choose a community to browse its collections.

Department & School
Exam Paper
Honours Projects
Research and Administration Unit

**Discover**

Author	Subject	Date Issued
School of General Education 37	Sem1 66	2018 35
School of Psychology 32	Sem2 20	2017 27
School of Business 28	PY1101 6	2016 19
School of Early Childhood Education 15	GE1501 4	2020 16
	GE1405c 3	2019 14

## 4. Subject Guides

**Subject Guides** have been created as a starting point for doing research into a particular discipline. Each guide provides a direct link to the most relevant resources, help and referencing information. The guides are the most current portal to library information that is relevant to your programme.



## VII. Services and Facilities

### A. Information Services

Our library staff provide assistance in the following aspects:

- ❖ Handling reference enquiries
- ❖ Using the library catalogue
- ❖ Using equipment such as a multifunction printer
- ❖ Handling basic wireless connection
- ❖ Accessing electronic resources
- ❖ Referral to other institutions and organisations



## B. User Communication and User Education

### 1. Library and Learning Resources Committee (LLRC)

LLRC is set up to help library and academic staff work together so that academic staff will appreciate existing services and assist in further developments. School representatives and library staff can meet formally or informally as often as needed. Student representatives are invited to join the meeting as well. Communications are enhanced through this arrangement, and services and resources can be improved.

### 2. Library Orientation

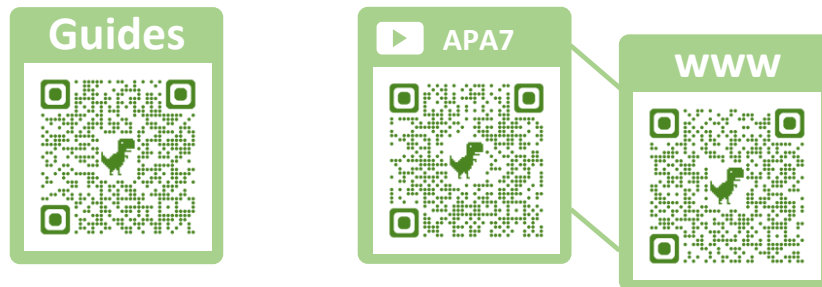
Library orientation sessions are organised for new students at the beginning of each academic year. Academic staff may also request orientation sessions on the use of library resources in their subject areas.





### 3. Library Instructions on the web

**Information literacy tutorials** as well as **subject guides** and **referencing guides** are available on **YouTube Channel** and **Library webpage**.



### 4. In-class information literacy

Academic staff can request in-class information literacy support when they find library resources useful for a particular subject area or a specific assignment at any time during the year.



## C. Circulation Services

### 1. Borrowing privileges

Borrowing privileges		Student / Admin staff	Academic staff	Renewal
Loan quota		20 items	30 items	-
Request quota		10 items	15 items	-
Loan period	Book / Audiovisual	14 day		1 time
	Course reserve	1 / 3 / 7 day		-
	Reference / Serial	Library use only		-
	Device / equipment	Same day   2 day		-
Library fines	Overdue	HK\$2 per day ( 3-day grace period*)		

\*Grace period is counted by calendar days.



## 2. Borrowing procedures

All borrowed materials must be charged out with a valid staff/student identity (SID) card. For the first time to borrow library items, you must log in to the catalogue, Koha (<http://lib.gcc.edu.hk/>). The login name and password are the same as Moodle login.

Ways for loan:

- Kiosk
- **Mobile loan**
- Library counter



## 3. Request items

User is able to hold the item which is charged out by another user.

The requester will be notified by email to collect the item(s) at the library counter within 3 working days once the item is returned.

Users are able to make a personal request to get a book from the connected libraries.

#### 4. Overdue items and fines

Fines are assessed for overdue materials. The overdue fine is HK\$2.00 per day per item.

A fine is not assessed to your account until the item has been returned to the Library.

The maximum overdue fine is \$100 for each item.

Borrowing privileges will be suspended if a borrower has more overdue items or outstanding fines.

#### 5. Return procedures

Borrowers can return the items to:

- Kiosk
- Library counter
- Bookdrop



All borrowed items may be recalled if library staff receive a request by another user. Fines are charged for late returns.

#### 6. Loss and Damages

Items that are lost or damaged must be reported promptly to the Library where staff will determine the replacement options or cost. The borrower needs to pay the full item value for the replacement at a current market price plus overdue fines and handling fees of \$100 for each item. The

users will be charged the cost of replacement plus a handling fee of \$100 for each item.

The Registry will be contacted with details of the Students who failed to comply with these regulations. Appropriate actions, such as suspension of the Moodle account, may be considered.

Lost or damaged interlibrary loans (ILL) must be reported immediately.

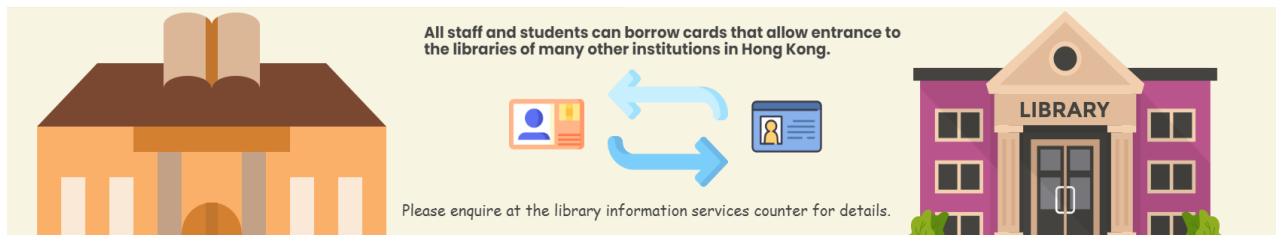


#### **D. Support from the community**

Through the collaborative program, users can contact us to access the following libraries and utilise the services they offer:

- Baptist University Library
- City University of Hong Kong Library
- Hong Kong Public Libraries
- Shue Yan University Library
- Yew Chung College of Early Childhood Education Library

These libraries have their own unique collections and specialised resources to meet the diverse needs of our users. Please note that when using the services of the libraries, users are required to comply with their respective regulations and procedures.



### E. ISBN provision for publications

ISBNs (International Standard Book Numbers) are unique bibliographic reference numbers used to identify individual books. GCC Library is authorised to allocate ISBNs for any GCC monograph publications. These ISBNs are requested in blocks on behalf of the College. There is no cost to the individual requester.

### F. Photocopying and Printing Services

A multifunction printer operated by **PaperCut** is provided for library users. It provides Black & White and Colour fast printing and scanning services. Online connect printing is an option for print.



## VIII. Layout of the Library





**The Library of Congress Classification table (selective):**

<b>Class</b>	<b>Subjects</b>
A	GENERAL WORKS
B	PHILOSOPHY. PSYCHOLOGY. RELIGION
G	GEOGRAPHY. ANTHROPOLOGY. RECREATION
H	SOCIAL SCIENCES
J	POLITICAL SCIENCE
K	LAW
L	EDUCATION
M	MUSIC AND BOOKS ON MUSIC
P	LANGUAGE AND LITERATURE
R	MEDICINE
T	TECHNOLOGY
Z	BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)

