



Gratia Christian College | Library
宏恩基督教學院 | 圖書館

Library Handbook

2025 / 2026



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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.

From time to time, the College Library serves as a scholarly hub and builds a strong community with our stakeholders. The Library team feels delighted and excited to look forward to exploring not only the Shek Kip Mei campus, but also at the new campus in Mei Foo. A brand new Learning and Student Commons at Mei Foo campus extends its spaces, electronic resources and programs that encourage social connection and educational opportunities.

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



5 Wai Chi Street, Shek Kip Mei,
Kowloon, Hong Kong



libinfo@gratia.edu.hk



5804 - 4141



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

IV. Opening Hours

Normal Term Time	
Mondays to Fridays	9:15 am to 10:00 pm
Saturdays	9:00 am to 4:00 pm
Sundays & Public Holidays	Closed

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 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.

LIBRARY

G01



VI. Resources

Library resources are combined with physical materials and electronic resources. Below are the collection figures for reference, as of August 2025:

Resources	Number of titles	
	English	Chinese
Books	3,596	6,092
eBooks	552,084	318
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 EBSCO (access via OpenAthens or VDI):

- Academic Search Complete
- Psychology and Behavioral Sciences Collection
- Religion and Philosophy Collection
- Social Work Reference Center
- Sociology Source Ultimate
- Teacher Reference Center

- The Serials Directory
- E-Journals
- ERIC
- GreenFILE
- Library, Information Science & Technology Abstracts
- Open Dissertations

Provided by Gale (access via OpenAthens or VDI):

- Academic OneFile

Provided by JSTOR (access via OpenAthens or VDI):

- Archival journal collection

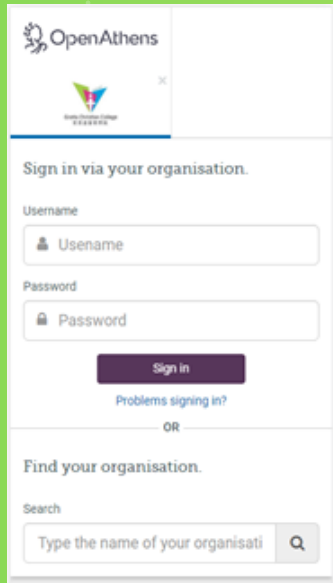
Provided by HKBU (access via VDI):

- 中港電視電影資料庫



How to use Database ?

- Use “search box” under tab “Digital Collection” on the homepage



OpenAthens

Sign in via your organisation.

Username
Username

Password
Password

Sign in

Problems signing in?

OR

Find your organisation.

Search
Type the name of your organisation



- (Off-campus) Login via **OpenAthens** [same as Moodle login and password]
- (Mobile device) Download **EBSCO Mobile** for better experience
- Optional: Choose specific databases on the library website 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 over 552,000 titles of eBooks in different 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

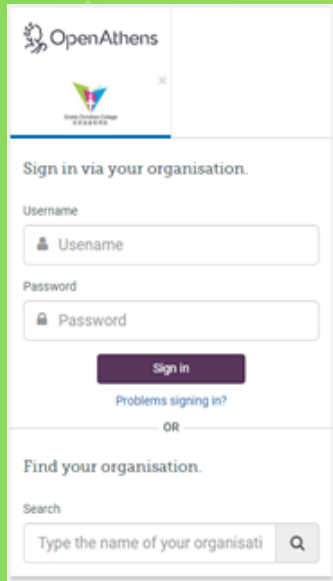
Access via individual login:

- SUEP 聯合電子書



How to use eBooks collection?

- Use “search box” under tab “Digital Collection” on the homepage



OpenAthens

Sign in via your organisation.

Username
Username

Password
Password

Sign in

Problems signing in?

OR

Find your organisation.

Search
Type the name of your organisation



- (Off-campus) Login via **OpenAthens** [same as Moodle login and password]
- (Mobile device) Download **EBSCO Mobile** for better experience
- Optional: Choose appropriate collections on the library website Resources page
- 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):

DSPACE@Gratia Chrisitan College 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.

4. 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.

Another one is a citation guide **Referencing** which explains the importance of proper citation and academic integrity, and provides instructions and examples on how to properly cite sources in academic writing. The College generally use APA (7th) for English writing and, APA (7th) or CUHK ICS Journal Citation Style for Chinese writing. It depends on different programme instructions. Continuous up-to-date guide will be provided on the Library website.



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



VII. Services and Facilities

B. User Communication and User Education

1. Library and Learning Resources Committee (LLRC)

The LLRC provides a platform for library and academic staff to collaborate, enabling academic staff to better understand the range and value of existing services while contributing to future developments. School representatives and library staff meet formally or informally as needed, with student representatives also invited to participate. The Committee also serves as a channel for staff and students to exchange views on library priorities, advise on resource planning, and help ensure services remain responsive to learning and teaching needs. By drawing on perspectives from across the College community, the LLRC fosters collaboration and drives meaningful enhancements. This arrangement strengthens communication and supports the ongoing improvement of library services and resources.



VII. Services and Facilities

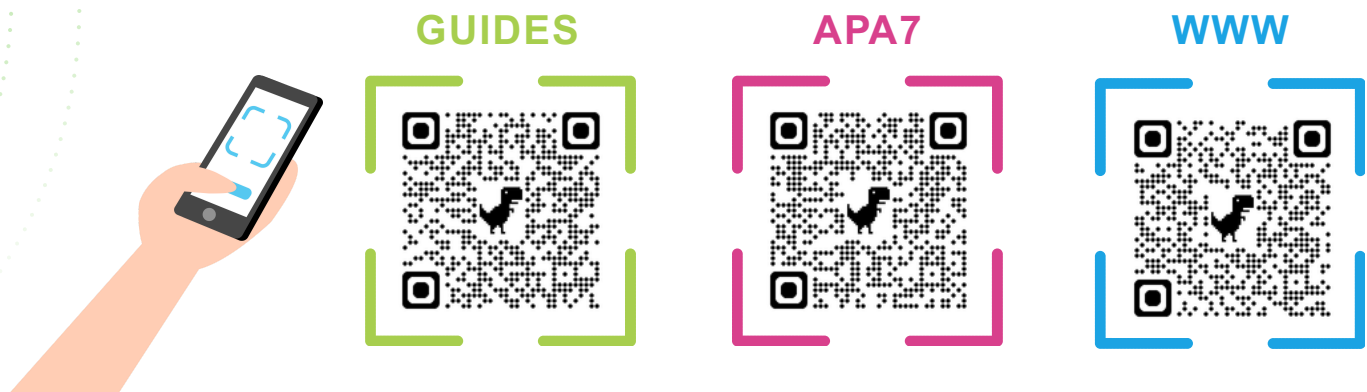


2. Library Orientation

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**.



VII. Services and Facilities

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.



VII. Services and Facilities

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**. 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.



VII. Services and Facilities

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.



VII. Services and Facilities

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.

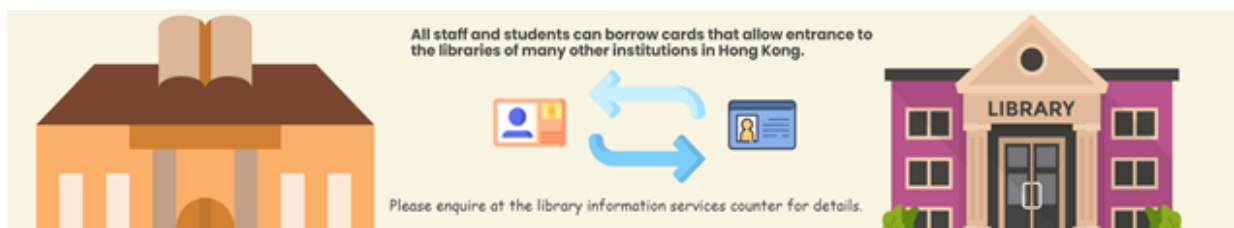


VII. Services and Facilities

D. Support from the community

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

- 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.



VII. Services and Facilities

E. ISBN provision for publications

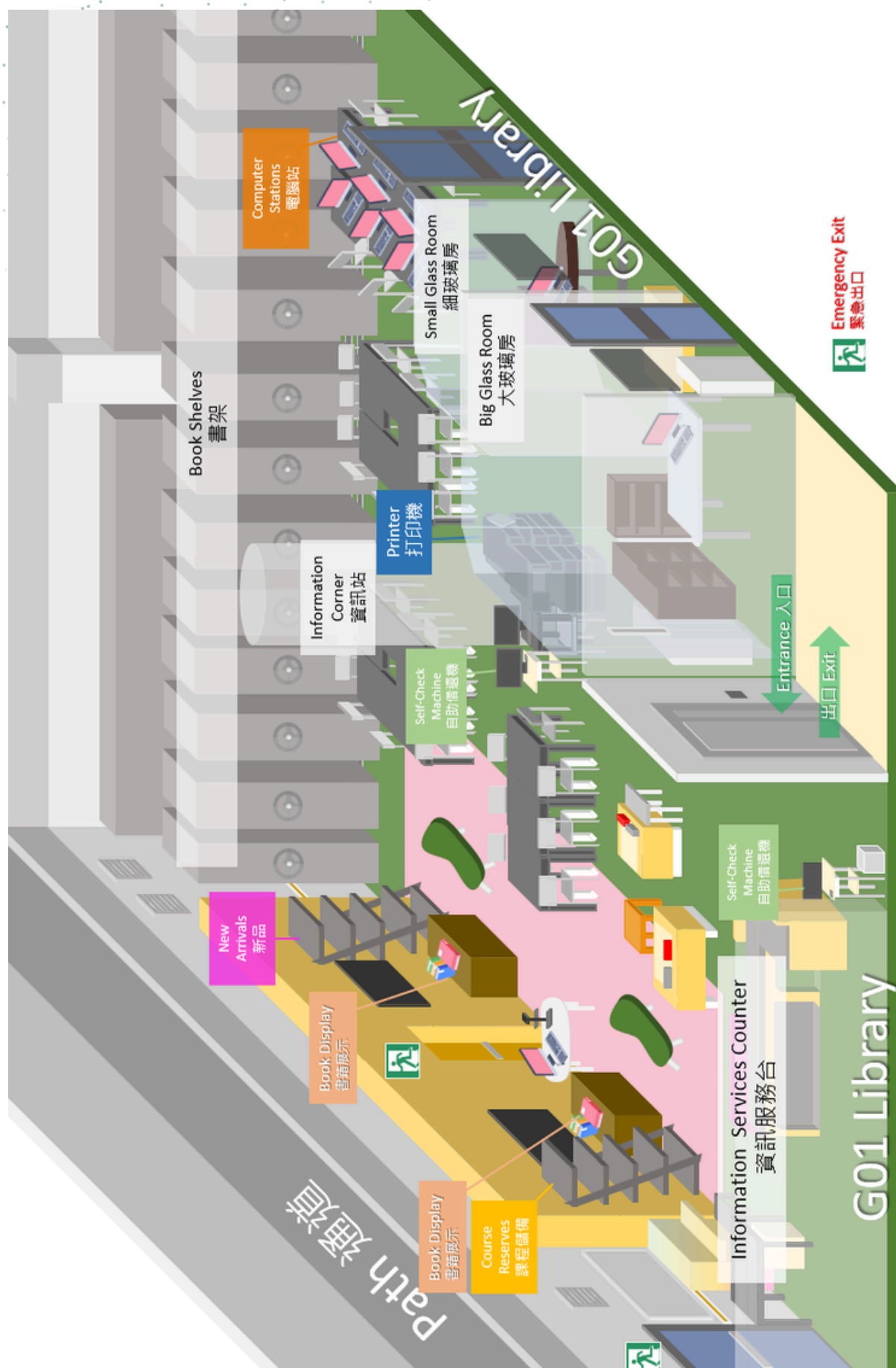
ISBNs (International Standard Book Numbers) are unique bibliographic reference numbers used to identify individual books. GCC Library is authorised to allocate ISBNs for any GCC monograph publications. These ISBNs are requested in blocks on behalf of the College. There is no cost to the individual requester.

F. Photocopying and Printing Services

A multifunction printer operated by **PaperCut** is provided. 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):

Class	Subjects
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)

