

# Library Regulations

## 1. Opening Hours

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|-------------------|--------------------|
| 1.1 Monday        | 10:00a.m.-9:45p.m. |
| Tuesday to Friday | 09:00a.m.-9:45p.m. |
| Saturday, Sunday  | Closed             |
| Public Holidays   | Closed             |
- 1.2 Special Opening Hours for Saturday: Announcement will be published when necessary.
- 1.3 Library will be closed earlier during summer break. Details will be announced later.

## 2. Application of Library Card & Rules for Users

- 2.1 Students of the School are eligible to apply for a Library card (*student card*) to borrow books from the Library. Special students who have the Library Cards are allowed to borrow books.
- 2.2 Alumni who have finished their degree or diploma, and have been awarded the corresponding certificates, are eligible to apply for Library Cards. It can be renewed at a cost of HK\$400 for 2 years. Expired library card must be returned.
- 2.3 Graduating students must return the Library Card (*student card*) to the academic department before the assigned date.
- 2.4 Library cards are not transferable and cannot be loaned.

## 3. Rules for Borrowing, Renewing and Holding Books

- 3.1 The normal loan period for books for all students, alumni and special readers is 14 days. Users can renew the item if no other users have requested it.
- 3.2 Students can self-renew items four times and all other users can renew items twice by themselves on the Internet.
- 3.3 Except for items held by other users, users may renew the checked out items by themselves via "[Library Catalogue](#)" on the Internet. If the self renewal limit is reached, users must bring the items and Library Cards to the library staff for processing any other renewals.
- 3.4 Self-renewal must be made on or before the due date of the initial loan period.
- 3.5 Users can place a hold (request) on a book that has already been checked out and the new books that are on display in the CGST Library via "[Library Catalogue](#)" on the Internet.
- 3.6 No due date will be stamped on the insider cover of the book. Please view following library webpage: [http://primoapac02.hosted.exlibrisgroup.com/primo\\_library/libweb/action/search.do?vid=CGST](http://primoapac02.hosted.exlibrisgroup.com/primo_library/libweb/action/search.do?vid=CGST)

On the top-left corner please click “Sign in” and sign in with CGST smart card barcode with user’s password, default is the last 4 digits of user’s contact phone number.

- 3.7 Library notices, including coming due alert, hold pick-ups, recalls and overdues, are sent to all students via your email address provided by CGST Information Technology Services Department. If you prefer to have the notices sent to other email address, you could either update it via Easy Search or email to us.
- 3.8 Users are therefore reminded that it is their responsibility to check their emails often so as not to miss any important library notices. The responsibility of returning books on time lies with the borrower. When the loan period expires, an overdue notice is sent to all categories of borrowers.
- 3.9 The number of loan quota for Th. M and Ph. D students are 30 items, for other full time students are 15 items, for other part time students are 10 items. All of them can request holds for 5 items. For the other categories of users, please enquire the library staff.

#### **4. Rules for Borrowing Reserve Book**

- 4.1 Users are allowed to borrow no more than two reserve books for 2 hours at a time.
- 4.2 Users who borrow a reserve book after 7:45 p.m. must return it to the Library before 11:00a.m.on the following working day.
- 4.3 A fine of HK\$1.00 per hour will be charged for each overdue reserve book.

#### **5. Rules for Borrowing Other Materials**

- 5.1 Current or bound issues of periodicals cannot be checked out from the Library.
- 5.2 CD-ROM can be used directly on the computer. Ask the on-duty staff for assistance if required.
- 5.3 Reference books and thesis can be used only in the Library.
- 5.4 Rare books, Close Stack books and Culture Periodicals cannot be checked out from the Library. For special requests, please enquire the Library staff.

#### **6. Rules for Photocopying, Scanning and Online Printing Service**

- 6.1 Select “Copy” function key and key in Password.
- 6.2 Each photocopy costs HK\$0.3 and HK\$0.5 for online printing.. Self help payment service shall be made and please put money in the collection box.

- 6.3 The photocopy machines with scanning function are located at 1<sup>st</sup> and 2<sup>nd</sup> floor. Please store your image files on the relative paths (eg. Student Folder), and retrieved it from S

drive of the computer assigned after scanning. Please delete the images files after printing so as to avoid violating the copyright law.

- 6.4 Please observe the rules of the copyright law while you photocopy or scan the materials.

## 7. Fines & Compensation

- 7.1 All categories of borrowers who keep books / items beyond the loan period are subject to a fine of HK\$1.00 per item per day. A fine of HK\$1.00 per hour will be charged for each overdue reserve book. Borrowers who mark books or who fail to return books or who return books damaged beyond repair will be charged the cost of replacement in addition to the processing cost of \$100 and any accumulated fines. Borrowers cannot keep the damaged item after they paid for the replacement, as all materials, be they damaged or otherwise, belong permanently to the Library.
- 7.2 The loss of a Library Card must be reported to the Library immediately and is subject to a fine of HK\$100. A duplicate card may be issued after the loss is reported and the fine paid.
- 7.3 A fine of HK\$20 per day for each unit of personal items left behind without personal attendance on the carrels of the Library will be charged and HK\$10 for each unit left behind in the library storing stacks. The Library will keep these items for 3 days only. Users cannot get back such items after 3 days.
- 7.4 Marking or damaging on materials of the Library is strictly forbidden. Any full time faculty, staff or students who violate the regulation will not be allowed to enter the library for one week. For other library cardholders, the penalty is for one month.

## 8. Rules for Accessing 《Library Information Network》

- 8.1 Please access CGST home page, the URL is:[www.cgst.edu](http://www.cgst.edu) → 「Students」 → 「CGST eLearning Portal」 → Enter username & password to sign in → 「Dashboard」 → 「圖書館服務和信息」 → 「圖書館資訊網及聯合目錄」 → 「圖書館資訊網」
- 8.2 "CGST Student Platform (Moodle)" is only accessible for CGST faculty, staff or students. If your password cannot access the "Intranet" or "CGST Pulse", please contact the Information Technology Section, tel: 27942327。
- 8.3 Please use your library barcode at the back of your smart card to access all the subscribed full text databases off campus.
- 8.4

To access the subscribed full text databases, e books, e journals, please access "Library Information Network" via CGST Intranet → CGST Pulse or directly access the linkages via Library Catalogue.

- 8.5 Please observe the rules of the license agreement of each database vendor / publisher. Users must follow the rules laid down within the particular database they are accessing. Don't undertake 'systematic' or 'excessive' downloading or reproduction. Legal action will be taken by the copyright owner for any infringement.
- 8.6 To learn more about how to use the Library and the databases, please access: [www.cgst.edu](http://www.cgst.edu) → Library → E-Resources.

## 9. Rules for Using EIN Inter-Library Loan and Document Delivery service

- 9.1 Only CGST faculty, staff and students can request items via e form for Inter-Library Loan and Document Delivery Service. Please enter CGST eLearning Portal (研究院 網上學習平台) → Department Information (部門資訊) → Library (圖書館) → 圖書館服務和信息 → EIN 館際互借及文獻遞送網上申請表.
- 9.2 Participant members are: Alliance Bible Seminary; China Graduate School of Theology; Evangel Seminary; Holy Spirit Seminary College of Theology and Philosophy and Lutheran Theological Seminary. (Users have to borrow and return books from Holy Spirit Seminary in person with ILL card (Yellow card) )
- 9.3 Users will be charged HK\$10 per item for books and HK\$1.00 per page for printed or e journal articles.
- 9.4 Application forms will be processed before Thursday at 11:00a.m. and the request items can then be picked up on Friday after 5:00p.m. or be available by email notification.
- 9.5. Only one renewal for book item may be made by telephone to our library staff.
- 9.6 A fine of **HK\$5**/day/item will be imposed on any late return of book.
- 9.7 All the loaned or returned items will be processed via CGST Library. (Excluding Holy Spirit Seminary's)
- 9.8 Before submitting your requests, please check our catalogue to confirm that our library does not own the items. User cannot request an item that is accessible (including reserve books, in process books, repairing books and loan out books) at CGST library.
- 9.9 To avoid waiting time, users can visit or borrow books in person directly from the other EIN libraries, please ask for an ILL card (Yellow card) at Circulation Counter.
- 9.10 Only CGST faculty, staff and students can request items via e form for Inter-Library Loan and Document Delivery Service. Each user can borrow maximum 3 items of

book and loans issued through this arrangement would be counted as part of the user's loan quota.

- 9.11 It is because of the peak seasons of ILL usage, and to give all user optimum service and under the fair usage policy, limitation of loans applied during the months of April to May and November to December. CGST Faculty, staff and students are limited to 2 items of books per person within above period.
- 9.12 The interlibrary loan & document delivery services are provided in accordance with the *Hong Kong Copyright Ordinance Cap.528*.

## **10. Rules for iPad / Kindle loan service**

- 10.1 The iPad / Kindle may be checked out only to CGST faculty, staff and students.
- 10.2 The iPad / Kindle may be checked out for 5 days (excluding weekends and holidays).
- 10.3 If there is no request from other users, faculty, staff and students may renew once by telephone or in person on the due day of the loan period.
- 10.4 Reservations for use of iPad / Kindle can be made personally on the same day at the library counter.
- 10.5 If the iPad / Kindle is not returned on time, it will be subjected to an overdue fine of HK\$40.00 per day.
- 10.6 Replacement fee will be applied for stolen, lost, damaged, or not returned. Users are responsible for any charges to replace new accessories and an equivalent model of a new iPad / Kindle listed in Apple Store at the time of the event. In addition, a handling fee of \$500 will be charged and the Library reserves the right to keep the damaged iPad / Kindle.
- 10.7 If an iPad / Kindle is overdue for 3 days, it is considered lost, and users will be charged for the replacement and handling fee.
- 10.8 Please do not delete or add any apps to the iPad / Kindle.
- 10.9 Any files or new apps saved by the user to the iPad / Kindle will be deleted upon return to the Library.
- 10.10 《eLibrary》 is installed in iPad (silver) and Library Computer no. 1.

## **11. Conduct of Library Users**

- 11.1 Only drinking water is permitted in the Library.
- 11.2 Silence must always be observed in the Library. Any discussion should be made outside the Library or the outdoor reading area at 1st floor.
- 11.3

Personal items on the carrels left unattended for over half hour will be confiscated by the Library staff.

- 11.4 Personal pagers and mobile phones must be turned off in the Library at all times.
- 11.5 Bags, handbags, recycle fabric bags, computer case and briefcases must be placed in the library storing stacks. Baskets for carrying personal items are available in front of the gate. The users themselves are advised to keep expensive and valuable property with them. The Library will not be responsible for any loss or damage of personal items.
- 11.6 Please don't bring books to the outdoor reading area while raining.
- 11.7 Please keep the door always closed at the entrance of the outdoor reading area (1st floor) so as to prevent the infiltration of large amount of air.
- 11.8 Please don't use the book dumb waiter (elevator) without permission from Library staff.