

Physical Collection

Main Collection

Chinese and English books are arranged by call number (from left to right and from top to bottom) that are shelved on the bookshelves together. The call number consists of LC Classification number, Author number and Publication year. Some of books will be considered to acquire multiple copies (for example c.2, c.3...) because of the high demand for learning.

Example:

| | |
|-------|--------------------------|
| GV711 | LC Classification number |
| .M37 | Author number |
| 2012 | Publication year |
| c.2 | Copy number |

Reference Collection

Reference books including dictionaries, directories, encyclopedias and others are kept for library use only. They are labelled “**REF**” on the book’s spine for identification.

Special Collection

Special Collection includes DAE/ApL Collection, CTIHE Collection, Hong Kong Government Collection, Hong Kong Social Service Collection and Research Reports Collection. Books of Special Collection are for reading in the library only except some of the DAE/ApL and CTIHE Collection. All materials in the Special Collection are indicated on the book’s spine for identification as follows:

| | |
|-------------------------------------|-------|
| DAE/ApL Collection | SCGS |
| CTIHE Collection | CTIHE |
| Hong Kong Government Collection | HKG |
| Hong Kong Social Service Collection | HKSS |
| Research Reports Collection | RERP |

Oversize Books

Oversize Books include the photo albums, art books, historical photos, books of architecture, museum exhibitions, commemorative publications, exam study kits and the loose-leaf materials for finance and securities. The spine label of oversize books which are labelled “**OVZ**” can be borrowed by users. The oversize reference books are marked “**OVZR**”, which can be used in the library only.

Course Reference

Course Reference is the collection of books for using in the related courses for study and teaching purposes. Some of books are located at the Academic Pavilion Lending Services Counter for library use only.

Audio-Visual Materials Collection

Audio-Visual materials include VCDs, DVDs, CDs, etc. Covers are shelved on the AV racks with label “AV” on the spine for identification. Users are able to borrow the AV materials from the Lending Services Counter with reference to the covers.

Serials Collection

Current journals are shelved alphabetically by titles in the periodical racks. Newspapers have been provided for users to read in the library. Users are welcome to ask help from library staff for any enquiries.

Hong Kong Public Library Collection

Library will borrow books from the Hong Kong Public Libraries through the Block Loan Scheme. It is to enhance the collection for supporting the needs of teaching and learning. Subjects include Early Childhood Education, Physical Fitness and Sports Coaching, Beauty, etc. Those book covers are labelled with yellow sticker “**Block Loan Books**” for identification.

SCS Beauty Collection

Library establishes the Collection of SCS Beauty in order to provide much information to support the teaching and learning for SCS Beauty Program. The call number label is marked “**SCSB**” for identification purpose. They are available for reading in the library only.

UK Universities Course Reference

HKCT has the close collaboration with the UK universities for degree programs which include Electronic and Electrical Engineering, Mechanical Engineering, Psychology, Graphic Design, etc. The related information and books are kept in the HMT - Knowledge and Information Centre. Users are able to read the Course Reference Materials in the library. Some of books have multiple copies which can be borrowed. Users are welcome to ask help from library staff for any enquiries.