

LOCATING LIBRARY MATERIALS

Library Collections	Call No.	Location
<p>Circulation Collection</p> <p>All books in the Circulation Collection can be checked out of the Library for a loan period according to the Library Borrowing Regulations.</p> <p>The availability of an item is shown in the STATUS box in the Library Catalogue:</p> <ul style="list-style-type: none"> ❖ Available = On open shelves ❖ On Display = On display in the New Book Stand (P/F) ❖ On Order = Not available yet ❖ In Process = Not available yet ❖ On Holdshelf = Not on open shelves, awaiting pickup by requester ❖ Due + [1] Hold/[1] Recall = Due on the date specified and requested/recalled by another patron 	<p>Circulation Coll A – G H – K L – P Q – S T – Z</p> <p>Cir Coll Large Bk [QRT] A – Z</p> <p>Compact Store 2</p>	<p>4/F (Rm. L404) 3/F (Rm. L301) 1/F (Rm. L115) 1/F (Rm. L114) G/F (Rm. L019)</p> <p>Large books kept at the end of the collection on each floor.</p> <p>G/F (Rm. L003)</p>
<p>Reserve Books Collection</p> <p>Contains books, and supplementary materials recommended by teaching staff for the courses they teach as well as study packs for external examinations. Reserve books are for short loans only.</p>	<p>Reserve Coll A – Z</p>	<p>4/F (Rm. L401) Special Collections</p>
<p>Reference Collection</p> <p>Contains handy and useful tools such as encyclopaedias, dictionaries, and handbooks, etc. Reference materials <u>are not for loan</u> and should be consulted in the Reference Section only.</p>	<p>Reference Coll A – Z</p>	<p>P/F Reference Collection</p>
<p>Serials Collection</p> <p>Consists of current periodicals and bound volumes, annuals, irregular serials and newspapers. Serials materials are not for loan.</p>	<p>Serials Coll Current Serials, A – Z Bound Volumes, A – QD Bound Volumes, QE – Z</p> <p>Compact Store 1</p> <p>Old Newspapers</p> <p>Current Newspapers</p>	<p>5/F (Rm. L501) 5/F (Rm. L505) 5/F (Rm. L501)</p> <p>G/F (Rm. L010)</p> <p>5/F (Rm. L501)</p> <p>P/F</p>
<p>Audiovisual Collection</p> <p>Consists of audiovisual and multimedia materials in a variety of formats including DVDs, videocassettes, audio CDs and cassettes, instructional CD-ROM programs, slides, microforms, maps and charts. Audiovisual materials are for short loans only.</p>	<p>AV [+ format designation] A – Z</p>	<p>3/F (Rm. L303) Media Services</p>
<p>Theses & Dissertations, PolyU Collection, Standards, Exam Papers & Course Schemes, & Materials on Closed Reserve</p> <p>Selected materials in this collection may be restricted for use within the Library only.</p> <p>E-version of PolyU theses/dissertations, PolyU exam papers and Course Schemes, and most international standards are also accessible via the Library Homepage (www.lib.polyu.edu.hk).</p>	<p>Sp Coll Thesis [THS] A – Z</p> <p>Sp Coll PolyU Coll [POL] A – Z</p> <p>Sp Coll Standard [STD] A – Z</p> <p>Sp Coll Closed Res [CLR] A – Z</p>	<p>4/F (Rm. L401) Special Collections</p>
<p>Electronic Resources</p> <p>A wide range of electronic resources including e-books, e-newspapers, full-text e-journals, abstracts and full-text databases, e-learning packages, e-theses, VoDs, online audio and digital images are accessible via the Library Homepage (www.lib.polyu.edu.hk).</p>	<p>Electronic Resources Electronic Resources (Workstation [no.])</p>	<p>Internet access P/F (Workstations)</p>