

THE HONG KONG POLYTECHNIC UNIVERSITY
PAO YUE-KONG LIBRARY
MEDIA SERVICES SECTION

Introduction

The Media Services Section located on the 3rd floor of the Library provides service to users while the Library opens. It houses one of the largest audio-visual collections in Asia for the support of teaching and self-learning.

The Section aims to

- ❖ provide up-to-date and useful audio-visual resources for teaching and learning;
- ❖ provide a comfortable multimedia self-learning area with up-to-date and state-of-the-art audiovisual and computing equipment.

Audio-Visual Materials

By end of June 2009, more than 78,405 sets (in 480,384 items) of learning materials in the form of videocassettes, video laser discs, VCD, DVD, audio cassettes and CDs, interactive CD-ROM or computer diskette programs, multi-media packages, microforms, maps, charts and other non-print materials are available to users. Most of them are kept behind the Media Services Counter while newly acquired items are on display. All of them are available for loan on request.

Slide Collection

The Collection contains over 260,000 slides on art, design and technical subjects related to PolyU curriculum. Users are welcome to visit the Collection to search or browse their required slides.

Local Television Programs

The Library has been off-air recorded public affairs and instructional programs produced by RTHK, TVB and ATV since early 1980's. Selective programs produced by Cable TV are also available. As of June 2009, nearly 25,500 local television programs are collected in the Library. And since December 2004, all new programs are made available on DVD format.

Online AV Materials

Selective audiovisual materials are provided in the Library Homepage for users' remote. They are available in Video-on-Demand, Digital Image Gallery, E-Learning and Online Audio Libraries. For details, please refer to the user guide namely "Online Audiovisual Materials".

AV Collection – Statistics (as of 30 June 2009)

TV Program	25,497	Audiocassette	3,970
Videocassette	16,574	Audio CD	2,977
DVD-video	8,732	Computer diskette	5,095
Video-CD	2,758	CD-ROM & DVD-ROM	7,283
Video LD	1,409	Multimedia Kit	223
Microfilm	2,278	Map & Chart	1,379
Microfiche	387,643	Fabric Book	431
Slide	260,398	Other AV Materials	14,035

Audiovisual Facilities

- 124 AV carrels are available for individual viewing or listening.
- 10 small rooms accommodating 4 to 30 persons are available for group viewing and listening.
- Various AV equipment are installed in AV carrels and rooms to support the use of audiovisual materials.

Other Services

- **PC for Web Navigation & Use of Microsoft Office Applications**

42 PC carrels installed with Microsoft Office applications as well as headphones are available for borrowing in the Media Services Section for up to 3 hours. They are especially useful to users who need to access audio or video files on web.

- **Scanning and Printing from PCs**

- All PCs are connected to a network printer for black & white printing.
- A PC scanner for scanning up to A4-sized media is available for use. An Adobe Acrobat program in full version is provided on the PC for editing and converting PDF files.
- Printing charges (subject to revision where necessary):
 - PC document printing (b&w): \$0.2 / page

- **Microform Scanning & Printing**

- Two microform scanners and a microform printer are available for printing microfilm and microfiches or scanning them to e-files.
- Printing charges (subject to revision where necessary):
 - Printing directly from microform printer: \$0.5 / page
 - Printing scanned files from network printer: \$0.2 / page

- **Live Broadcast of TV News Report and Special Programs**

ATV, TVB & Cable TV news reports in Chinese and English are broadcast in the Section's lobby at noon time and evenings while the Library opens. When deemed necessary, special programs such as Chief Executive's Policy Address and Financial Secretary's Budget Speech are shown. HD Digital TV broadcasting is also ready for broadcasting programs when necessary.

Enquiries

Your enquiries and suggestions are always welcome. You may contact the followings for assistance or further information about the Collection and the above services.

<u>Title</u>	<u>Name</u>	<u>Ext.</u>	<u>Email</u>
Media Services Librarian	Lisa Kwan (Ms.)	6869	lblisak
Media Services Section		6870 / 6880 / 6884	