New Faculty Orientation

Do you know how to use Inter-Library Loan? Did you know that Librarians can assist you in using the Internet for your research? Did you know that there are departmental Library Coordinators and Faculty Liaisons?

Do you know how to verify a title you want the library to purchase? Do you know how to check an article citation for volume and issue number in science or social sciences? Do you know that IEEE/IEE Ondisc allows searching by conference name or author or periodical title? Do you know where articles on current events in Asia could be found?

The means to answer these and other questions were shown to over sixty new faculty, who were given customized ori-

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Open House & Library Exhibit

An exhibition on the growth and development of the Library is currently on display in conjunction with the University's Open Days. Included are a video introducing the Library and photographs of the Library’s brief past and its present. For the Open House, terminals were set up in the gallery to demonstrate the Library Online System, a full text/image database, and the imaging system. In addition to graphs about the Library’s collections and services displayed on one wall, the four display cases contains a sample of HKUST faculty publications; visitors can see the wide range of subjects that represent faculty research. A special thanks to all those faculty who provided copies of their publications for the display and for the Library collection.

Collection Spotlight -- Reference

HKUST Library’s collection is growing rapidly, but like any new collection, it cannot possibly have “everything” our patrons need. Frequently patrons are surprised to learn how much the Library has on a given topic, while other patrons may have difficulty finding what they need. In this newsletter we will spotlight two categories of materials which have received repeated enquiries.

Hong Kong materials - Other libraries in Hong Kong have more complete collections, since they have been gathering materials for years. One of these is the Hongkongiana collection at Hong Kong Polytechnic, which is accessible through the Main Catalog. However, we do have an increasing number of items on Hong Kong. You can locate many of these by a simple subject search. Just a few examples follow:

Hong Kong Government Telephone Directory
Ref JQ674 .H65 1991

LCAR (Listed Companies Annual Report)
Stock Exchange of Hong Kong
Ref HF5263.A3 L35 index
Microforms HF5263 .A3 L35

Hong Kong Government Gazette
Ref KNR7 .H65

Hong Kong Administrative Law: a Sourcebook
Ref KNR2450 .C53 1989

Budget. Hong Kong. Financial Secretary
Ref HJ2175 .H642 1993/94

Hong Kong Population Projections
Ref HB3657 .A3 H65 1992

Hong Kong Trade Statistics - Imports
Ref HF3851 .H64

LEXIS/NEXIS
Database Search Room
LEXIS/NEXIS is an online search tool which includes access to the South China

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Morning Post articles on political and economic news about Hong Kong.

Fiction: Chinese and English - While the Library contains thousands of works of fiction in English and in Chinese, you cannot locate them by keying in a term like "fiction." It is necessary to know a title, an author, a call number range, or some other piece of information. The library has many works, classic and popular, early and modern. The following are just a very few examples to give you some idea of what is available.

*Tripmaster Monkey*, by Maxine Hong Kingston, PS3561.I52 T7 1989

*Children of Men*, by P.D. James, PR6060.A467 C48 1993

New items on the network
Did you know ... that the HKUST Course Catalog is on the Library Online System? If you wish to retrieve this item, choose Main Catalog, then Connect to other databases. This database can be searched by course number, department name, or keyword. Entries include course title, description and notes which usually include course prerequisites.

Did you know ... that the Safety Manual compiled by EMO is on the CD-NET under the Library Online System? At the CD-NET menu, choose Multidisciplinary. This program can be searched by chapter title or keyword. NOTE: This program can only be used by machines which have Windows and a mouse.

Did you know ... that the HKUST Committees Database is loaded on the network? Choose User Menu, then HKUST Committees Database. This database can be searched by members, term of reference, committee name, reports or sorted by authority.


*Jazz*, by Toni Morrison, PS3563.O8759 J38 1992

*The Handmaid's Tale*, by Margaret Atwood, PR9199.3.A8 H3 1986

駱駝祥子老舍 PL2804.C5 L613 1981

西窗隨筆柏楊 PL2875.O17 +

堅硬的稀粥 王蒙 PL2919.M39 C45 1992

一夜遊:香港的故事 施叔青 PL2899.H279 I2 1988

Also there are many English translations of Chinese works, for example, *Chestnuts and Other Stories*, by Hsiao Chien (PL2765.133 A23 1984).

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entation to the Library’s services and collections during September and early October. More than forty others were given folders with information about the Library. Ten librarians participated in this effort, contacting new faculty for appointments when possible, and spending from 15 to 45 minutes with each individual. We plan to continue this exercise as new faculty arrive on campus so that they may learn what services are available in the Library. The following librarians serve as contact persons for the four schools:

Science: Steve Yip (lbcsteve, 6756)
         Carol Lunce (lbcclunce, 6758)

Engineering: Tom Lundstrom
             (lbtoml, 6759)
             Terry Leung (lbterry, 6751)

Business: Diana Chan (lbdianac, 6765)
          Louisa Kwok (lbouisa, 6755)

HSS: Danny Chin (lbdanny, 6751)
     Linda Lee, Chinese Language
         (lbttlee, 6722)

Even if you are not “new” faculty, if you would like to know more about how to use databases or other services, please call Terry Leung, 6751 (or Reference, 6760).
Macintosh Access

Users with Macintosh computers have full access to the Library’s Main Catalog. The easiest way for Mac users to connect is by double-clicking on the Library Online Catalog icon on their desktop - the one that looks like this: 🍃

Those still using the version which looks like 🟢 may be able to log into the system, but they will not be able to connect to the other databases available.

If you do not already have the correct icon and program on your desktop, follow these instructions to get them - the instructions may look complicated, but they are easy to follow:
1 - Make sure your Macintosh is on the campus ethernet.
   - Go to the control panel and select “Network”
   - If it is not already highlighted, click on the “Ethertalk” icon.
   - Close the control panel
2 - Access the Library Lab Server
   - Select “Chooser” from the Apple Menu
   - Click on the Icon labeled “Appleshare”
   - Click on Appletalk Zone “Computing Labs”
   - Click on “Library Lab Server” in the “Select a File Server” window
   - Click on the “Ok” button
   - Click on “Apple Standard VAMS”, and the “Ok” button in the “Select a logon method” window.
   - Type “guest” into the “Username” field, leave the password field blank, and click on the “Ok” button.
   - If it is not already selected, click “Library Lab Server”, then the “Ok” button.
   - Close the Chooser
   - The Library Lab Server should now appear on your desktop.
3 - Get the files from the Library Lab Server
   - Open the server by double-clicking on it
   - Open the “Host Connection (copy to HD) folder, and copy the “Online Library Catalog” Icon to your hard drive
   - Open the “TCP/IP Programs” folder, and copy the “NCSA Telnet 2.402” folder to your hard drive.
4 - Run the program by double-clicking on the “Online Library Catalog” Icon on your hard drive. If you have any further questions, please contact the Library System staff at x6745 or via e-mail at LIBRARY.

Periodicals Information

October saw the opening of the Periodicals Information counter on LG1. It is located next to the computer lab, in the same room where microforms are kept. As the name says, we aim to provide information about our periodicals collection — subscription status, receipt problems, binding schedule, etc. — or any queries concerning periodicals in general. The other function of this service desk is to assist you in finding and using our microform materials. At present, the counter is open during normal office hours, though the microform area is accessible whenever the library is open.

‘Reservations’ of Study Spaces are NOT Permitted

There will never be enough seats in the Library for every student in the University to have their own. There are plenty of seats in the Library right now, as long as users do not try to reserve them by placing their belongings on them and walking away. Such action is inconsiderate, and is not permitted.

Unattended belongings will be removed, so that the seat can be used by people who are actually in the Library. This policy includes all seats, including group study rooms, individual study carrels, Media Resources carrels and rooms, Computer Lab carrels, and reading tables. Also, group study rooms are for groups, not individuals.

The Library cannot be responsible for belongings left unattended in the building.

This seat can only be reserved by a warm body.

Unattended belongings will be removed.
In this column we respond to some of the suggestions and comments placed into the main catalog's suggestion box. Brief responses to common suggestions may also be found in one of the main catalog's Library INFORMATION screens.

Telephones: We are currently in the process of installing campus telephones in the Library. Once the conduit and wiring gets installed, and circuits connected, you will be able to find them in the lift lobby on each floor.

Noise: Once again, many people complain about the noise levels in the Library. Please remember that the Library is a place for study. It takes consideration and cooperation to ensure that the Library remains a pleasant and effective study environment. If someone is making too much noise for you to study, ask them to be quieter.

Book Return: You may have noticed the large blue book returns located in front of the Library and in the academic concourse. You may return HKUST Library materials in these when the Library is not open. You may return HKUST Library materials in the one in the academic concourse even when the Library is open. Do not place materials from other libraries in these book returns. Media and Reserve materials should be returned inside the Library.

E-mail Exporting: Several users have suggested that an e-mail option be added to the Export/Save feature of the main catalog. We have passed this idea along to the software vendor with a strong recommendation that this be implemented in a future version. Thank you for the suggestion.

Library Hours: Many have suggested extending the hours of the Library. Presently, the HKUST Library is open more hours than any other UPGC Library. Due to staffing and resources constraints, and to the limited availability of staff quarters coupled with the University's location, we do not think it possible to further extend the Library's open hours in the near future.

What About LG4?
The HKUST Library opened in 1991 with three floors. The fourth floor (LG3) opened on schedule for the 1992 Fall Semester. The fifth and final floor (LG4) will be open for the 1994 Fall Semester, as the University population begins to level off. Library staff are working very hard to prepare for this expansion.

Most of the study furniture for LG4 has been received, and is ready to be installed. There will be over 350 additional study spaces, three more group study rooms, some faculty studies, and more photocopiers. In addition, this floor will be outfitted with special electrically-operated compact movable shelving, which will almost double the Library's shelving capacity!

This shelving will be installed in early 1994, and the contractor will try to keep the noise from disturbing library users. Library staff will then spend the summer months shifting the collection between LG3 and LG4.

Library E-Mail Addresses
Please use the following e-mail addresses for questions relating to specific library operations:

- **LIBRARY** - for general comments.
- **LBACQ** - ACQuisitions
- **LBCIRC** - CIRCulation
- **LBCOLL** - COLLECTION Development
- **LBILL** - Inter-Library Loan
- **LBIWATCH** - Online Services
- **LBONLINE** - RERefence
- **LBREF** - ReSeRVe
- **LBR1** - Reserve
- **LBR2** - Reference