

## Physical Resources Retrieval Service & eBook Recommendation

Library

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### Physical Resources Retrieval Service & eBook Recommendation

In view of the latest development regarding the novel coronavirus, the **Library Study and Collection Spaces** and the **24-Hour Study Centre** will remain **CLOSED until further notice**.

#### Physical Resources Retrieval Service for PolyU Staff & Students

During closure of Library Spaces, PolyU Staff and Students who require access to print books and physical AV resources of the Library can request for their retrieval using the [Physical Resources Retrieval Service](#). The requester will be notified by email when the retrieved items are ready for self-pick-up and self-checkout at the Reserve Collection Area on P/F at 9:30am – 6:00pm (Monday – Friday).

#### Return of Library Items and Waiving of Fines

To continue facilitating teaching and learning, users can return their borrowed items on or before the specified due date. Due date of your borrowed item(s) can be checked via login to [myRecord](#) using your PolyU NetID.

During 9:30am – 6:00pm (Monday – Friday), please return Library items to the book drop situated below the Loan & Return Counter, or via the 24-hour book drop outside Library when Library is closed.

Staff & Students can also choose to return their items at a later date. Items returned within one week after face-to-face classes resume on campus will have their overdue fines waived. This applies to library materials with due dates previously extended up to 20 Jan 2020, or due on or after 29 Jan 2020. *Please ignore the overdue notices automatically generated during this period*

#### Support for Online Learning and Teaching

The Library offers a wide variety of electronic resources and services to support online learning and teaching. Please refer to the guides below for a quick summary.

- [Library Support during Online Teaching and Learning: For Instructors](#)
- [Student Survival Guide: Find e-Resources](#)

#### eBook Recommendation for Print Titles

To ensure that Staff & Students continue to have access to our collection, during this period, the Library will acquire for institutional access, an e-version of a book, where available, even when a print copy is available in the Library. Staff and Students can submit their recommendations [here](#) for acquisitions of specific book titles.

### **Self-paced Library Online Courses on Learn@PolyU**

Two online courses has been launched on so that students and staff can learn about Library Resources and tools in their own pace:

- [Library Resources and Services for Postgraduate Students – Online Course](#)
- [Using EndNote \(Part I: Essential Features\) – Online Course](#)

### **Virtual Research Consultation**

Research Consultations with Faculty Librarians will continue during the period of online learning/teaching. Consultations can be done over the phone or even via Skype. Staff and Students can make an appointment with your Faculty Librarian using the [Research Consultation Appointment Form](#).

### **Enquiries**

Please do not hesitate to get in touch with us via the following channels:

- Call [2766-6863](tel:2766-6863) (9:30am - 6pm Mondays - Fridays)
- WhatsApp [6423-0820](tel:6423-0820) (9:30am - 6pm Mondays - Fridays)
- [Write to us](#)

Pao Yue-kong Library

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