



Frequently Asked Questions

常見問題或疑難

Updated 21 May 2021

1. How to deal with loss of library materials?

怎樣處理遺失的圖書館資料？

Any loss of library materials should be reported immediately at the Circulation Counter on the G/F of the LRC Complex. For payment details, please refer to

Item 4.16 Loss and damage of library materials on Library Regulations webpage:

<https://library.vtc.edu.hk/web/english/guides/regulation.php>

如遺失圖書館資料，應立即通知在 LRC 地下流通櫃台的當值職員及辦理手續。有關費用詳情，請瀏覽於圖書館規則項目 **4.16 遺失或損毀圖書館資料**：

<https://library.vtc.edu.hk/web/chinese/guides/regulation.php>

2. How to deal with loss of Student/Staff Card?

怎樣處理遺失的學生證學生證或職員證？

Any loss of Student/Staff Card must be reported immediately to the Circulation Counter on the G/F of the LRC Complex. For details, please refer to **Item 4.2 Loss of library cards or tickets** on Library Regulations webpage:

<https://library.vtc.edu.hk/web/english/guides/regulation.php>

For replacement of Student Cards, please contact counter staff at the **One Stop Student Services Centre** (Room 023) at 2606 6227 or email to

stcampus@vtc.edu.hk.

如遺失學生證或職員證，應立即通知 LRC 地下流通處職員。有關詳情，請瀏覽於圖書館規則項目 **4.2 遺失圖書證**：

<https://library.vtc.edu.hk/web/chinese/guides/regulation.php>

有關更換學生證事宜，請致電 2606 6227 與 **一站式學生服務中心**(023 室) 櫃台職員聯絡或電郵至 stcampus@vtc.edu.hk 。

3. How to handle cases of lost and found in the LRC?

怎樣處理在學習資源中心的失物及認領事宜？

Since 22 Mar 2013, all cases of lost and found in the LRC has been transferred to the **One Stop Student Services Centre (Room 023)**. The centre handles lost items found in ST campus (including LRC), report loss of personal belongings and claim lost property. For enquiries, please contact counter staff at 2606 6227 or email to stcampus@vtc.edu.hk.

由 2013 年 3 月 22 日起，所有失物及認領事宜將轉介**一站式學生服務中心 (023 室)**跟進。該處將處理於沙田校園(包括學習資源中心)內拾獲的遺失物品、報告遺失個人物品和認領遺失物品。如有查詢，請致電 2606 6227 與櫃台職員聯絡或電郵至 stcampus@vtc.edu.hk。

4. How to reserve the Seminar Room or Project Room?

怎樣預約/借用會室/研討室？

There are two Seminar Rooms and three Project Rooms in LRC. Bookings may be made up to 7 days in advance on the LRC Room Booking System webpage:

<http://st.vtc.edu.hk/LRCBooking/>

It also displays regulations of using rooms at LRC.

學習資源中心設有兩個會議室及三個研討室。讀者可提前 7 天，登入學習資源中心設施預約系統網頁辦理預約手續：

<http://st.vtc.edu.hk/LRCBooking/>

該網頁顯示了使用規則詳情。

5. What are the opening hours of the LRC Complex during IVE holidays?

學院假期，學習資源中心的開放時間是怎樣？

Generally, the opening hours of LRC during the IVE holidays are as follows:

Monday – Friday	Saturday	Sunday & Public holidays
9:00 a.m. to 5:00 p.m.	9:00 a.m. to 12:00 noon	Closed

For current opening hours, please visit the website of VTC Library Services for details:

<https://library.vtc.edu.hk/web/english/info/open03.php>

在學院假期，學習資源中心的一般開放時間如下：

星期一至五	星期六	星期日及公眾假期
上午 9 時至下午 5 時	上午 9 時至中午 12 時	關閉

有關現時開放時間，可瀏覽職業訓練局圖書館服務網站：

<https://library.vtc.edu.hk/web/chinese/info/open03.php>

6. How to use the photocopiers to print materials? How much should be paid for photocopying and printing?

怎樣使用影印機列印文件？複印和列印文件的收費是多少？

In LRC, there are eight color photocopiers with Octopus payment available for printing and photocopying services, and three printers of “Print Quota System” available for free quota printing service.

For photocopiers with Octopus payment, please refer the instructions posted beside the photocopiers. The charge of printing and photocopying service is

Paper size	Black & White (B/W) (HK\$)	Color (HK\$)
A4	0.3	2.0
A3	0.6	4.0

For “Print Quota System” service, each ST student is allocated a total of 1,000 quotas per academic year for free printing. Please refer to the webpage for user guide:

http://st.vtc.edu.hk/LRC/User_Guide_LRC_eng.pdf

The deduction of quotas for different types of printouts are summarized as below:

Paper size	Black & White (B/W) Quota deducted per page
A4	2 Quotas (paper provided)
A3	4 Quotas (paper provided)

LRC 大樓設置 8 部彩色影印機(八達通收費)供影印及列印用途及 3 部配額列印機供免費配額列印用途。

有關使用彩色影印機(八達通收費)，請參考影印機旁的指引。影印(複印)及列印收費方面，請參考下表

紙張呎吋	黑白 (B/W) (港幣)	彩色 (港幣)
A4	0.3	2.0
A3	0.6	4.0

有關配額列印服務，每位香港專業教育學院沙田分校學生於每學年將免費獲得 1,000 個列印配額以供免費列印用途。請瀏覽使用手冊網頁

http://st.vtc.edu.hk/LRC/User_Guide_LRC_chi.pdf

各列印種類所需要扣減的配額數量，請參閱下表：

紙張呎吋	黑白 (B/W) 每單頁扣減
A4	2 個配額 (提供紙張)
A3	4 個配額 (提供紙張)

7. What software has been installed in the PC, notebook and tablet computers available in the LRC?

學習資源中心的桌上電腦、手提電腦和平板電腦內安裝了甚麼電腦軟件？

Please visit the following two webpages for details:

PC Configuration: http://st.vtc.edu.hk/LRC/Lrc_pc_location.pdf

Notebook & Tablet Configuration: http://st.vtc.edu.hk/LRC/Notebook_config.pdf

有關詳情，請瀏覽以下網頁：

桌上電腦: http://st.vtc.edu.hk/LRC/Lrc_pc_location.pdf

手提電腦及平板電腦: http://st.vtc.edu.hk/LRC/Notebook_config.pdf

8. Could the loaned notebook/tablet computer be brought out of the campus overnight?

外借的手提電腦/平板電腦可以整夜外借嗎？

There are three types of loans for notebook/tablet computer borrowing services including 1 day loan, 2 week loan and long term loan*. Only notebook/tablet computers on 2 week loan or long term loan are permitted to use outside of campus overnight.

**Notebook/tablet computer on long term loan should be referred by Student Development Office.*

關於手提電腦/平板電腦借用服務，中心提供三類借用期限，包括一天借用期、兩星期借用期及長期借用*。只有兩星期借用期及長期借用的手提電腦/平板電腦才可整夜外借。

**長期借用的手提電腦/平板電腦須經學生發展處的轉介。*

9. Could stationery item(s) be borrowed?

可以借用文具嗎？

There are no stationery items for borrowing. Some staplers are provided for in-house use only.

中心只提供幾部釘書機在館使用，其他文具恕不外借。

10. How to find books?

怎樣搜尋圖書？

Library materials are shelved according to Library of Congress classification scheme. It includes various formats like printed items (books and journals), non-print items (disc and kids), e-resources (e-books, e-journals, e-database), etc. Patrons can do searching via Summon (Discovery Search) on the VTC Library Services website:

<https://library.vtc.edu.hk/web/>

By using keywords such as title, author name, subject, ISBN, ISSN, class number, etc and adjusting the categories of outcomes, it helps in narrowing the number of outcomes. When the target library materials is found, patron can get it the materials based on the location. If it is the printed/non-print item, patron can get it the bookshelf through its Call Number. If it is e-resources materials (e.g. e-book), patron can directly access/read it through the given links (authentication is required) on the webpage. Some e-resources can be accessed through the apps on mobile device (e.g. tablet computer).

圖書館資料是以美國圖書館協會分類法排序在書架上，其格式包括印刷出版物(圖書及雜誌)、非印刷出版物(光碟及套裝)及電子資源(電子圖書、電子期刊及電子數據庫)等。讀者可使用職業訓練局圖書館服務網站中的 Summon 資源發現系統進行搜尋:

https://library.vtc.edu.hk/web/index_c.php

利用書目、作者名稱、主題、ISBN、ISSN, 分類號碼等關鍵字及調整搜尋結果分類可縮小結果數目，當找到目標資料後，讀者可根據目標圖書館資料的位置以獲取該資料。如果目標資料是印刷出版物或非印刷出版物，讀者可以索書號到書架上自取。如果目標資料是電子資源(例如電子書)，讀者可直接以該資料的連結在網上存取/閱讀(必須登入)。有些電子資源是可以在流動裝置(例如平板電腦)的應用程式上存取/閱讀。