

LRC,IVE(ST)

Newsletter
October 2008

News and **E**vents

To enhance and improve the learning resources facilities in our campus, the construction work of the new Learning Resources Centre (LRC) has been completed in July 2008. The new LRC provides a one-stop open access for the learning resources with integrated facilities on IT, library and multimedia services. The official Opening Ceremony of the new LRC has been scheduled to be held at 3 p.m. on 28 November 2008, that is the first date of the ST Open Day in AY08/09.

For more information on the opening hours of the new LRC, please visit the following web page : http://stcc.vtc.edu.hk/LRC/opening_hours.htm



- Briefing sessions for AY08/09 have been conducted for new campus staff in early September on using the IT facilities, multimedia equipment and library services.
- 15 orientation tours were arranged on 8-10 September 2008 for over 300 UNN/new students in introducing the new LRC facilities and services.

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- The staff retreat was held on 19 March 2008 for the LRCs of the ST Nexus. Through various activities, keynote speech and group discussion, colleagues shared their ideas on the theme "To Foster Trust and Respect". Our Principal, Dr. FUNG, was the guest speaker of the event.



- 2 book exhibitions were held for campus staff to select the library books in June 2008.
- A total of around 1,600 language learning materials have been transferred from the Language Centre to the LRC in late July 2008.
- 6 sessions of demonstration on using EBSCOhost and ProQuest Databases were arranged for the new UNN students on 11 and 12 September 2008.
- A demonstration on using RefWorks, an online research management and bibliography creator service, was arranged with hands-on practice for all staff on 30 September 2008.

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New Services and Facilities

- Security on using USB flash drives**

The autorun function for the PCs in the LRC's Computer Rooms has been disabled to prevent the spread of computer virus through the infected USB flash drives.



To explore the content of your USB flash drive, you may open "My computer" at your PC, right-click the USB flash drive and select "Explore" to open its contents.



- New e-learning package**

In order to help new students in adapting the IVE campus life, an e-learning package "Fast Track of IVE Life and Experience (IVE生活·體驗全攻略)" has been developed by the Sha Tin Nexus Teaching Technology Production Team with supports from the ST Student Affairs Office.

ST students can obtain detailed information on aspects of whole person development, student activities, financial management and campus facilities via the WebCT platform.



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New **S**ervices and **F**acilities

- **PCs in teaching venues were upgraded**

To further improve the teaching facilities, PCs in lecture theatre and classrooms have been upgraded to equip with LCD display monitors and pre-loaded Adobe CS3 software packages to facilitate teaching and learning.



- **Digital Signage System**

Since September 2008, a Digital Signage System (DSS) has been installed in our campus for displaying campus information and promotional materials in various media formats such as video, PowerPoint, animation graphics and audio through the LCD TVs.

It has been scheduled to be operated at 8:15 a.m. – 10 p.m. from Monday to Saturday. The LCD TVs have been installed at the following four locations in our campus:



1. Wo Che entrance on G/F

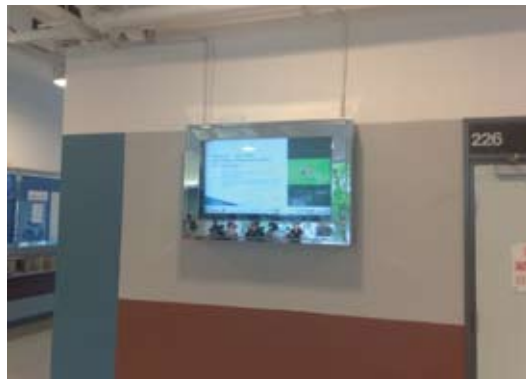


2. At the New Annex lift on G/F

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New **S**ervices and **F**acilities



3. Outside CS enquiry counter on 2/F



4. The wall next to staircase A on G/F

The following content materials have been suggested by various departments and were put in the DSS:

- **Weather information**
- **Student interview**
- **Short courses information**
- **Campus news and notifications**
- **Advertisements, promotion banners, posters, photos and video of the events/exhibitions/seminars**
- **Information of student awards**
- **Introduction of departments / sections**

The content materials of DSS would be reviewed and updated on a regular basis.

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Useful Links for the LRC services

- **Introduction of the new LRC :**
<http://st.vtc.edu.hk/LRC/Introduction%20to%20LRC/index.html>
- **Opening hours of the new LRC :**
http://stcc.vtc.edu.hk/LRC/opening_hours.htm
- **Handbook on IT services :**
<http://stintra.vtc.edu.hk/handbook/ccstfhandbook.pdf>
- **Multimedia equipment user guide :**
http://www.vtc.edu.hk/ive/st/etu/images/ETU_equipment_user_guide.pdf
- **IVE Library Catalogue :**
<http://webpac.vtc.edu.hk/>
- **Briefing for new staff :**
<http://stcc.vtc.edu.hk/LRC/StaffBriefing/index.asp>

Contact Information for the LRC services

IT services

Office location: Room 041
(G/F of the new LRC)
Enquiry telephone no.: 2256 7681
Fax no.: 2601 6354
E-mail: st-cc@vtc.edu.hk

Multimedia services

Office location: Room 041
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Fax no.: 2256 7643
E-mail: st-etu@vtc.edu.hk

Library services

Office location: Room 041
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Fax no.: 2256 7620
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