LRC

Feb 2011

Learning Resources Centre, IVE(ST)

New Services and Facilities

Relocation of Computer Rooms

Computer Room 442 (on the 4th Floor) of the LRC had been relocated to Room 107A (on the 1st Floor). All hardware and software configurations of Room 107A is the same as that in the Room 442.

New Freebooking Computer Room

As from the Spring Semester commences, starting from 27th January 2011, Room 107D is served as a freebooking computer room (with seats for 30 PCs). The opening hours is from 9:00am to 5:00pm from Monday to Friday (close for lunch time 11:30am to 12:45pm) during Term time.

Software Upgrade to MS Office 2007

Before the Spring Semester starts, all PCs in the LRC have been upgraded to Microsoft Office 2007.

Microsoft® Office 2007

Print Access Control System

The PaperCut Print Access Control System has been scheduled to be installed in the LRC Computer Rooms in March 2011.

PaperCut™

Additional Notebook Computers

The LRC had acquired 15 new notebook computers in January 2011 for improvement of the loan service.

New Folding Doors

Two folding doors had been installed on G/F and 1/F of the LRC to separate the 2 V-shaped areas from the main LRC for energy saving purposes during non-peak opening hours and for other campus events/activities.

Replacement of Wireless LAN Access Points

The replacement work of 10 sets of Wireless LAN access points (802.11n) in improving the access performance would be done in February 2011.

New Binding Facilities

A manual plastic comb binding machine was acquired and has been installed inside the Multimedia Zone of the LRC for use since the Spring Semester.
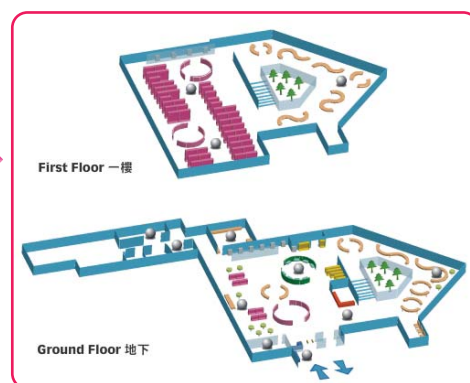
New Black/White Digital Copier

A new black/white digital copier has been installed on 1/F of the LRC to meet the demand of users before the Chinese New Year.

Virtual Walkthrough of the LRC Complex

To introduce the general facilities and physical environment of the LRC Complex, an interactive web page with floor plans of hot spots for 360 degree turn-around viewing had been provided at the LRC website since February 2011 and it could be browsed at the following URL by any Java-enabled web browser.

http://stcc.vtc.edu.hk/lrc/virtual_tour/

Hardware Upgrade at Teaching Venues

Replacements for those PCs purchased in 2004-05 at various teaching venues supported by the LRC would be arranged in two phases. The first phase had been completed before the Spring Semester in replacing 27 PC base units equipped with Intel Core i5 750 (2.66GHz) processors while the second phase would replace another 19 sets of base units with similar processors by the end of March 2011.

News and Events

Book Exhibitions

A book exhibition had been arranged with local book contractors, Chung Hwa and iCaves on 2 December 2010 in the Annex Hall for KC, KT and ST staff to select both Chinese and English books.

New Email System Training for Staff

A new email system training for staff was held in IVE(ST) on 19 January 2011 with about 80 attendances. Our colleagues Mr. Felix Pun and Mr. Anthony Fung conducted the training. The following topics were covered:

- Good practices of using email
- Introduction of new email features
- Email account setup on MS Outlook 2010/iPhone/iPad
- How to use the new Webmail interface

Sharing Sessions on using Audio-Visual Equipment

Two Sharing Sessions on using audio-visual equipment at teaching venues had been conducted for ST staff on 14 and 17 January 2011. There were a total of 11 staff attended the Sessions. The updated information of the user guide for operating the equipment has been uploaded at:

http://stcc.vtc.edu.hk/LRC/StaffBriefing/multimedia_equipment_user_guide.pdf
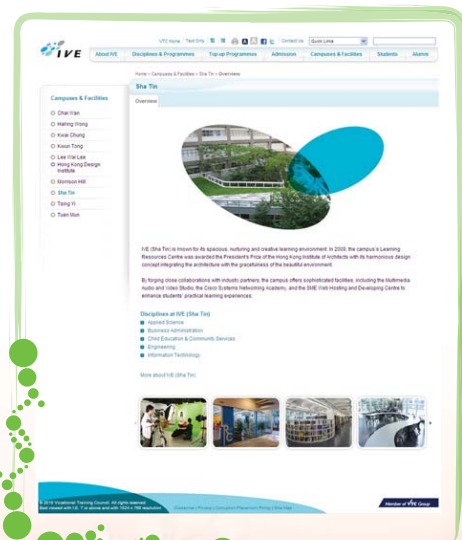
Opening Hours during Term Break

The LRC opening hours had been extended to 6:45 p.m. during the Semester Break (24-26 January 2011) to cater the needs for the evening classes of the CECS students during the period.

IVE(ST) Website Revamp Project

The IVE(ST) website revamp project was underway and the new website would be launched in February 2011 tentatively. The new IVE(ST) internet website can be accessed at:

http://www.ive.edu.hk/ivesite/html/en/campus/st_overview.html
(English version)

http://www.ive.edu.hk/ivesite/html/tc/campus/st_overview.html
(Chinese version)

Green Campus Student Competition 環保方案建校園投影片或網頁設計比賽

The Green Campus Student Competition is being organized by the ST Internet/Intranet Working Group with the slogan 新議、新生、環保心. It is a Powerpoint/Webpage competition with a view to encouraging students to use the e-platform and be aware of environmental protection.

The briefing session for the Competition was held on 27 January 2011 in the Annex Hall and over 120 students attended. During the briefing session, details of the Competition was explained. Our Vice Principal and two guest speakers had been invited to give talks on the current issues of environmental protection.

The application deadline of the Competition has been extended to 4 March 2011 while the product submission deadline remains unchanged and is on or before 15 March 2011.

The prize presentation ceremony is scheduled to be held on 13 April 2011. For more details, please visit the web site at: http://st.vtc.edu.hk/greencampus/.

Self Assessment

For the Self Assessment exercise, the LRC had conducted an online survey on Internal Client Satisfaction from 3 January 2011 to 10 January 2011. Results of the survey would serve as basis for further improvement of facilities and services in the LRC.

Student Helper Project

The LRC Student Helper Project continues for the Spring Semester. A total of 11 students have been employed to assist in PC trouble-shooting, technical assistance, helpdesk supports and shelving of LRC materials such as books and periodicals since 21 February 2011.

The LRC Retreat

A staff retreat for the LRC was held on 25 January 2011 at the Noah's Ark on Ma Wan. The theme for the Retreat was "How to align with the organizational change in the Gap Year AY2011/12". Our Principal Dr. Fung was invited as the guest speaker of the event and there were totally 22 participants. In addition, Mr. Wilkie Choi, PEAK trainer, conducted a two-hour programme on the topic: "Coping with Changes".

iProA Webcare Award 2010

The iProA Web Care Award Presentation Ceremony 2010 was held on 22 January 2011 at Olympian City and the LRC website had received the Ruby Award.

Visits to the LRC

The following groups had visited the LRC since late October 2010:
- The EI Department had arranged a HKIE Accreditation visit in the afternoon of 28 October 2010
- 40 Secondary 3 students from HKTeachers' Association Lee Heng Kwei Secondary School (香港教師會李興貴中學) on 10 January 2011
- 17 visitors from 四川德陽職院 on 12 January 2011
- 46 visitors from 四川綿陽職業技術學院師資培訓班 on 21 January 2011
- 30 CLT colleagues on 1 February 2011

Useful links for the LRC services

Introduction of the LRC :
http://stcc.vtc.edu.hk/LRC/Introduction%20to%20LRC/index.html

Opening hours of the LRC :
http://stcc.vtc.edu.hk/LRC/opening_hours.htm

Handbook on IT services :
http://stintra.vtc.edu.hk/handbook/ccstfhandbook.pdf

Multimedia facilities in teaching venues supported by the LRC :
http://stcc.vtc.edu.hk/LRC/LRC-MM/images/multimedia_teaching_facilities.pdf

Multimedia equipment user guide :
http://stcc.vtc.edu.hk/LRC/LRC-MM/images/multimedia_equipment_user_guide.pdf

VTC Library Catalogue :
http://webpac.vtc.edu.hk/

Briefing for new campus staff :
http://stcc.vtc.edu.hk/LRC/StaffBriefing/index.asp

Useful links for the LRC services

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

Multimedia services
Office location: Room 041 (G/F of the LRC)
Enquiry telephone no. : 2256 7645
Fax no.: 2256 7643
E-mail: st-etu@vtc.edu.hk

Library services
Office location: Room 041 (G/F of the LRC)
Enquiry telephone no.: 2256 7630
Fax no.: 2256 7620
E-mail: st-lib@vtc.edu.hk