



One Button Studio



Located at G/F of the LRC Complex, One Button Studio (OBS) had been launched on 19 September 2022. OBS is an easy to use and automated self-service video recording studio and setup with a high-quality camera, preconfigured lightings and microphone. Having the software installed in OBS, users can simply plug USB memory sticks to the dock, press a button to start and press the same button to finish recording of their speech/presentation without any special knowledge of lights and cameras. Two demo/training sessions had been conducted to staff on 6 September 2022.



Various equipment items are provided in OBS and users may feel free to make use of them. OBS can be reserved at the online booking system: [https://stcc.vtc.edu.hk/LRC\\_OBSBooking/](https://stcc.vtc.edu.hk/LRC_OBSBooking/) Users may book up to 2 hours per day and reserve up to 7 days in advance. For more details, please visit our LRC website on OBS's guide and policy at: <http://st.vtc.edu.hk/LRC/One%20Button%20Studio%20Guide.pdf>

## Video Editing Station

Video editing becomes an essential skill in academic and daily social life nowadays. In order to support the post-production of your work, a Video Editing Station (VES) had been set up outside OBS of LRC. This is a Mac Studio workstation with Studio display and installed with Pro Apps Bundle, including five powerful creative tools: Final Cut Pro, Logic Pro, Motion, Compressor and MainStage. Keyboard and trackpad are available for loan at the circulation counter.



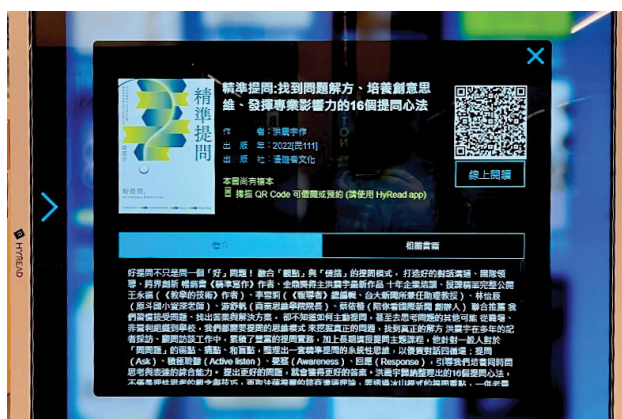
Same as OBS, users can reserve VES by using the online booking system:

[https://stcc.vtc.edu.hk/LRC\\_OBSBooking/](https://stcc.vtc.edu.hk/LRC_OBSBooking/)



## E-Book Kiosk

In order to promote electronic resources subscribed by VTC Library, a touch screen kiosk had been provided at G/F of the LRC Complex near the entrance since December 2022. It allows users to browse the selected E-book collection with fingertips and gives a glance before loaning them. The books could be read on mobile devices by scanning the QR code on the screen.





## 香港專業教育學院（沙田） 學習資源中心

### 手提電腦借用服務條款 及聲明確認書

Hong Kong Institute of Vocational Education (Sha Tin)  
Learning Resources Centre

Confirmation Statement on Terms and Conditions, Declaration of  
Notebook Computer Loan Services

借用手提電腦前，借用人須閱讀有關借用條款及使用規則。  
Borrowers should read the terms and conditions as well as Guidelines on Loan of  
Notebook Computer before check-out.

Hi, WING YAN RAINBOW. When you submit this form, the owner will see your name and email address.

\* Required

Declaration 聲明

Terms and Conditions 借用條款

## Online Loan Form for Notebook Computer Loan Services

In response to VTC's green policy on reducing the use of paper, we had launched the online loan form for notebook computer loan services since the Academic Year 2022-23. Users could read, confirm and declare the details of the loan services through MS-form. The QR code of the form is available at the Circulation Counter and users should fill in the forms when loaning notebook computers.

## Update of the Print Quota System

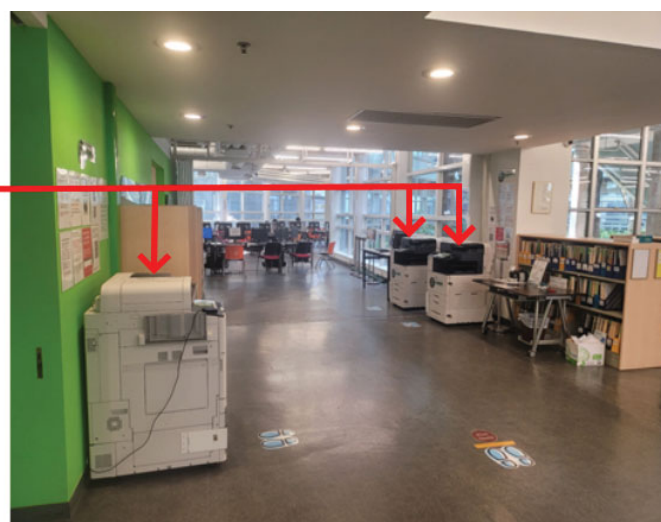
**Print**  
Total: 1 sheet of paper

**Printer**  
Print Quota Printer B/W

**Copies**  
1

**Layout**

To optimize the usage of printers, the Print Quota System in the LRC Complex had been updated to single virtual print queue since September 2022. Users can get their printouts from either one of the Print Quota Printers after printing to the "Print Quota Printer B/W" at the computers.



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## New Services and Facilities

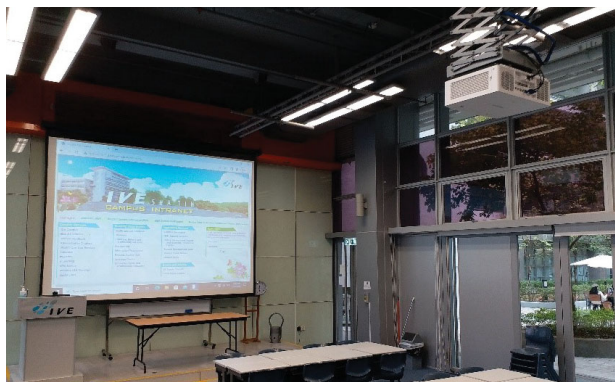
## New Display Panel

A new 86-inch display panel had been installed to replace the 2x2 video wall near the One Stop Student Services Centre since April 2022.



## Laser Projector in Annex Hall

A new Laser projector had been installed to replace the old LCD projector in Annex Hall in mid-March 2023.



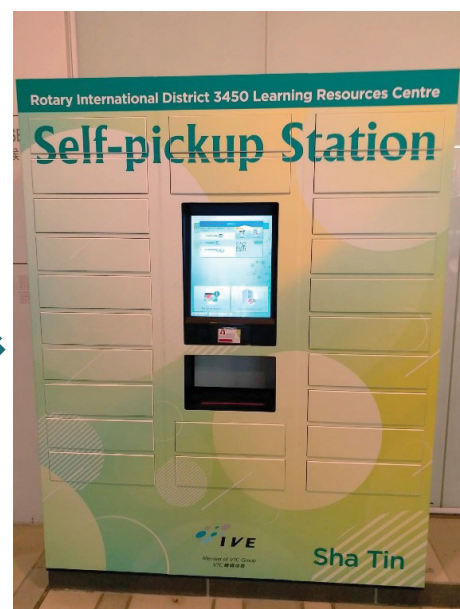
## Replacement of iMac Computers

To replace the old Apple iMac computers in the LRC Complex, a total of 8 sets of new iMac with Retina 4.5K displays had been provided in late March 2023.

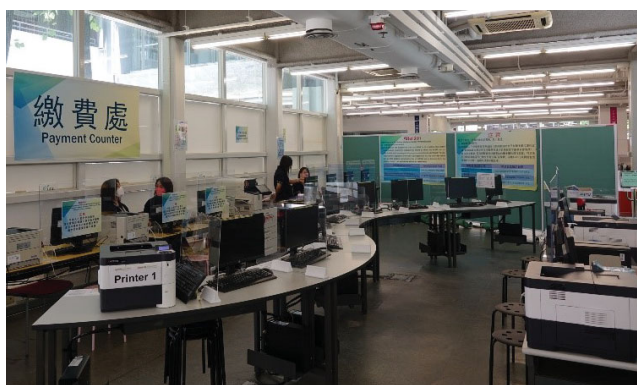


## Self-pickup Station Workshops and its New Look

Two workshops on using the Self-pickup Station had been conducted for staff and students in June 2022 and a new look of the Station had been introduced in October 2022.



## Multimedia and IT Support for the Council Events



The multimedia and IT support had contributed to the great success of the Council events including the Central Admission in July 2022 and VTC Graduation Ceremony 2022 on 3 December 2022.



## Briefing Sessions for New Staff

Two identical briefing sessions on using LRC facilities and services had been conducted for new staff in late August 2022. The guiding materials and relevant information had been uploaded to the ST Intranet web page at: <http://st.vtc.edu.hk/LRC/StaffBriefing/index.asp>



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## LRC e-Resources Workshops in Hybrid Mode

Series of online e-Resources workshops in hybrid mode had been organized for staff and students in October 2022. Resources include ICAO the Aviation Regulatory Data, Statista, Admango, Worth Global Style Network (WGSN), BMG Production Music, British Standards Online Library (BSOL) and McGraw-Hill Access Engineering.



## LRC Student Helper Project

The LRC Student Helper Project had been continued for the Academic Year 2022-23. A total of 9 students from various Disciplines had been trained to assist in PC trouble shooting, technical assistance, helpdesk support and shelving of the LRC materials such as books and audio-visual items since October 2022.

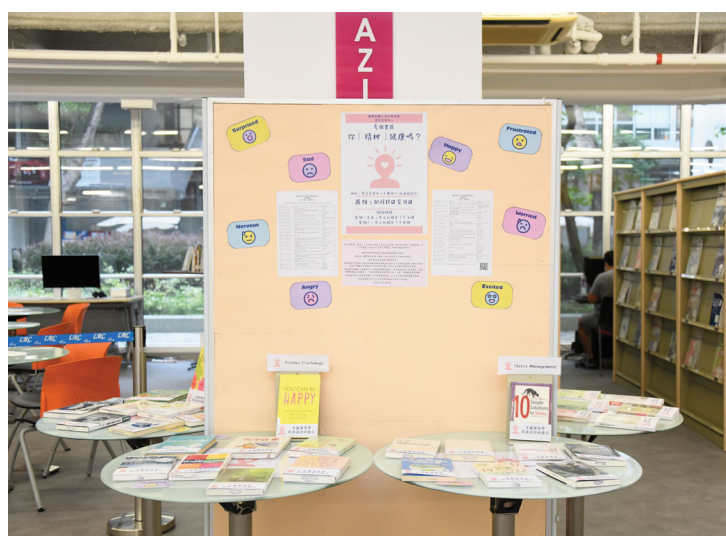
## Graduate Trainees for Learning/Teaching Support

With the arrangement of the Digital Future Office, two part-time Graduate Trainees: Mr. Lee Hiu San and Mr. Leung Ka Wing had been recruited in the Academic Year 2022-23. Under the supervision of LRC, they would support digital learning/teaching and assist staff in video/multimedia production. For any enquiry, staff are welcome to contact them at the Multimedia Zone in the LRC Complex or via the phone number 22567645.



### Zentangle Workshop and Book Exhibition

Being one of the check points for the Sha-I Fun Day cum Principal Cup on 18 October 2022, two Zentangle Workshops had been organized in the LRC Complex. Participants had a chance to know about the theory of Zentangle and enjoy the process of tangling. Also, a book exhibition with the topic about mental health (你「精神」健康嗎?) had been held during 17 – 31 October 2022.





## Online Survey for Annual Assessment

To perform assessment on Internal Client Satisfaction in the Academic Year 2021-22, the LRC had conducted its online survey which was ended on 11 December 2022. Results of the survey would serve as basis for further improvement of the LRC facilities and services.

## LRC Staff Retreat

The 8th LRC Staff Retreat had been successfully held on 21 December 2022 with training workshop in the Urban Oasis of Christian Family Service Centre and group visit to the Zero Carbon Park of Construction Industry Council. A total of 20 colleagues from the Library Services, IT Services and Multimedia Services had attended the Retreat.





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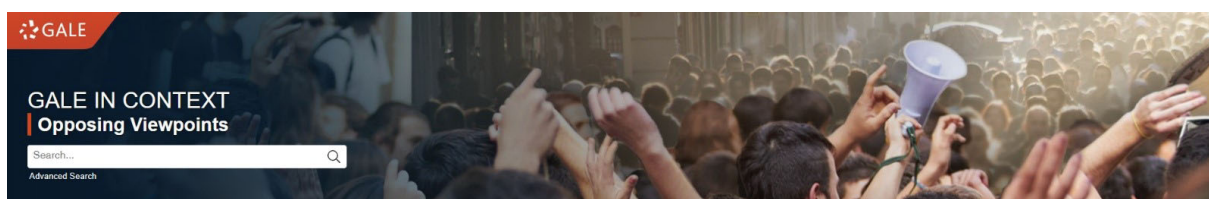
## New Electronic Databases

Three new electronic databases had subscribed by VTC library to support teaching and learning needs:



### Gale General OneFile

Periodical resource providing the latest scientific developments in particle physics, advanced mathematics, nanotechnology, geology and other subject areas.



### Gale In Context: Opposing Viewpoints

Factsheet-like database covering a diverse and extensive range of topics and issues, this database offers targeted arguments from recognized subject-matter experts and respected journalistic sources, combined with reference articles, interactive maps, and infographics.





Basic Search [Advanced Search](#) [Search History](#)

### Social Work Reference Center by EBSCO

A reference tool designed for social workers and mental health professionals, providing wide array of topics such as adolescent health, aging, end-of-life care and diversity.

### LRC Computer Rooms Renovation

Renovation of LRC computer rooms 107A-107D had been completed in January 2023. New audio-visual equipment including PA and projection systems are installed in these computer rooms to support the learning and teaching needs.



### Freebooking Service of Computer Room 107D

The freebooking service had resumed in late February 2023 after the renovation of the computer rooms. The current opening hours during the Term Time are listed as below:

Monday to Friday

9:00 a.m. - 11:30 a.m. and  
1:00 p.m. - 4:30 p.m.

Saturday /  
Sunday /  
IVE Holiday

Closed



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## Useful Links

**General introduction of the LRC:**<http://st.vtc.edu.hk/LRC/LRC%20Information%20Sheet.pdf>**Opening hours of the LRC:**[http://st.vtc.edu.hk/LRC/opening\\_hours.htm](http://st.vtc.edu.hk/LRC/opening_hours.htm)**Multimedia facilities in teaching venues supported by the LRC:**[http://st.vtc.edu.hk/LRC/LRC-MM/images/multimedia\\_teaching\\_facilities.pdf](http://st.vtc.edu.hk/LRC/LRC-MM/images/multimedia_teaching_facilities.pdf)**Multimedia equipment user guide:**[http://st.vtc.edu.hk/LRC/LRC-MM/images/multimedia\\_equipment\\_user\\_guide.pdf](http://st.vtc.edu.hk/LRC/LRC-MM/images/multimedia_equipment_user_guide.pdf)**VTC library website:**<https://library.vtc.edu.hk/web/>**Briefing for new campus staff:**<http://st.vtc.edu.hk/LRC/StaffBriefing/index.asp>**Resources for Online Teaching / Digital Workplace:**<http://st.vtc.edu.hk/LRC/OnlineTeachingResources/>**Microsoft Teams as a Student Learning Services:**

Microsoft Teams is part of the Microsoft Office 365 suite of cloud-based software applications. It offers an extensive range of utilities that can help streamline communication and preserve collaborative workflows. It is a shared workplace where you can chat, meet, share files, teach, learn and work. Microsoft Teams can be downloaded by accessing the links below.

**For Android devices:**[https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=zh\\_HK](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=zh_HK)**For iOS devices:**<https://products.office.com/en-us/microsoft-teams/download-app>**For Window devices:**<https://products.office.com/en-us/microsoft-teams/download-app>

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## Contact Information

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E-mail: [st-lrc-it@vtc.edu.hk](mailto:st-lrc-it@vtc.edu.hk)


**I T Services**

Office location: Room 041 (G/F of the LRC)  
Enquiry telephone no.: 2256 7623  
Fax no.: 2256 7643  
E-mail: [st-lrc-lib@vtc.edu.hk](mailto:st-lrc-lib@vtc.edu.hk)

**L ibrary Services**

Office location: Room 041 (G/F of the LRC)  
Enquiry telephone no.: 2256 7645 / 2256 7642  
Fax no.: 2256 7643  
E-mail: [st-lrc-mm@vtc.edu.hk](mailto:st-lrc-mm@vtc.edu.hk)

**M ultimedia Services**

Students and staff can also contact us through the  
WhatsApp  LRC (IVE/ST) platform on mobile  
phones. Our number is **2256 7623**.