

LRC Newsletter

FEB
2017

🌀 New Services and Facilities

Acquisition of Facilities

To enhance the learning environment and the outlook of the LRC Complex, 31 sets of new sofas had been purchased to replace the old ones. The new sofas had been placed in the Audio/Visual Room on the G/F, main collection and study area on the 1/F of the LRC Complex since 9 January 2017.



New PCs in the LRC Complex & Room 107D

To further improve the computer facilities, 79 sets of new desktop PCs had been purchased to replace the old ones in the computer zone adjacent to the LRC stairway since late January 2017. Meanwhile, 31 sets of desktop PCs had been replaced by new ones in the Computer Room 107D in mid-January 2017.

New Colour and B/W Digital Photocopiers

Two colour digital copiers and one black-and-white copier had been purchased. They had been available for users to perform photocopying and printing in the LRC Complex since September 2016. Apart from better printing quality and higher resolution of the outputs, the warm-up time, first output speed and the copy/scanning speed of the new copiers are much faster than the old ones.



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AutoCAD in LRC Complex

There would be more PCs installed with the AutoCAD software in the LRC Complex during the Spring Semester in 2017. Please pay attention to our notice later.

Microsoft Office 365



For Student - Starting from April 2016, a new e-mail platform for VTC student, running on Office 365 cloud platform, had been launched. Now, every student has 50GB mailbox storage and 1TB cloud storage on Microsoft OneDrive. Also, every student can download and install full Office 365 ProPlus on up to 5 PCs or Macs and unlock the editing capabilities of the Office for iPad apps. To obtain Office 365 ProPlus, please go to the web page at <http://office365.stu.vtc.edu.hk/>. For more information on the Office 365, please visit https://cnatools.vtc.edu.hk/CNAPortal/intro_o365/index.html.

For Staff - Same as student, staff can download and install full Office 365 ProPlus on up to 5 PCs or Macs and unlock the editing capabilities of the Office for iPad apps. Starting from January 2017, all staff can have 1TB cloud storage on Microsoft OneDrive. For more information or further details, please join the Office 365 seminar held by ITSD, or visit <http://office365.vtc.edu.hk>.

WiFi Network Upgrade

The WiFi network will be upgraded in early 2017. The 1st phase of the WiFi Network Upgrade had been completed in April 2016. The WiFi network in LRC, conference rooms and some open areas had been upgraded in the 1st phase. The rest locations will be upgraded in the next phase, the whole project will be completed in the coming few months.

The existing SSID "VTC" and "Secured-VTC" will be obsoleted after the upgrade, the new WiFi network will be divided into "VTC-Student" and "VTC-Staff". The procedures could be found in the following page: <http://wlan.vtc.edu.hk/Setup.html>.

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Improvement on Teaching Facilities

For improvement of teaching facilities, an additional TV and projection system had been installed in Room 442-443 during August 2016. Also, replacement of audio-visual equipment had been performed in the newly renovated Lecture Theatres Room 118A and 118B during October 2016.



Replacement of Staff PCs in Teaching Venues

To improve the teaching facilities provided by the LRC, a total of 62 sets of staff PCs had been replaced for various teaching venues including classrooms, seminar rooms, tutorial rooms, lecture theatres and Hall during April and May 2016. With the upgraded hardware and software, the average login time required for using the new PCs had been already shortened to less than 3 minutes now.

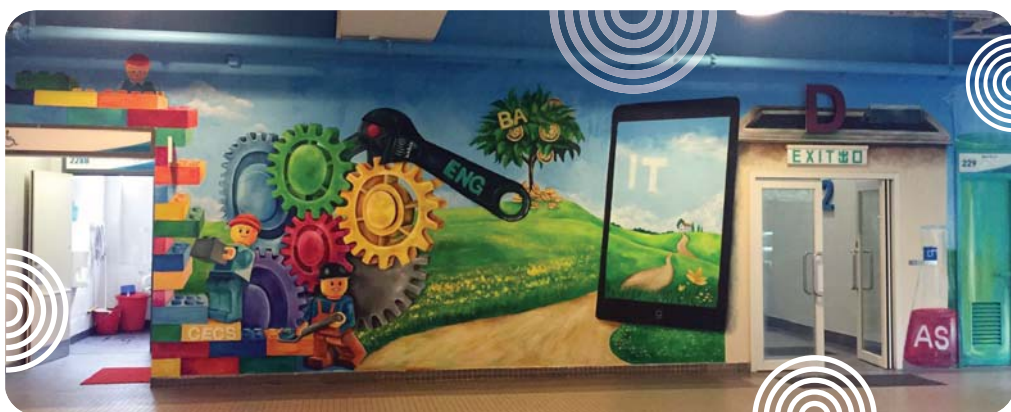
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Enhancement on the Campus Facilities and Environment

Multimedia support had been provided continuously for the decorating work of the campus facilities and environment including the Star Gallery on G/F, wall painting for the corridor area on 2/F, mobile phone charging stations on 2/F and the Campus History Gallery at Room 204A.



Star Gallery



mobile phone charging stations



Campus History Gallery

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The LRC Retreat held on 13 January 2017

The 7th LRC Retreat with the main theme, “Be Healthy. Be Happy”, was held on 13 January 2017 in The Hongkong Federation of Youth Groups Jockey Club Sai Kung Outdoor Training Camp successfully. A total of 24 colleagues and one former colleague of the LRC attended the Retreat.



Training Workshops

Two e-resource training workshops were arranged for students of the Department of Business Administration and for students of SHAPE on 27 June 2016 and 15 September 2016 respectively. Students attending the workshops received hand-on training on using various databases such as ProQuest, Medline, WiseNews and Books 24x7, RefWork etc.

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Book Exhibition and E-book Demonstration

A book exhibition had been arranged with a local book contractor, Academic & Professional Book Centre, on 15 June 2016 in the lobby area between Lecture Theatres 029 and 030 for IVE(ST) staff to select English books.



An E-book Demonstration and 3 English/Chinese Book Exhibitions had been held on 4 days respectively in the Students' Union Open Area to celebrate the 30th Anniversary of IVE(ST). The E-book Demonstration had been held on 28 November 2016 by ProQuest and the English/Chinese Book Exhibitions had been held by the Commercial Press on 29 November 2016 and by the Academic & Professional Book Centre on 1 December 2016 and 2 December 2016 respectively.



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Briefing Sessions for New Staff

Two identical briefing sessions (one in Cantonese and one in English) on using LRC facilities / services had been conducted for new staff on 31 August 2016. The guiding materials and relevant information have been uploaded to the ST Intranet web page at:
<http://st.vtc.edu.hk/LRC/StaffBriefing/index.asp>

Information for New Students

General guidelines for using the major facilities and services provided by the LRC had been distributed to new students during the IVE(ST) Orientation Day on 29 and 30 August 2016. Meanwhile, introductory information on using MyPortal and Moodle had been presented to new students to access updated news from campus and Disciplines.

LRC Student Helper Project

The LRC Student Helper Project is continued for the Academic Year 2016-17. A total of 12 students from various Disciplines had been trained to assist in PC trouble-shooting, technical assistance, helpdesk supports and shelving of LRC materials such as books and audio-visual items since October 2016.

Re-arrangement of Main Collection

Some books with the call numbers ranged from DS 735 to QA 76.3 and PL 856 to QA 76.9 had been rearranged to spare more space to shelve the newly added collection since late October 2016. New signage of those call numbers had been made to help users to retrieve library materials easier.



Small Scale Weeding Exercise

Conducted a small scale weeding exercise on outdated examination papers (such as LCCI and ACCA) from 26 July to 17 August 2016 in order to spare more space for shelving the updated editions.

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New Contract on English books

New contracts of the supply of books in English had been awarded to Times Publishing (Hong Kong) Ltd. and Academic & Professional Book Centre in mid-April 2017 with the contract period from 1 May 2016 to 30 April 2018.

Updates on Examination Paper Database

Digitization of examination papers for the New Higher Diploma Programmes and the 15-week Semester-based Programmes of Semester 1, 2 and 3 in AY2015/16 of the Department of Applied Science and the Department of Childcare, Elderly and Community Services had been uploaded to the IVE Examination Database before October 2016. Users could access the collection via the following link: <http://vtclib10.vtc.edu.hk/search/exam/Index.do>

Visits to the LRC

About 16 group visits had been conducted in the LRC since April 2016. The groups included students and teachers from secondary schools, visitors from the educational institutes of Hong Kong, Singapore and Thailand and guests from the United Kingdom and China.



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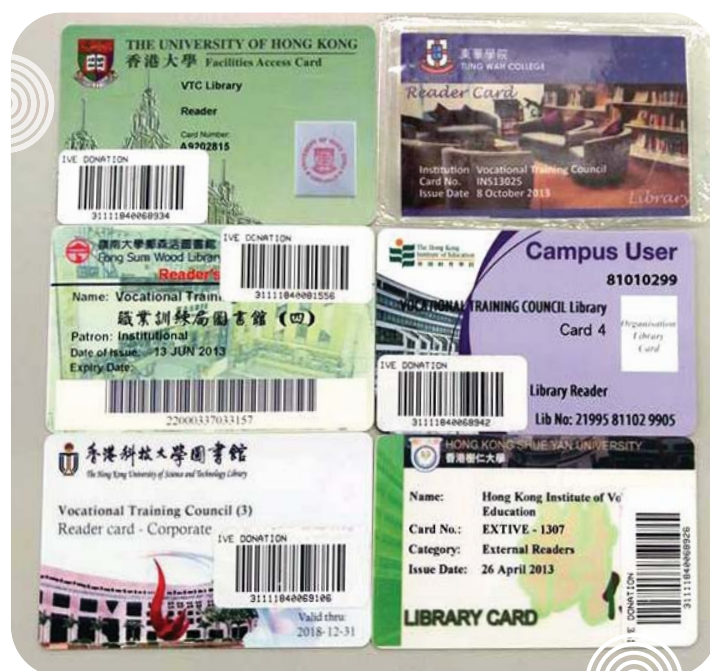
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Library Reader's Tickets for IVE(ST) Staff

Currently, there are a total of 6 reader's cards available for staff borrowing. The loan period of all library reader's cards in our LRC is 2 weeks (could be renewed twice if they are not reserved by other staff). They are reader's cards of

- (1) The University of Hong Kong Library,
- (2) Hong Kong Shue Yan University Library,
- (3) Lingnan University Fong Sum Wood Library,
- (4) The Education University of Hong Kong Library,
- (5) Tung Wah College Library and
- (6) The Hong Kong University of Science and Technology Library.

Staff members could have the access rights and use the facilities in these libraries when presenting these cards.



Commercial Press Bookstore Gold Cards

There are 3 identical Commercial Press gold cards for staff to borrow at the LRC Circulation Counter. Staff member could borrow the card to purchase books, audio-visual items and stationeries at different discounts at the bookstore.



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VTC Notebook Ownership Program



NOTEBOOK OWNERSHIP PROGRAM 2016 for VTC

24hrs. online ordering available from 24 Aug - 30 Sep



The Roadshow of the Notebook Ownership Program 2016 had been held in the lobby area between Lecture Theatre Room 029 and 030 on 29 August 2016 and from 31 August 2016 to 2 September 2016. The notebook PCs and Tablet PCs of Lenovo, HP and Microsoft had been displayed for demonstration in the roadshow.

Microsoft Office 365 Seminar



In order to promote the new Office 365 services, a Microsoft Office365 Seminar had been held on 30 November 2016. For this seminar, a guest speaker from Microsoft had been invited to deliver the information to our staff and students.

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Useful links for the LRC services

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

Leaflets on IT services:

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

Multimedia facilities in teaching venues supported by the LRC:

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

VTC Library Catalogue:

<http://encore.vtc.edu.hk/>

Briefing for new campus staff:

<http://st.vtc.edu.hk/LRC/StaffBriefing/index.asp>

Contact information for the LRC services

IT Services

Office location: Room 041 (G/F of the LRC Complex)

Enquiry telephone no.: 2694 7655 / 2606 9742

Fax no.: 2601 6354

E-mail: st-lrc-it@vtc.edu.hk

Multimedia Services

Office location: Room 041 (G/F of the LRC Complex)

Enquiry telephone no. : 2256 7645

Fax no.: 2256 7643

E-mail: st-lrc-mm@vtc.edu.hk

Library Services

Office location: Room 041 (G/F of the LRC Complex)

Enquiry telephone no.: 2256 7623

Fax no.: 2256 7643

E-mail: st-lrc-lib@vtc.edu.hk