

LRC Newsletter

JAN
2018

New Services and Facilities

Newly Added Facilities

Two new DVD players replaced the old ones in the Independent Learning Corner in late September 2017. Two new sofas have been placed in the Audio Visual Room since mid-November 2017 to increase the seating capacity of the LRC Complex.



New PCs in the LRC Complex

To upgrade the computer facilities, sixty-five new desktop computers were purchased to replace the old ones in the computer zone adjacent to the AV Collection area. The new computers will be installed with Windows 10 and put into service in April 2018.

WiFi Network Upgrade

The 2nd phase of the WiFi Network Upgrade was completed with all the old WiFi Access Points upgraded in December 2016, supporting the high speed 802.11ac standard. The old SSID "VTC" and "Secured-VTC" were obsolete, and replaced by "VTC-Student" and "VTC-Staff". The setup procedures can be found at: <http://wlan.vtc.edu.hk/Setup.html>. The 3rd phase of WiFi Network Upgrade will be performed later in 2018 to improve the coverage of the WiFi network.



New Services and Facilities

New Authentication Method for the Two Factor Authentication (2FA)

With the Two Factor Authentication (2FA) implementation in VTC for more than one year, SMS and Mobile Token Authentication method are provided to all VTC staff. Now, one more authentication method, Push Authentication, is provided to make the login process much simpler, faster and smarter. All VTC staff should register for the Two Factor Authentication Services after 31 Jan 2018 to enhance the security, or you may not be able to access the VTC services outside VTC. Please register it at: <https://2fa.vtc.edu.hk/>



Printing Services for Notebook PCs

In view of students' learning needs, most of the notebook PCs borrowed from the LRC are installed with the necessary software to provide the printing services. With Octopus Cards, users can send their documents directly to the photocopiers for printing in the LRC Complex after connecting the notebook PCs to the Campus WiFi.



New Services and Facilities

New software installed in the LRC Complex

To further improve the computer facilities, there are 13 sets of PCs installed with the ArcGIS and 133 sets of PCs installed with the AutoCAD in the LRC Complex.

Enhancement for PA Systems in Teaching Venues

Improvement work for the PA systems in teaching venues including classrooms and tutorial rooms were performed in phases in March and August 2017. Starting from the Semester Two in January 2018, staff are required to bring their own handheld microphones for their lessons while the shared microphones will no longer be provided in teaching venues for better control in quality and hygiene issues.

New Banners and Signages at the Canteen

Banners were prepared at the Canteen to call for students' actions for environmental protection in early September 2017 while signages were made to remind users about placement of utensils after their meal in mid-December 2017.



New Services and Facilities

Transformation of the Campus History Gallery

The setup of the Campus History Gallery for celebrating the IVE (Sha Tin) 30th Anniversary in Room 204A has been transformed into an online showcase since October 2017 and it can be accessed at: <http://stcc.vtc.edu.hk/Album/campushistorygallery/>



Setup of the Video Wall

For display of promotional materials and up-to-date information, the video wall donated by the ST Students' Union had been installed on the ground floor near the Enquiry Counter (Room 023) in November 2017.



New Services and Facilities

Display Boards for the Smart Parking System

Two display boards were designed near the main entrance of the LRC Complex to promote the idea and features of the Smart Parking System in early December 2017. The Smart Parking System would be implemented inside the IVE (Sha Tin) campus later for the car park users.



New Discipline Banners at the Wo Che Entrance

New banners were designed for the Disciplines of IVE (Sha Tin) in early December 2017 and they are currently displayed at the campus entrance near the Wo Che Estate.



News, Events and Useful Tips

Chinese Book Contract

The new Chinese Book Contract has been awarded to the Commercial Press (H.K.) Ltd. since 24 February 2017 with the contract period from 1 April 2017 to 31 March 2019.

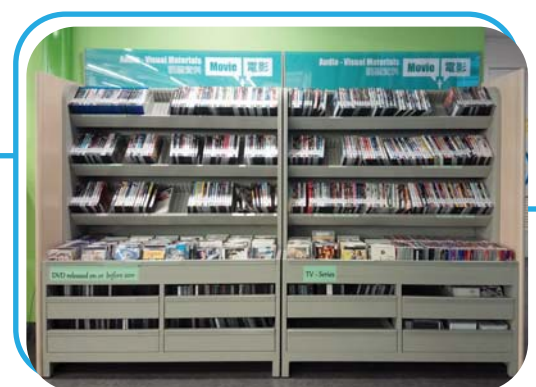
Book Exhibition

A book exhibition was arranged with a local book contractor, Academic & Professional Book Centre, on 14 June 2017 in the lobby area between Lecture Theatres 029 and 030 for IVE(ST) staff to select English books.



Rearrangement of AV Collection

In order to organize the AV Collection better and more systematic, the audio-visual materials have been shelved in accordance with their publishing years, country of origin and media format. Besides, all the items of TV program series have been put in the drawers of the AV cabinet for easy retrieval.



Briefing Sessions for New Staff

Two identical briefing sessions on using LRC facilities and services were conducted for new staff on 31 August 2017. 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 were distributed to new students during the IVE (Sha Tin) Orientation Day in end of August 2017. Meanwhile, introductory information on using MyPortal and Moodle has been presented to new students to access updated news from campus and Disciplines.

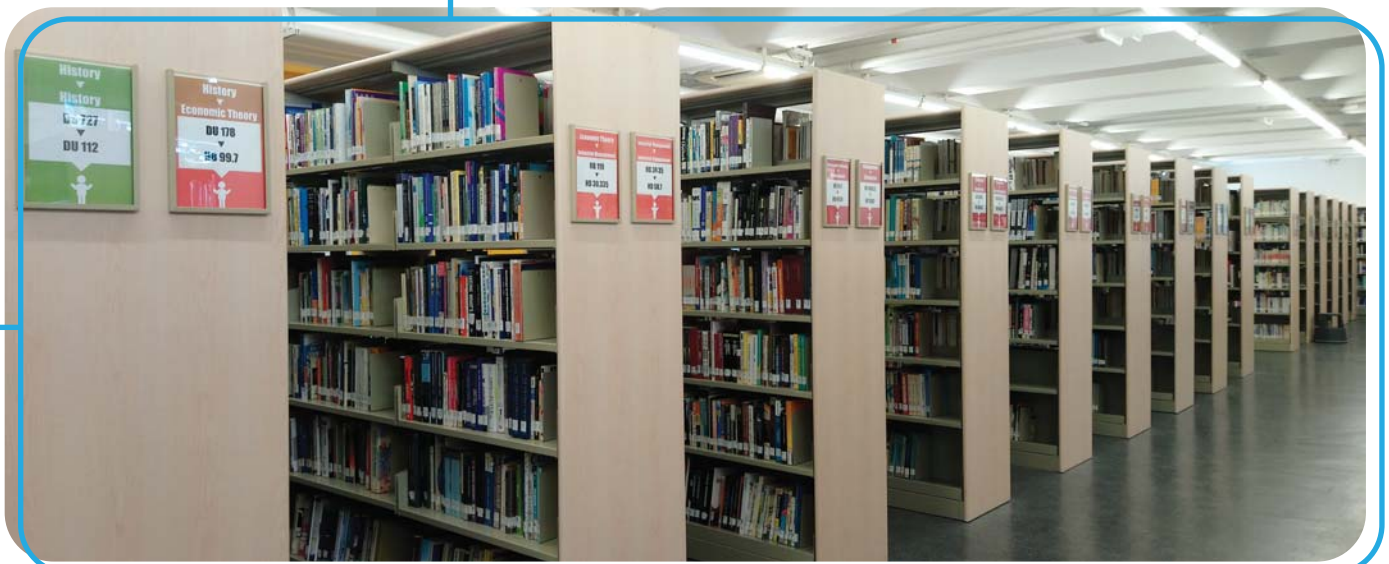
News, Events and Useful Tips

LRC Student Helper Project

The LRC Student Helper Project is continued for the Academic Year 2017-18. A total of 7 students from various Disciplines have been trained to assist in PC trouble-shooting, technical assistance, helpdesk support and shelving of LRC materials such as books and audio-visual items since October 2017.

Re-arrangement of Main Collection

All books in the Main Collection have been rearranged to spare more space to shelve the newly added collection since August 2017. New signage of call number of the Main Collection has been made to help users retrieve library materials easier.



News, Events and Useful Tips

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 AY2016/17 of the Department of Applied Science and the Department of Childcare, Elderly and Community Services were uploaded to the IVE Examination Database before October 2017. Users could access the collection via the following link: <http://vtclib10.vtc.edu.hk/search/exam/Index.do>



Examination Paper Database 考卷資料庫

Search by Keyword 關鍵字搜尋:

Department Code/Name 學系編號/名稱:

Course Code/Title 課程編號/名稱:

Search by Module/Subject Code/Title 科目編號/名稱搜尋:

Campus 分校:

Academic Year 學年:

Examination Session 考試:

Semester/Level/Year 級別:

Sort by 排序: Level 1 第一層 Level 2 第二層

範圍說明: 由於所有考卷由系部門自願提供, 故本資料庫未必涵蓋所有考卷。如有需要, 可向所屬學系查詢。

Coverage Note: The Database may not include a complete set of the examination papers as the collection of documents is subject to the departmental voluntary contribution.

Please approach your departments directly if necessary.

[Course List 課程一覽](#) | [Library Home 圖書館主頁](#) | [VTC Home 職訓局主頁](#) | [Library Catalogue 館藏目錄](#) | [Help 說明](#)

Visits to the LRC

About 21 group visits have been conducted in the LRC since February 2017. The groups included students and teachers from secondary schools, visitors from educational institutes of Hong Kong and Japan and guests from the United Kingdom.

News, Events and Useful Tips

Library Reader's Cards 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.



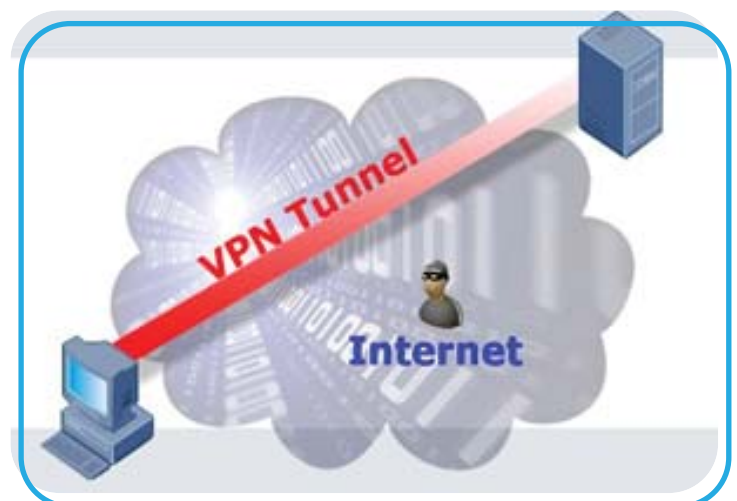
Commercial Press Bookstore Gold Cards

There are 3 identical Commercial Press bookstore 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 in the bookstores.



Using Virtual Private Network (VPN)

Virtual Private Network (VPN) provides a secure method to access VTC's services outside the VTC network. It connects the components and resources of one network over another network. VPNs accomplish this by allowing the user to tunnel through the Internet or another public network in a manner that lets the tunnel participants enjoy the same security and features formerly available only in private networks. For more information on the VPN, please visit <http://vpn.vtc.edu.hk>.



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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