

LRC Newsletter

MAR
2016

New Services and Facilities

Acquisition of Facilities

With a view to increasing the seating capacity, one hundred additional chairs were purchased and placed in the V-shape area on the G/F and 1/F of the LRC Complex on 19 March 2015. One additional laminator has been used in the Multimedia Zone. Four new glass tables have been placed in the Main Collection area since 2 April 2015. Four additional computer tables have been placed in the V-shape area on the G/F since 22 May 2015. One new air purifier has been used in the Multimedia Zone to improve the air circulation of the room.



Replacement of Notebook PCs and New PCs in the LRC

To further improve the computer facilities, six additional computers have been purchased and placed in the V-shape area on the G/F since 14 March 2015. In addition, about 14 outdated notebook PCs were replaced with new ones in July 2015.



New TV Sets and Blu-ray Players

Eight new TV sets and 8 blu-ray disc players were purchased in January 2016. They would be delivered and installed for users in April 2016.

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New Colour Digital Photocopiers

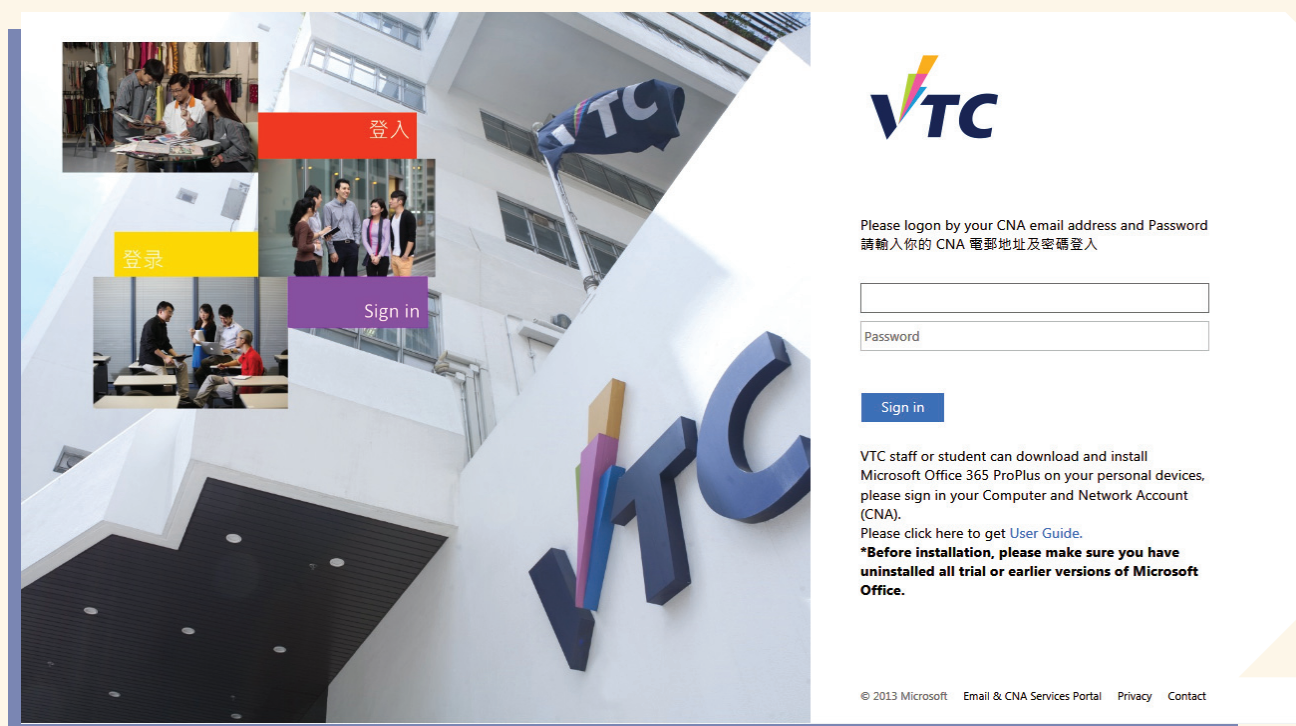
Two colour digital copiers are purchased and would be delivered to the LRC Complex in April 2016. Apart from better quality and higher resolution of the outputs, the warm-up time, first output speed, and the copy and scanning speed of the new copiers are much faster than the old ones.

Additional Attention Announcement

An additional attention announcement for reminding students to finish their photocopying / printing jobs and to save their homework / project files before leaving the LRC Complex at 9:00 pm is broadcast every night at around 8:45 pm to facilitate the study of students.

Microsoft Office 365

Started from 2015, all VTC staff and students can download and install full Office 365 ProPlus on up to 5 devices. To obtain this Office 365 ProPlus with your home / personal devices, please go to (<http://www.vtc.edu.hk/o365>). You can also browse the installation guides in (<http://www.vtc.edu.hk/mssa>)



VTC

Please login by your CNA email address and Password
請輸入你的 CNA 電郵地址及密碼登入

Sign in

VTC staff or student can download and install Microsoft Office 365 ProPlus on your personal devices, please sign in your Computer and Network Account (CNA).
Please click here to get [User Guide](#).

***Before installation, please make sure you have uninstalled all trial or earlier versions of Microsoft Office.**

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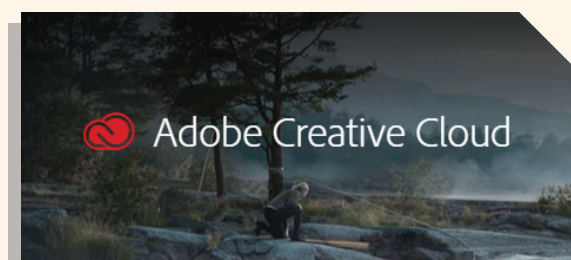
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Adobe Creative Cloud

Adobe Creative Cloud is available for installation to the PCs in ST Campus. All the PCs in the LRC have been updated with Adobe Creative Cloud.



Replacement of PCs in the LRC

More than 60 staff PCs would be replaced for the teaching venues in AY2015/16. Seventy-two outdated PCs were replaced in the Computer Room 107A & 107C in January 2016.

VTC Managed Computer Environment

In order to have a better security management and operations for VTC desktop computers, the Information Security Committee endorsed to implement the "VTC Managed Computer Environment".



The project aims to enhance the security and resources management of the VTC desktop computing environment. The desktop computing resources, through centralized policy implementation, can be better utilized, supported, and managed.

Currently, most of the desktop computers in ST Campus have joined the VTC domain. And we are now working on the performance tuning of the classroom PCs.

Kaspersky Endpoint Protection

A new anti-virus solution, Kaspersky Security Suite, has replaced the McAfee Anti-virus in the VTC since 1 January 2016. Other than the anti-virus function, the Kaspersky Endpoint Security also includes personal firewall and data encryption.



WAN Link Bandwidth

The WAN Link bandwidth has been upgraded from 250MB to 350MB since January 2016.

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The LRC Retreat Held on 12 January 2015

The 6th LRC Retreat with the main theme, “Positive Working Attitude”, was successfully held at the New Life Interactive Farm in Tuen Mun on 12 January 2015. A total of 23 colleagues of the LRC attended the Retreat.



Naming Ceremony of the LRC on 20 May 2015

The Learning Resources Centre / IVE (ST) has been officially named as “Rotary International District 3450 Learning Resources Centre” since 20 May 2015.



Training Workshops for BA Students on 15 June 2015

Two e-resources training workshops were arranged for students of the Department of Business Administration on 15 June 2015. There were a total of 53 students attending the workshops.

Students attending the workshops received hand-on training on using various databases such as ProQuest, Medline, WiseNews and Books 24x7, etc.

Book Exhibition Held on 19 June 2015

A book exhibition was arranged with a local book contractor, Academic & Professional Book Centre, on 19 June 2015 in the lobby area between Lecture Theatres 029 and 030 for IVE (ST) staff to select English books.

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Briefing Sessions for New Staff on 27-28 August 2015

Two identical briefing sessions (one in Cantonese and one in English) on using LRC facilities / services were conducted for new staff on 27 and 28 August 2015. 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>

Re-arrangement of the AV Collection Since September 2015

To facilitate users to retrieve library audio-visual materials easily, the AV Collection has been rearranged on the G/F of the LRC Complex. The movie collection is shelved not only by the Library of Congress Classification Scheme as usual practice, but it is also divided into more specific categories in accordance with the publishing year, country of origin and media format.



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Updates on Examination Paper Database before December 2015

Examination papers for the New Higher Diploma Programmes and examination papers for the 15-week Semester-based Programmes of Semester 1, 2 and 3 in AY2014/15 of the Department of Applied Science and the Department of Childcare, Elderly and Community Services were digitized and uploaded to the IVE Examination Database before December 2015. Users could access the collection via the following link : <http://vtclib10.vtc.edu.hk/search/exam/Index.do>

The screenshot shows the VTC Examination Paper Database search interface. At the top is the VTC logo. Below it, the title 'Examination Paper Database' is displayed in both English and Chinese. The search area includes several input fields and dropdown menus: 'Search by Keyword' (with Chinese text '關鍵字搜尋'), 'Discipline Code/Name' (with Chinese text '學科編號/名稱'), 'Department Code/Name' (with Chinese text '學系編號/名稱'), 'Course Code/Title' (with Chinese text '課程編號/名稱'), and 'Search by Module/Subject Code/Title' (with Chinese text '科目編號/名稱'). Below these are filters for 'Academic Year' (with Chinese text '學年'), 'Examination Session' (with Chinese text '考試'), and 'Semester/Level/Year' (with Chinese text '級別'). At the bottom of the search area are 'Submit' and 'Restart' buttons. Below the search area is a 'Coverage Note' section. At the very bottom, a navigation bar contains links for 'Course List', 'Library Home', 'VTC Home', 'Library Catalogue', and 'Help'.

Visits to the LRC

Nine group visits had been conducted in the LRC since September 2015. The groups included students and teachers from secondary schools, visitors from the educational institutes of Hong Kong and guests from the United Kingdom and China.

Online Survey for Self-assessment 2015-2016

To perform self-assessment, the LRC conducted its online survey from 15 December 2015 to 15 January 2016 on the Internal Client Satisfaction. Results of the survey would serve as basis for further improvement of the LRC facilities and services.

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Library Reader's Tickets for IVE(ST) Staff

There are a total of 5 reader's tickets available for staff borrowing. They are reader's tickets of

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

Staff members could have the access rights and use the facilities inside the libraries when presenting these tickets.



Commercial Press and Page One Bookstore Cards

Besides the 3 Commercial Press Gold Cards, a Page One Bookstore Card for staff members is also available. It is placed at the LRC Circulation Counter. ST staff members could borrow these cards to buy books, audio-visual items and stationeries at the bookstores with different discounts.



Head of LRC

Mrs. Elsie LI was retired on 20 May 2015 and Mr. Felix PUN has been appointed as the new Head of LRC on 1 February 2016.

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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