

A guide to the library New Asia College



圖書館簡介

新亞書院

概況

General information

開放時間

Opening hours

借書事項

Borrowing facilities

目錄

Catalogues

分類

Classification

指定參攷書

Reserve collection

期刊

Periodicals

顯微膠卷

Microfilms collection

影印服務

Photo-copying service

各部門分佈圖

Floor plans

General information

The College Library is situated in the centre of the College campus, between the Administration Building and the Arts/Commerce Building. It is a two-storey building with a mezzanine floor. On the ground floor, there are cloak room, borrowing/returning counter, offices, bound and current periodicals rooms, rare books room, seminar room, microforms reading room, and late reading room. Both the English and Chinese catalogues are housed on the mezzanine floor. Book stacks are on the first floor, dividing into Reference section, Chinese section, and English section. On the first floor, there are also a browsing room with newspapers, a faculty reading room, and a photo-copying machine.

A sketch of the Library layout is on the back cover.

Opening hours

Term

Monday — Friday	9:15 a.m. — 9:30 p.m.
Saturday	9:15 a.m. — 12:30 p.m.
Sunday	2:30 p.m. — 5:45 p.m.

Vacation

Monday — Friday	9:15 a.m. — 5:00 p.m.
Saturday	9:15 a.m. — 12:30 p.m.
Sunday	Closed

概 况

本館位於本校行政及文商兩座大樓之間，係一獨立之兩層大樓，佔地約一萬八千平方呎。樓下設有衣帽間，圖書出納處，辦公室，裝釘及現期雜誌室，線裝書庫，會議室，顯微膠卷閱覽室及晚間閱覽室。閣樓置有中英文目錄。二樓則為閱覽室，中英文書庫，報刊室，教職員閱覽室，及影印服務。

本館係為協助教學及研究而設，凡屬本校教職員，研究所師生及其他兩學院師生皆可以利用本館之各項設備。

本館各部門分佈圖附於封底內。

開放時間

上課期中：

星期一至五：	上午九時十五分至晚間九時卅分
星 期 六：	上午九時十五分至中午十二時卅分
星 期 日：	下午二時卅分至五時四十五分

假 期：

星期一至五：	上午九時十五分至下午五時
星 期 六：	上午九時十五分至中午十二時卅分
星 期 日：	閉館

概 况

General information

開放時間

Opening hours

借書事項

Borrowing facilities

目 錄

Catalogues

分 類

Classification

指定參攷書

Reserve collection

期 刊

Periodicals

顯微膠卷

Microfilms collection

影印服務

Photo-copying service

各部門分佈圖

Floor plans

To apply for a library card

In order to borrow books from the Library, you have to apply for a Library Card. The procedure involves filling out an application form, and providing the Library with a photograph of yours.

Borrowing privileges

A Library Card entitles you to borrow books from any of the four libraries in the University Library System. The maximum that you may borrow is, in the case of an undergraduate student, 10 volumes of books. You may keep the books for two weeks; the loan period may be extended if the books are not needed by others. A fine of HK\$0.50 will be imposed on a book that is overdue for a day.

Should there be any books that you are unable to find on the book shelves, you may fill out a Book Reservation Card. You will be notified when the book is returned to the Library. If the books required are not available in the Library, but in other libraries in Hong Kong, an interlibrary loan may be arranged subject to the willingness of the other libraries to lend.

To borrow a book, you should present it together with your Library Card to the borrowing/returning counter for stamping. Any unauthorized removal of books from the Library is a misbehaviour, and when found, will be reported to the College authorities for appropriate action.

如何申領借書證

本校同學如欲借閱圖書，須先申領借書證。申領手續為：—

(甲) 到館填寫申請表一式兩份；

(乙) 繳交一寸半相片二張。

借書事項

(甲) 學生得憑借書證到本館及本大學其他之圖書館借書。

(乙) 除善本書，特藏書，參攷書及新到之雜誌報紙外，餘皆可以外借。同學可以自由到中英文書庫檢閱圖書，將要借之圖書連同借書證繳交出納處辦理借書手續。凡未經借書手續而擅自將圖書携離圖書館者，屬犯規行為，如經發覺當呈報學校當局處理之。

(丙) 學生借書數量以十冊為限。

(丁) 借閱期限為兩星期，期滿後可携書到館續借兩星期。如該書已有人預借則不得續借。

(戊) 逾期還書，每冊每天罰款五角。學期終結時所借圖書須一律歸還圖書館。

(己) 如需要借某本圖書，而未能在書架上檢得，可以填寫一張預約單，交出納處存查，俟該書歸還後，本館即通知預約人前來借取。

(庚) 本館與本港各主要圖書館間設有免費圖書互借服務。同學如未能找到所需之圖書時請即向本館職員查詢。

How are the books arranged

There are approximately 120,000 volumes of books in the Library. They are arranged according to the call numbers which appear on the book spines. The call numbers consist of a classification number and an author number. Therefore, books of the similar nature are grouped together. An acquaintance with the classification schemes used will be useful in locating the books you need.

Catalogues

Catalogues are the key to the books in the Library. Therefore, it is always advisable to look up the catalogues first for the required books.

Both the English and Chinese catalogues are on the mezzanine floor. The English catalogue is divided into two parts, one according to the Dewey Decimal Classification Scheme, another one according to the Library of Congress Classification Scheme. The Chinese catalogue is also divided into two parts, one according to the Chinese Books Classification Scheme devised by Liu Kuo-chun (劉國鈞), another one according to the Library of Congress Classification Scheme. Both of these catalogues are arranged by (i) author, (ii) title, and (iii) subject.

Each catalogue card contains information about the author's name, the book title, the place of publication, the publisher, date of publication, pagination, size, and the call number which indicates the place in the Library where you can find the book.

圖書排架次序

本館中英文藏書約為十二萬冊，均照其書背上之編號排架。編號包括一分類號碼及一著者號碼，故相同性質之圖書理應排架於一處俾便方便檢閱。

如何使用目錄

目錄乃係圖書館藏書之指南，故進入圖書館找書，必須首先翻檢目錄。

本館中英文目錄均置於閣樓。英文目錄分為兩部份，一部份按照「杜威十進分類法」編排，另一部份則照「美國國會圖書館分類法」編排。中文目錄亦分兩部份，一部份照劉國鈞編纂，熊逸民增補之「中國圖書分類法」編排，另一部份則照「美國國會圖書館分類法」編排。

中英文目錄皆備有著者卡、書名卡、及分類卡三種。每一卡片詳列該書之著者、書名、出版地、出版者、出版年份、頁數、及高度等。左上角則列有該書之編號，以說明該書之排架位置。

英文目錄卡片之排列原則係依英文字母順序。中文書名卡之排列原則係按書名之筆畫排列，筆畫相同時則按起筆點、橫、直、撇(、—|')四筆畫排列。著者卡係按著者姓名之筆畫排列，筆畫相同時亦按筆順排列，如遇同姓者，則依朝代先後排列——朝代近者排前；朝代遠者排後。分類卡片則依卡片左上角之編號排列。

如同學於翻檢目錄或檢閱圖書時遇有任何困難，請隨時向圖書館職員查詢。

目錄
Catalogues

分類
Classification

借書專項
Borrowing facilities

指定參攷書
Reserve collection

期刊
Periodicals

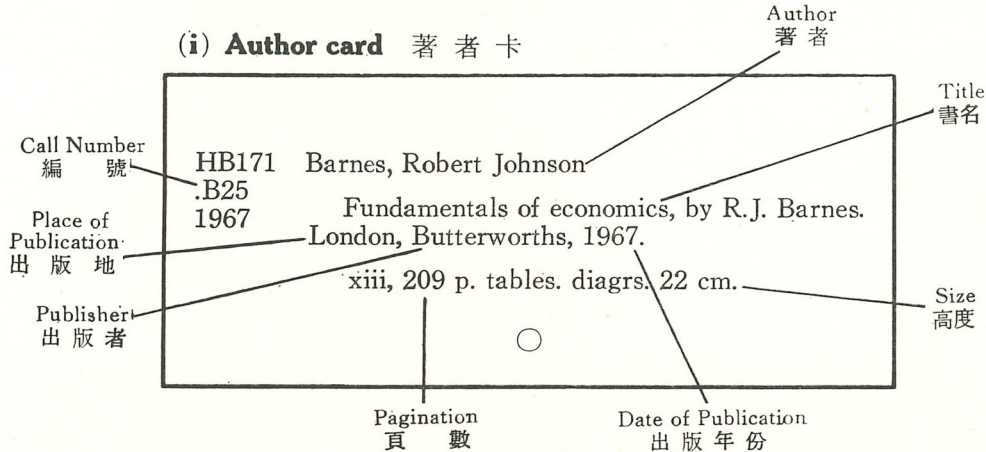
顯微膠卷
Microfilms collection

影印服務
Photo-copying service

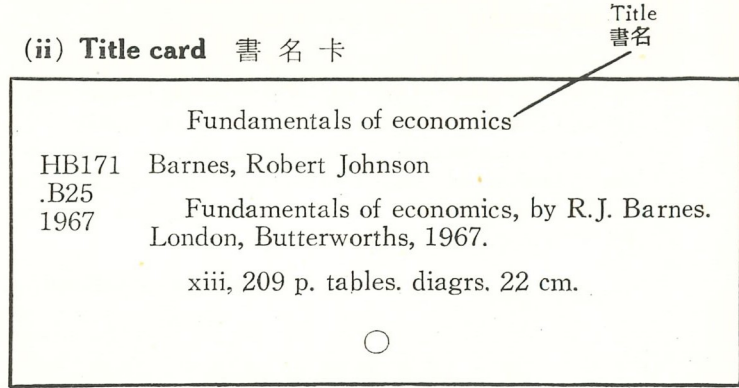
各部門分佈圖
Floor plans

Catalogue cards are arranged alphabetically. Therefore, if you know the author's name, title, or subject, you would easily find out whether the Library has a certain book. The call number on the left hand upper corner is the most important item of information, because it is in fact the "address" of the book, and tells you where the book is kept. If you come across any difficulties either in looking up the catalogues or in locating the books on the shelves, please do not hesitate to ask the Library staff for assistance.

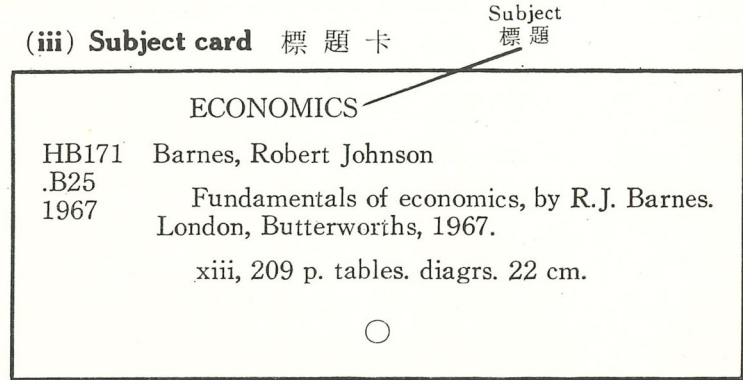
(i) **Author card** 著者卡



(ii) **Title card** 書名卡



(iii) **Subject card** 標題卡



Classification

Prior to 1970, the Library used the Dewey Decimal Classification Scheme (16th ed.) for English books, and the Chinese Books Classification Scheme for Chinese books. The Library is now in the process of converting to the Library of Congress Classification Scheme. Different schemes are therefore being used at the moment. However, clear indications are marked on both the book shelves and the Catalogues.

The classification schemes used are as follows:—

I 杜威十進分類法

Dewey Decimal Classification Scheme

000	總類	GENERAL WORKS
100	哲學類	PHILOSOPHY
200	宗教類	RELIGION
300	社會科學類	SOCIAL SCIENCES
400	語言類	LANGUAGE
500	自然科學類	PURE SCIENCE
600	工藝類	TECHNOLOGY
700	美術類	THE ARTS
800	文學類	LITERATURE
900	歷史類	HISTORY

分類法

於一九七〇年前，本館用「杜威十進分類法」（第十六版）編排英文圖書，以「中國圖書分類法」編排中文圖書。於一九七〇年後，本館開始用「美國國會圖書館分類法」編排所有新增之圖書，且亦進行舊書改編工作，故當同學尋檢圖書時，或會引起不便，請隨時向圖書館職員查詢。

本館所用之分類法為：——

II 中國圖書分類法(劉國鈞)：——

000	總類	500	社會科學類
100	哲學類	600	中國史地類
200	宗教類	700	世界史地類
300	自然科學類	800	語言文學類
400	應用科學類	900	美術類

分類
Classification

指定參攷書
Reserve collection

期刊
Periodicals

顯微膠卷
Microfilms collection

影印服務
Photo-copying service

各部門分佈圖
Floor plans

III 美國國會圖書館分類法 Library of Congress Classification Scheme

- | | | | |
|-------|--|---|--|
| A | 總類 GENERAL WORKS | H | 社會科學類 SOCIAL SCIENCES |
| B | 哲學類 — 宗教類 PHILOSOPHY RELIGION | J | 政治學類 POLITICAL SCIENCE |
| C | 雜史類 AUXILIARY SCIENCES OF HISTORY | K | 法律類 LAW |
| D | 正史(美國除外)類
HISTORY: GENERAL AND OLD WORLD | L | 教育類 EDUCATION |
| E — F | 美洲史(包括美洲地方史)類
HISTORY OF AMERICA
(Including geography of individual countries) | M | 音樂類 MUSIC |
| G | 地理及人類學類
GEOGRAPHY, ANTHROPOLOGY, FOLKLORE,
ETC. | N | 美術類 FINE ARTS |
| | | P | 語言及文學類 LANGUAGE AND LITERATURE |
| | | Q | 科學類 SCIENCE |
| | | R | 醫藥類 MEDICINE |
| | | S | 農業類 AGRICULTURE |
| | | T | 工藝類 TECHNOLOGY |
| | | U | 軍事學類 MILITARY SCIENCE |
| | | V | 海軍學類 NAVAL SCIENCE |
| | | Z | 目錄及圖書館學類
BIBLIOGRAPHY AND LIBRARY SCIENCE |

Reserve collection

Essential reading materials for each course are assigned by the course tutor. They are the reserve collection, and are kept behind the borrowing/returning counter. During the Library opening hours, the books on reserve collection may be loaned and read in the Library premises. There are various time limits, such as one-hour loan, two-hour loan, etc. imposed on them. Please observe these time limits, because your fellow students may also need them as badly as you do. The books on reserve collection may be taken out from the Library premises overnight; that is to say, they may be borrowed from 6:30 p.m. onwards, and should be returned by 10:00 a.m. the next morning. They may also be borrowed from 12:00 noon onwards on Saturday, and should be returned by 10:00 a.m. next Monday. A fine of HK\$0.50 will be imposed on a reserve book that is overdue for an hour.

Periodicals

The Library currently receives 160 periodicals in Chinese and 250 periodicals in English and other languages. These periodicals are kept in the periodicals room which is on the ground floor of the Library. For details of the periodicals holdings in the Library, please use the periodical index which is arranged alphabetically by periodical titles.

指定參考書

此為各科教員特別指定之重要參考書，存於本館出納處。於圖書館開放期間，同學可借閱此等圖書，惟不得携出館外。此等圖書皆註明可借閱一小時，或二小時，請同學嚴格遵守借期限制，蓋其他同學可能亦急需參閱此等圖書。指定參考書可於晚間六時卅分後借出，惟必須於翌日上午十時前歸還。週末則可於星期六上午十二時後借出，須於下星期一上午十時前歸還。逾期歸還指定參考書罰款為每冊每小時五角。

期刊閱覽室

備有中文期刊一百六十種，外文期刊二百五十種，且置有期刊目錄，俾便同學查閱。

指定參考書
Reserve collection

期刊
Periodicals

顯微膠卷
Microfilms collection
影印服務
Photo-copying service
各部門分佈圖
Floor plans

Microfilms collection

The Library is equipped with five microfilm readers, one of which is a reader / printer. The three sets of microfilms which are available in the Library are:- (i) The Chinese rare books in the Peiping Library (1063 reels); (ii) Chinese scholarly journals (111 reels); and (iii) Chinese manuscripts from Tunhuang in the British Museum (106 reels).

Photo-copying service

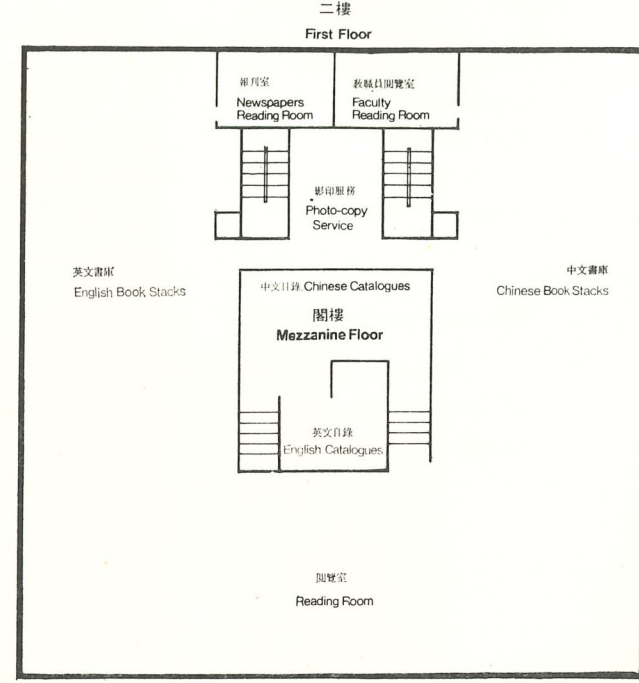
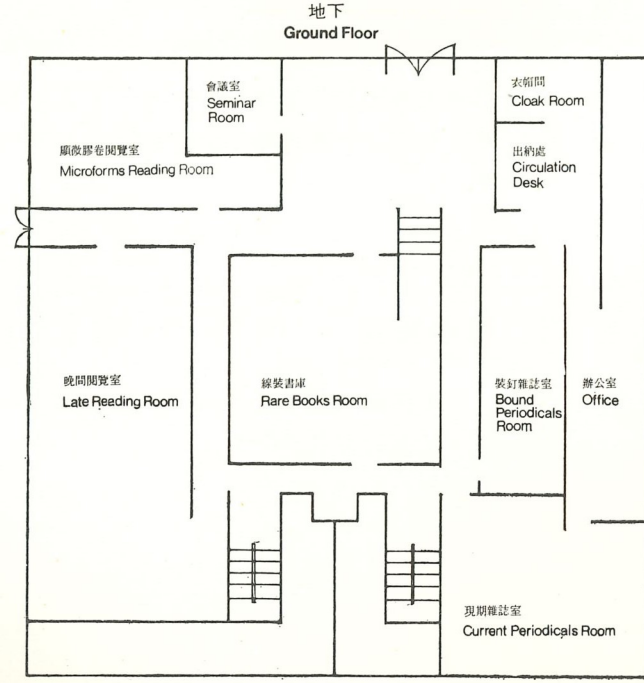
A Rank Xerox 4000 is installed on the first floor of the Library for the public use. HK\$0.35 is charged for each page photo-copied.

顯微膠卷閱覽室

備有五架顯微膠卷閱覽機及三種顯微膠卷：(甲)北平圖書館善本書膠卷一千零六十三卷；(乙)學誌期刊膠卷一百一十一卷；(丙)大英博物館敦煌膠卷一百零六卷，共計一千二百八十卷。

影印服務

本館備有蘭克施樂 4000 影印機一架，為同學影印圖書館資料，每張收費三角五分。



顯微膠卷 影印服務 各部門分佈圖
Microfilms collection Photo-copying service Floor plans



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