

Library Regulations

I. Library Opening Hours

School day (Monday- Friday) : 0820 -1200 ; 1240 -1700

Further notice will be made concerning opening hours during school holidays.

II. Borrowing Service

School day (Monday- Friday) : Recess, 1240 -1315 ; after school until 1655

Further notice will be made concerning opening hours during school holidays.

III. Circulation Regulations

1. All students may borrow library materials with their student cards. Student cards are not transferable. Loss of student cards should be reported to the school office.
2. Current issues of all magazines, newspapers, dictionaries, encyclopedias and specified reference books are not for loan. They are to be read in the library only.
3. Borrowers are responsible for returning their loans on or before the due date. All overdue items are fined at \$ 1.00 per item per library opening day.
4. Borrowers should be held responsible for any loss or damage of the borrowed items and would be required to compensate with exact copies of borrowed items.

5. Loan Policy

	F1-F3	F4-F6
Loan Limit	Five library items	Seven library items
Loan Period	Books: 14 days	
Loan Period	Old magazines, audio-visual materials:14 days	
Reservation	Reserve a maximum of three items at the same time	
Renewal	Once	
Overdue	All overdue items are fined at \$ 1.00 per item per library opening day	

IV. User Regulations

1. Students are not allowed to launch activities in the library without permission.
2. No food or drinks are allowed in the library.
3. Any photocopying to be made in the library can only be used for the purposes of research, private study, criticism or review. Users of self-service photocopier in the library are responsible for compliance with the copyright law.
4. Details of the library regulations are listed in student handbook.

Classification of Library Materials

Dewey Decimal Classification The 100 Division	
000 Generalities	500 Natural sciences & mathematics
010 Bibliography	510 Mathematics
020 Library & information sciences	520 Astronomy & allied sciences
030 General encyclopedic works	530 Physics
040	540 Chemistry & allied sciences
050 General serial publications	550 Earth sciences
060 General organizations & museology	560 Paleontology Paleozoology
070 News, journalism, publishing	570 Life sciences Biology
080 General collections	580 Plants
090 Manuscripts & rare books	590 Animals
100 Philosophy & psychology	600 Technology (Applied sciences)
110 Metaphysics	610 Medical sciences Medicine
120 Knowledge, causation, humankind	620 Engineering & allied operations
130 Paranormal phenomena	630 Agriculture & related technologies
140 Specific philosophical schools	640 Home economics & family living
150 Psychology	650 Management & auxiliary services
160 Logic	660 Chemical engineering
170 Ethics (Moral philosophy)	670 Manufacturing
180 Ancient, medieval, oriental philosophy	680 Manufacture for specific uses
190 Modern western philosophy	690 Buildings

200 Religion

210 Philosophy & theory of religion
220 Bible
230 Christianity Christian theology
240 Christian moral & devotional theology
250 Christian orders & local church
260 Social & ecclesiastical theology
270 History of Christian & Christian church
280 Christian denominations & sects
290 Comparative religions & other religions

700 The arts Fine & decorative arts

710 Civic & landscape art
720 Architecture
730 Plastic arts, Sculpture
740 Drawing, decorative & minor arts
750 Painting & paintings
760 Graphic arts Prints
770 Photography & photographs
780 Music
790 Recreation & performing arts

300 Social sciences

310 Collections of general statistics
320 Political science
330 Economics
340 Law
350 Public administration & military science
360 Social problems & services ; associations
370 Education
380 Commerce, communications, transportation
390 Customs, etiquette, folklore

800 Literature (Belles-letters)

810 American literature in English
820 English & Anglo-Saxon literatures
830 Literatures & Germanic languages
840 Literature of Romance languages
850 Italian, Romanian, Rhaeto-Romanic
860 Spanish & Portuguese Literatures
870 Italic literatures Latin
880 Hellenic Literatures Greek
890 Literatures of other languages

400 Language

410 Linguistics
420 English & Old English
430 Germanic languages German
440 Romance languages French
450 Italian, Romanian, Rhaeto-Romanic
460 Spanish & Portuguese languages
470 Italic languages Latin
480 Hellenic languages Classic Greek
490 Other languages

900 General geography & history

910 General geography Travel
920 General biography & genealogy
930 General history of ancient world
940 General history of Europe
950 General history of Asia
960 General history of Africa
970 General history of North America
980 General history of South America
990 General history of other areas

中國圖書分類法簡表

總類	哲學類	宗教類	自然科學類	應用科學類
000 特藏	100 哲學總論	200 宗教總論	300 科學總論	400 應用科學總論
010 目錄學	110 思想學問	210 比較宗教學	310 數學	410 醫藥
020 圖書館學	120 中國哲學	220 佛教	320 天文學	420 家事；家政
030 漢學	130 東方哲學	230 道教	330 物理學	430 農業
040 類書；百科全書	140 西洋哲學	240 基督教	340 化學	440 工程學
050 連續性出版品：期刊	150 論理學	250 回教	350 地球科學；地質學	450 礦冶
060 普通會社	160 形上學	260 猶太教	360 生物科學	460 化學工業
070 普通論叢	170 心理學	270 其他宗教	370 植物學	470 製造
080 普通叢書	180 美學	280 神話	380 動物學	480 商業；各種營業
090 群經；經學	190 倫理學	290 術數；迷信	390 人類學	490 商學；經營學

中國圖書分類法簡表

社會科學類	史地類	世界	語文類	藝術類
500 社會科學總論	600 史地總論	710 世界史地	800 語言文字學總論	900 藝術總論
510 統計學	中國史地	720 海洋誌	810 文學總論	910 音樂
520 教育學	610 中國通史	730 亞洲史地	820 中國文學	920 建築美術
530 禮俗	620 中國斷代史	740 西洋史地；歐洲史地	830 中國文學總集	930 雕塑
540 社會學	630 中國文化史	750 美洲史地	840 中國文學別集	940 書畫
550 經濟學	640 中國外交史	760 非洲史地	850 中國各種文學	950 攝影
560 財政學	650 中國史料	770 大洋洲史地	860 東方文學	960 應用美術
570 政治學	660 中國地理	780 傳記	870 西洋文學	970 技藝
580 法律	670 中國地方志	790 古器物；考古學；古物學	890 新聞學	980 戲劇
590 軍事	680 中國類志			990 遊藝；娛樂；休閒活動
	690 中國遊記			

Library Skills

Call number of a Library Item

Call number (索書號)

Every book in the library has a call number.

Hi I'm an example of a call number

001.9
DuP

Call Number

Classification number

+

Author code

Call number =

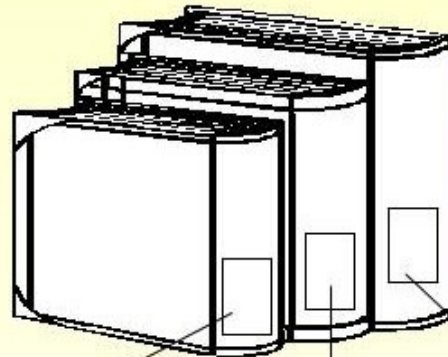
Call number of an English book

The first row:
DDC Classification number

530
SMI

The second row:
Author code
(the first three letters of the author's surname)

Call number of an English book



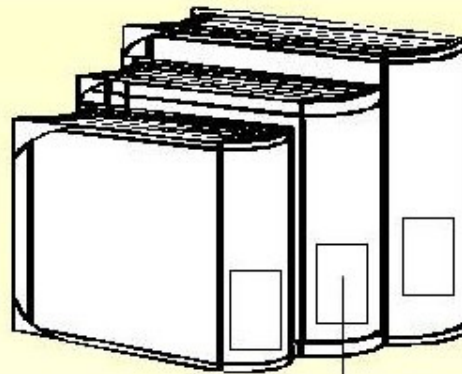
Books should be shelved in **alphabetical order** of their author codes from **left to right** if they have the **same call numbers**.

330
CHA

530
SMI

530
STE

Call number of a Chinese book

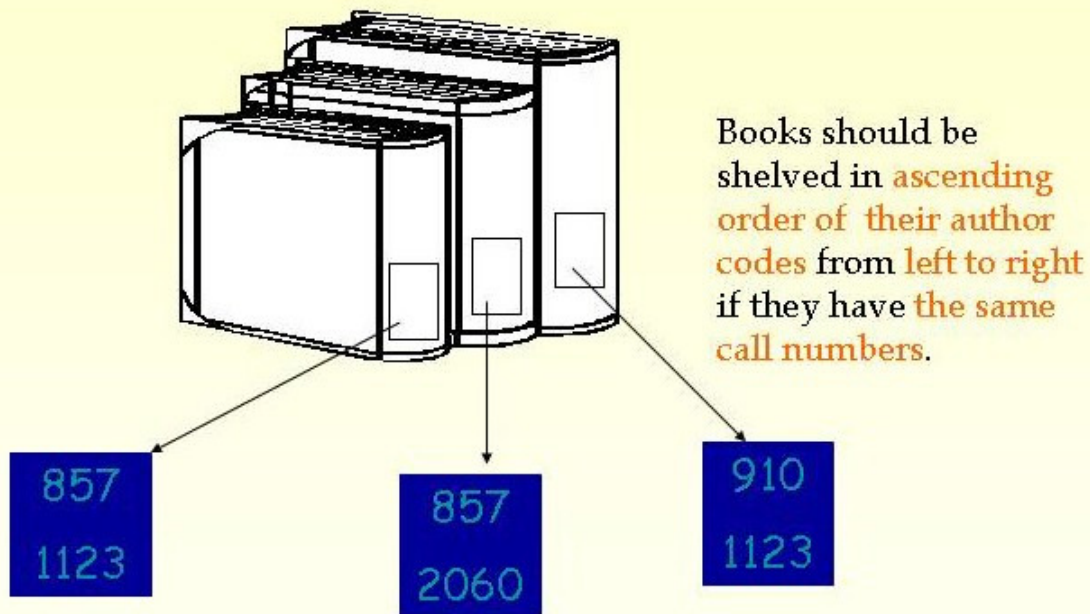


The first row:
New Classification Scheme
for Chinese Libraries
Classification number

857
2060

The second row:
numbers from the
author's surname or
the title of the book
(Four-Corner number)

Call number of a Chinese book



Shelving

Shelving 排架原則

Shelve the books in **ascending order** of their call numbers from **left to right**, from **top to bottom**.

