



圖書館簡介及守則

亞洲路德宗神學院歡迎讀者使用我們 24 小時網上圖書館及本館提供的各項服務。網上圖書館可經此連結 <https://library.als.org.hk> 進入。

讀者可在網上圖書館輸入登入名稱及密碼後，檢視個人借閱館藏記錄、續借或預約館藏、更改密碼、閱讀 EBCSO 電子書等服務。此外，讀者無須密碼登入亦可直接檢索館藏。

圖書館開放時間

星期一至五：上午十時至下午一時及下午二時至七時（午膳時間為下午一時至二時）

星期六、星期日及公眾假期休館

建議到訪前預約，以免因我們外出工作無法向您提供服務。

借、還館藏及續借方法

讀者必須使用有效圖書證借閱館藏。借、還館藏需在圖書館櫃台進行。

圖書證持有人可外借最多 6 項館藏（館藏包括書籍資料及其附件、影音光碟以及 Kindle 電子書閱讀器）。讀者可外借 Kindle 電子書閱讀器 1 部，限期為 14 天並可續借 1 次。其他館藏借閱限期為 28 天，最多可續借 3 次。

讀者可持歸還圖書館的館藏到櫃台續借或進入網上圖書館的個人戶口自行續借。

唯在以下情況，將不能續借：

1. 館藏已過期；或
2. 有未清還的罰款；或
3. 已到續借所限次數；或
4. 所借館藏已預留其他讀者。

一般書籍資料及其附件請在圖書館開放時間交還圖書館櫃台或於休館後放入口處的還書箱。

Kindle 電子書閱讀器及影音光碟**必須**在圖書館開放時間親身交還圖書館櫃台。

電子資源 (Kindle eBooks/ EBSCO/ Logos Bible Study)

Kindle 電子書閱讀器已下載電子書供讀者借閱，部份有關景教的 Kindle 電子書及 Logos 電子資源需要使用館內的電腦閱讀。EBSCO 英文電子書及期刊資料庫可經網站登入個人帳戶資料後在學院外使用。

過期、遺失館藏

讀者有責任在到期前歸還館藏，書籍資料及其附件、以及影音光碟逾期罰款為每天 \$0.5 元。

Kindle 電子書閱讀器逾期罰款為每天 \$5 元，若逾期 6 個月以上仍未歸還，則視為遺失，讀者須依遺失賠償處理。

遺失或損毀館藏需賠償重新添置該項資料所需的款項、運費並手續費。如遺失的圖書館館藏已逾期，讀者除賠償外還須繳付有關的逾期罰款。

遺失圖書證

遺失並補領圖書證每次手續費 \$20。

列印、影印及掃描文件服務

本館提供列印、影印及掃描文件服務，收費如下：

列印及影印	A4(每頁)	黑白 \$0.30；彩色 \$3.00
	A3(每頁)	黑白 \$0.80；彩色 \$5.00
掃描	免費 (請自備 USB 手指)	

雙面列印 / 影印按 2 頁收費計算。

請留意書籍複印本只作研究和私人研習用途，請尊重並遵守知識產權的版權法。

電子文獻掃描服務

圖書館可透過電郵送遞期刊文章或書本的部份內容與讀者用作研究和私人研習用途。檔案格式為 PDF，費用每頁 A4 尺寸為 \$1 (黑白) 及 \$2 (彩色)。請登入本館網站檢索所需項目，按「Request E-document Delivery (ALS Library)」，填寫所需資料後按「請求」便可。

另外本學院與合作圖書館¹亦設有收費電子文獻掃描服務，登入本館網站按「Request E-document Delivery (Cooperative Library)」，填寫 google form 後按「提交」等候批核。

電子文獻掃描也只作研究和私人研習用途，請尊重並遵守知識產權的版權法。

¹ 與本學院合作的圖書館分別有：中大圖書館、浸大圖書館及建道神學院圖書館。詳情請瀏覽網上圖書館 Cooperative Library 分頁 <https://library.als.org.hk/pages.pl?p=cooperativelibraries>。

課程預留書籍

預留書籍包括課程用資料、課本、教授提供的補充學習資料等。課程預留的書籍或資料一般不能外借。

新書展示

新添書籍將會展示於新書書架上 4 星期，之後可供外借。此外，進入學院網上圖書館系統亦可瀏覽新編書目資料。

圖書館通知

所有圖書館通知皆通過電郵發出，例如到期通知、預約書籍通知及逾期通知等。電郵只作提醒用途，如沒有收到電郵通知而沒有按時歸還，不會作為豁免有關逾期罰款理由。

參考服務

我們歡迎讀者的諮詢、為讀者簡介圖書館藏書、指導如何使用館內各項資源。讀者可經以下途徑聯絡我們：

- 電話：2190 6216
- WhatsApp：5360 4014
- 電郵：library@als.org.hk



Library Introduction and Regulations

ALS Library welcomes all our readers to our online Library Catalog and our library services. The Library Catalog can be accessed 24 hours a day at <https://library.als.org.hk>.

Users with a library card can use their user ID and password to log in and check their borrower record, renew or reserve materials, change password, read EBSCO ebooks etc. Users can also search for materials without logging in.

Library Opening Hours

Monday - Friday: 10:00 - 13:00 and 14:00 -19:00 (Lunch Hour 13:00 -14:00)

Saturday, Sunday & Public Holiday: Closed

It is recommended to make an appointment before visiting. We can't provide library services to you if we are outside working.

Borrowing, Returning and Renewals

Circulating materials are checked out and returned at the Circulation Counter. Borrowers must use their own library cards to check out Library materials.

Eligible library card holder can borrow 6 library items (the items includes Books, Additional Materials, Reference materials, Discs and Kindle e-book Reader). One Kindle e-book Reader per borrower which can be borrowed for 14 days and renewed once. Other items are available for 28 days borrowing, can be renewed up to 3 times.

Borrowers may renew their loans at the Circulation Counter. Self-renewal can be made online via the Electronic Library under their own borrower records.

Library materials cannot be renewed if:

1. You have overdue items; or
2. You have outstanding fines; or
3. Maximum renewal limit has been reached; or
4. Items are being reserved by other users.

Books, Additional Materials and Reference materials should be returned to counter during opening hours or to the book drop at the Library entrance after the Library closed.

Please noted that Kindle e-book reader and Discs **must be** returned to counter during opening hours, and will not be accepted for return to the book drop.

Electronic Resources (Kindle eBooks/ EBSCO/ Logos Bible Study)

The Kindle e-book Reader comes preloaded with several e-books from Amazon. Logos Bible Study and the e-book about jingjiao can be used in the computer of the library. And the EBSCO databases can be used outside of the library after logging in to your personal account information through the website.

Overdue and Losses

Borrowers are responsible for returning their loans on or before the due date. Late return of Library materials is subject to an overdue fine and the amount \$0.5 per day. The overdue fine for a Kindle e-book Reader is HK\$5.00 per day. If the Kindle e-book reader is not returned more than 6 months after the due date, it will be deemed lost. And the borrower will be claimed for the cost of purchasing the Kindle e-book reader.

For lost or damaged items, borrowers are liable for the cost of replacement plus the shipping and processing fees. If the lost library items are overdue, readers must pay the relevant overdue fines in addition to compensation.

Loss of Library Card

Cost of replacement each \$20.

Printing, photocopying and Scanning documents Services

We provide users with printing, photocopying and scanning document services.

Printing and photocopying	A4 (per page)	B/W \$0.30; Colour \$3.00
	A3 (per page)	B/W \$0.80; Colour \$5.00
Scanning	Free (please bring your own USB device)	

The duplex printing/ photocopying are charged as 2 pages.

Any photocopying to be made in the Library can only be used for the purposes of research and private study, please respect copyright laws for intellectual property rights.

Document Delivery Services

Library provides electronic delivery of articles and book chapters available in the library collections for the purposes of research and private study. Scan A4 size PDFs for \$1 per page in black and white and \$2 per page in color. Please log in to the library website and submit the information on the “Request E-document Delivery (ALS Library)” page.

Library also provides electronic delivery of articles and book chapters with Cooperative Library¹. Please log in to the library website and request approval by submitting the google form on the “Request E-document Delivery (Cooperative Library)” page.

Document Delivery Services is also used for the purposes of research and private study, please respect copyright laws for intellectual property rights.

¹ Our Cooperative Library are The Chinese University of Hong Kong Library, Hong Kong Baptist University Library and Alliance Bible Seminary Library. Please visit <https://library.als.org.hk/pages.pl?p=cooperativelibraries> for more details.

Reserve Collection

The Reserve Collection consists of course materials, course set textbooks, supplementary materials provided by teaching staff. Most of the reserve materials are available for reading in the library only.

New Book Display

New books are put on display for one month at the New Book Display Shelf. New books will be returned to shelves for loan after the display. Readers can browse the list of the newly catalogued materials at the online Library Catalogue.

Library Notices

All library notices, including coming due alert, hold pick-ups, recalls and overdue, are sent via email. Overdue emails are sent to borrowers as a courtesy reminder, and non-receipt of a notice does not exempt from overdue fines.

Reference Service

ALS Librarian offers a variety of services such as answering users' enquiries, introducing library collections, providing guidance on using library resources. Please feel free to contact us via the following methods:

- Tel: 2190 6216
- WhatsApp: 5360 4014
- email: library@als.org.hk