13 Faculty Guide: How to Recommend a Book or Journal

HKU Libraries

Faculty members are welcome to make recommendations for book purchase, journal subscription as well as database subscription. The following describes the steps you should take to make a recommendation:

Books

You can recommend books and audio-visual titles using an online order system called Book Recommendation Online (BRO) at http://sunzi.lib.hku.hk/BRO/. Detailed instructions on how to use BRO are available in a separate "How To Use" guide.

You can also submit a recommendation using a printed Book Recommendation Form, available from the Reference Counter, Main Library. Alternatively, simply supply the author, title, publisher and other bibliographic information to your department's Faculty Library Committee (FLC) Representative.

Please note that regardless of how a title is recommended, it will first have to be approved by your Department Head or another person delegated with this responsibility before forwarding to the library for processing.

Journals
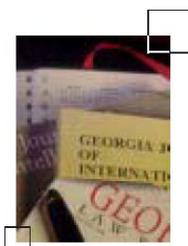
Recommendations for single journal titles, whether print or electronic, should be submitted to your FLC Representative. Please provide your representative with basic bibliographic information such as journal title and publisher. Alternatively, use the online system, Journal Recommendation Online, at http://lib.hku.hk/general/e-form/JRO/.

Please note that regardless of how a journal is recommended, it will first have to be endorsed by your Department Head, and then approved by the FLC. When approved, your recommendation will be directed to the library for processing.

Databases

You can recommend database titles and journal packages using the system, Electronic Resources Recommendation Online, at http://lib.hku.hk/general/e-form/ERRO/, or in writing to your department's FLC Representative.

Your recommendation will be forwarded to the Collection Development Department and evaluated based on the library's collection development policies. Except for urgent requests, recommendations are prioritized and approved by the joint faculty-library committee, called Shared Electronic Resources Fund Advisory Committee, at its semi-annual meetings. Once approved, the recommendation will be processed by the library.

Need Help?

If you do not have a specific title, but want help finding materials for your subject, you can contact your Subject or Branch Librarian, or the Main Library Reference Department:

	Library Contact	E-mail*	Tel. no.
Collection Development Department			
Architecture	Ms. Annabelle Pau	annkppau	2241-5898
Arts	Ms. Lucinda Wong	kpwong	2859-7009
Business & Economics	Mrs. Gayle Chan	gryclibr	2859-7002
Education and Social Sciences	Ms. Irene Fung	ishfung	2859-2208
Science and Engineering	Ms. Alice Wong	amywonga	2859-2209
Main Library Reference Department			
Reference Librarian	Ms. Rebecca Yeung	rebecca	2859-7010
Branch Libraries			
Dental Library	Mr. Sam Lee	yclee	2859-0336
Education Library	Ms. Irene Fung	ishfung	2859-2208
Fung Ping Shan Library	Dr. Y. C. Wan	ycwan	2859-2213
Law Library	Ms. Irene Shieh	ilyshieh	2859-2912
Medical Library	Ms. Julia Chan	jlychan	2819-9286
Music Library	Ms. Lucinda Wong	kpwong	2859-7009
Special Collections	Ms. Iris Chan	irischan	2241-5288

* All email accounts@hkucc.hku.hk

Questions regarding technical procedures can also be directed to the following library staff:

• Books and journals acquisitions -
Acquisitions Services Librarian
Mr. Thomas Hung   2859-7001   wphung@hkucc.hku.hk

• Electronic resources acquisitions -
Electronic Resources Acquisitions Coordinator
Ms. Janny Lai   2859-7005   jklai@hkucc.hku.hk

• Book, Journal and Electronic Resources Recommendation Online -
Systems Librarian
Mr. David Palmer   2859-7004   dtpalmer@hkucc.hku.hk