

Dear Staff, Students and Researchers,

New Booking Arrangements at Special Collections

To enhance the user experience at the Special Collections (SC), you can now reserve our research desks via the Libraries' [Book a Space](#) system. Researchers could also retrieve their identified materials (max. 10 items at a time excluding archival materials) directly from the bookshelves and consult them at the supervised reading area according to their reserved timeslots.

Procedures for Researchers:

1. Identify the materials that are held at SC through [Find@HKUL](#);
2. Register for a timeslot for a research desk / microform scanners at SC through 'Book A Space';
3. Sign in on-site at SC counter upon arrival;
4. Leave personal belongings at the service counter or the reserved desk before entering the semi-closed stack area;
5. Retrieve a max. of 10 items for the sake of safety in manual handling and preservation;
6. Have the materials checked-out by SC staff over the counter and consult the materials within the supervised area;
7. Return items to the counter upon completion of consultation;
8. May retrieve more items if their reserved timeslots are not yet expired OR there are seats available for continuing study, after returning the previous 10 items.

Guidelines regarding Facility Booking:

1. The research desks / microform scanners are eligible for booking 3 days in advance;
2. Each session is 1 hour and each researcher is eligible to book up to 4 sessions per day;
3. Researchers should sign in on-site at SC within 15 minutes of the first session. This will activate all consecutive sessions under the same booking. Inactivated sessions will be released for new bookings;
4. Researchers may continue their work if there are free timeslots and seats.

Please contact Special Collections at libspeco@hku.hk for enquiries.

Special Collections
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