

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 2 hours 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;
4. Researchers may continue their work if there are free timeslots and seats.

Please contact Special Collections at [libspeco@hku.hk](mailto:libspeco@hku.hk) for enquiries.

Special Collections  
HKU Libraries