Booking Policy

• Timeslots are reserved on a first-come, first-served basis.
• Each user is eligible to book a maximum of two sessions per day. Each session is one hour.
• Interleaving booking of two sessions by same patron with one unbooked session in between is NOT allowed. However, interleaving booking for two or more unbooked sessions in between is allowed.
• Computers can be booked one day in advance.
• Patrons should check in on-site within the first 15 minutes of the first session. This will activate all consecutive sessions under that booking. Session(s) not activated within the first 15 minutes will be released for reservation by other patrons.
• Patrons, upon signing in a booking, have priority to use the reserved facility.
• Users MUST NOT leave their personal belongings unattended. Library staff has the right to remove such belongings without prior notice.
• The library has the final decision in the allocation of facilities should there be any disputes.
• Any enquiries regarding computer booking should be directed to the Information Counter in person, at 3917-2203 or by email libis@hku.hk.

Endnote

PC 31-50: EndNote X9
PC 1-30, 51-81, 86-108: EndNote 20

PC 32-41: Penpower
PC 42-60: SPSS
PC 45-50: 九方輸入法
PC 58-60: NVivo
PC 61: Flatbed scanner (A4)
PC 62: Flatbed scanner (A4)
PC 63: Flatbed scanner (A4)
PC 64: Penpower, Sheet-fed scanner (A4)
PC 66: Flatbed scanner (A3)
PC 67: Flatbed scanner (A4)
PC 69: Penpower, Sheet-fed scanner (A4)
PC 70: Penpower, Sheet-fed scanner (A4)
PC 73: Flatbed scanner (A3)
PC 74: Penpower, Sheet-fed scanner (A4)
PC 75: Penpower, Sheet-fed scanner (A4)
PC 76: Flatbed scanner (A4)
PC 78: Flatbed scanner (A4)
PC 81: Flatbed scanner (A4)
PC 82: Dedicated: SDC Platinum
PC 84: Dedicated: Wind 資訊金融終端,
四部叢刊,四庫全書,中國基本古籍庫,
永樂大典電子版
PC 85: Dedicated: 四部叢刊, 四庫全書,
中國基本古籍庫,永樂大典電子版