

Library orientation

AY 2025/26





Information Resources Centre:
We are your study companion!

About the Kidsploration library



Location

1/F

Tin Wan Campus



Website

<http://lib.yccece.edu.hk>



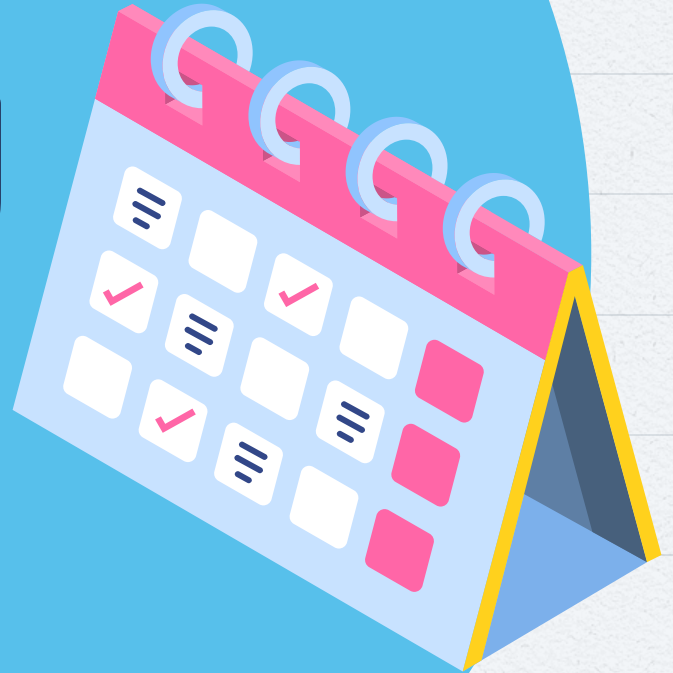
Search

koha.yccece.edu.hk

(Library Catalogue)



Opening hours



Library Website > About us > Opening Hours

Monday – Friday
8:30 am – 5:30 pm



What do we have in the library collection?



Print Collection

Examples including:

- Early Childhood Education {**ECE**}
- Education & Social Sciences {**EDU**}
- General books: English {**ENG**}
- Chinese {**CHI**}
- Children's Books {**CB**}
- Course Reserves {**CR**} - Keep at library counter
(4-hours loan)
- Periodicals {**PER**}: Journals, Magazines
- Audio-visual {**AV**}: Documentaries, Movies
- Special collection {**YC**}: Yew Chung publications etc





Borrowing Privileges

Library Website > Services > Borrowing & Returning > Loan Quota


(<https://lib.yccece.edu.hk/en/services/borrowing-returning/loan-quota>)

Collection	PG Students			Term 2		
	Loan Quota	Loan Period	Renewal	Loan Quota	Loan Period	Renewal
General	15 items	28 days	3 times	20 items	28 days	3 times
ECE / EDU & Soc Sci	13 items	14 days	3 times	18 items	14 days	3 times
Children's Books	4 items	14 days	3 times	4 items	14 days	3 times
Audio-Visual	3 items	28 days	3 times	2 items	28 days	3 times
Special / YC Collection						
Course Reserves (4-hour)	4 items	4 hours	1 time	4 items	4 hours	1 time
Periodicals (Back issues)	3 items	7 days	1 time	2 items	7 days	1 time
Periodicals (Latest issue)	Library use only			Library use only		
Reference						
Notebook / iPad	1 set	4 hours	1 time	1 set	4 hours	1 time






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OF EARLY CHILDHOOD
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Go+
Since 1932
YCYW



[Home](#) [Collection & Resources](#) [Services](#) [Facilities](#) [IT Support](#) [Get Help](#) [OpenLMS](#) [About Us](#)

Quick Search


     

[Renew your loan](#) [Notebook Availability](#) [iPad Availability](#) [Facilities Booking](#) [Recommend](#) [Course Reserves](#)


AVAILABLE FOR LOAN


Scan & Check Availability

Notebook



iPad












Current Opening Hours

[Other >](#)

Mon - Fri 8:30am – 5:30pm
Sat & Sun Closed
Public Holiday Closed

Electronic Resources

[More >>](#)

Quick ECE Resource Lists

- [Print Journals](#)
- [E-Journals](#)
- [E-Books](#)
- [E-Books - Unlimited Access](#)



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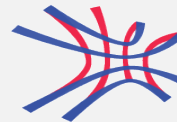


The Library Website

lib.yccece.edu.hk



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Finding Library Resources

lib.yccece.edu.hk

The screenshot shows the library website with a red header bar containing social media icons (WhatsApp, Instagram, YouTube, Email, RSS, Print, and Information). Below the header, the left side features the college's logo and name in English and Chinese, alongside the 'Go+ YCYW' logo. A search bar is positioned on the right. A red navigation bar lists: Home, Collection & Resources, Services, Facilities, IT Support, Get Help, OpenLMS, and About Us. The main content area is divided into two columns. The left column has a 'Quick Search' section with a search input field containing the placeholder text 'Search articles, books, journals & more' and a 'GO' button. Below this is a row of service links with icons: 'Renew your loan' (person icon), 'Notebook Availability' (laptop icon), 'iPad Availability' (tablet icon), 'Facilities Booking' (calendar icon), 'Recommend' (thumbs up icon), and 'Course Reserves' (book icon). The right column displays 'Current Opening Hours' with a link to 'Other >'. The hours are listed as: Mon - Fri (8:30am – 5:30pm), Sat & Sun (Closed), and Public Holiday (Closed).

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Go+ YCYW

Search Site

Home Collection & Resources Services Facilities IT Support Get Help OpenLMS About Us

Quick Search

Search articles, books, journals & more GO

Renew your loan Notebook Availability iPad Availability Facilities Booking Recommend Course Reserves

Current Opening Hours [Other >](#)

Mon - Fri 8:30am – 5:30pm
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Public Holiday Closed

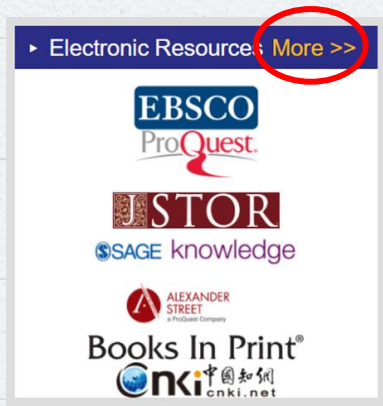


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Finding Electronic Resources

lib.yccece.edu.hk



Electronic Resources

Copyright Warning

Jump to section:

eBooks Videos Journal Articles Newspaper Publishing Information OA Resources

eBooks

Database Vendor	List of e-books From the subscribed databases	List of purchased e-books
EBSCOhost	The list	The list from Koha
SAGE Knowledge	The list	The list from Koha
HyRead	-	The list from HyRead

Videos

Publisher	Database title
Exchange Press	Ed Flicks
ProQuest	Alexander Street - Education in Video

Journal Articles

Database Vendor	List of e-journals from the subscribed databases
EBSCOhost	The list
Elsevier	Early Childhood Research Quarterly*
Exchange Press	Articles on Demand
JSTOR	Arts & Sciences IV, VI & XII - AAF Teaching Young Children
NAEYC (Online access for staff only)	Young Children
	Contemporary Issues in Early Childhood
SAGE	Journal of Early Childhood Research Young Exceptional Children

Access e-resources

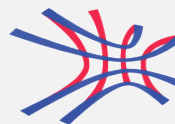
lib.yccece.edu.hk

eBooks

Database Vendor	List of e-books From the subscribed databases	List of purchased e-books
EBSCOhost	The list	The list from Koha
SAGE Knowledge	The list	The list from Koha
HyRead	-	The list from HyRead

Videos

Publisher	Database title
Exchange Press	Ed.Flicks
ProQuest	Alexander Street - Education in Video



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Access e-resources

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eJournals

Database Vendor	List of e-journals from the subscribed databases
EBSCOhost	The list
Elsevier	Early Childhood Research Quarterly*
Exchange Press (Online access for staff only)	Articles on Demand
JSTOR	Arts & Sciences XII Arts & Sciences VI Arts & Sciences ASIV
NAEYC (Online access for staff only)	Teaching Young Children Young Children
ProQuest Education	ProQuest Education Database The list
SAGE	Contemporary Issues in Early Childhood Journal of Early Childhood Research Young Exceptional Children
Springer Nature	International Journal of Early Childhood Early Child Development and Care
Taylor & Francis	Early Years European Early Childhood Education Research Journal Journal of Early Childhood Teacher Education
Tong Fang Knowledge Network (List of Chinese ECE journals)	CNKI - 中國期刊全文數據庫 (學前教育專題)
Zero to Three	Zero to Three Journal

The Search Solution

<https://research.ebsco.com/c/a2g3st/search>



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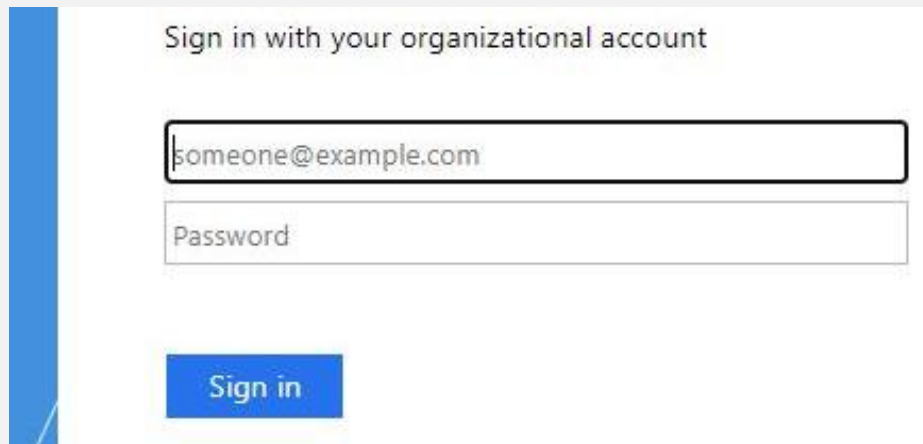
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Finding Library Resources

lib.yccece.edu.hk

- Login is required (same username and password as your college email)

A screenshot of a web login interface. At the top, it says "Sign in with your organizational account". Below this are two input fields: the first contains the text "someone@example.com" and the second is labeled "Password". At the bottom of the form is a blue button with the text "Sign in".

Sign in with your organizational account

someone@example.com

Password

Sign in



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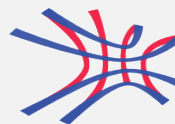
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Interlibrary Loan: PG students

<https://lib.yccece.edu.hk/en/services/interlibrary-loan-document-delivery>

- This service is only available to final year Bachelor's Degree (yr 4) and PG students
- Materials fallen outside the remit of the current library's collections
- Request for loan of library books or photocopy of journal articles, where available, from our partnering institutions, to support academic research and study
- Interlibrary Loan Request Form
(<https://lib.yccece.edu.hk/en/services/interlibrary-loan-document-delivery>)



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Research Support: Library page

<https://lib.yccece.edu.hk/en/services/research-support>

The screenshot shows the Yew Chung College of Early Childhood Education (YCCCE) Library website. The header features the college's logo and name in English and Chinese, along with a search bar. A navigation menu includes links to Home, Collection & Resources, Services, Facilities, IT Support, Get Help, OpenLMS, and About Us. A sidebar on the left lists various services: Circulation Services, Borrowing & Returning, Research Support (highlighted), Learning Support, Access To Other Libraries, InterLibrary loan & Document Delivery, Alumni Services, Visitors: Independent Researchers, and STEAM Toy Library. The main content area, titled "Research Support", lists several resources: Research Consultation Service (RCS), Mendeley Guide, Google Scholar Library Link, Research Workstation, and Research Resources. At the bottom, there is a video thumbnail titled "Online Research: Tips for Effective Search Strateg..." with a play button icon and a "Copy link" button. The video thumbnail also features a diagram illustrating Boolean operators with cartoon characters: "teen*" OR "young adults" = a combined group of characters.

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Search Site

Home Collection & Resources Services Facilities IT Support Get Help OpenLMS About Us

Library Tutorial

Circulation Services

Borrowing & Returning

Research Support

Learning Support

Access To Other Libraries

InterLibrary loan & Document Delivery

Alumni Services

Visitors: Independent Researchers

STEAM Toy Library
玩具圖書館

Research Support

- Research Consultation Service (RCS)
- Mendeley Guide
- Google Scholar Library Link
- Research Workstation
- Research Resources

Online Research: Tips for Effective Search Strateg...
Copy link

Boolean Operators

teen* OR "young adults"

YouTube

Research Support: OpenLMS

<https://learn.yccece.edu.hk/course/view.php?id=1439>

Library e-Learning course

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More ▾](#) [Open LMS ▾](#)



Course Information

[Collapse all](#)

Kidsploration Library Online tutorials are available 24/7; to help you find academic materials for your topics and choose your referencing style.

In this e-learning module, you can find a huge range of online tutorials and courses helping you develop the skills you'll need to excel in your studies:

- **Getting Started With Your Studies** - an introduction to the tools and resources you'll use day to day
- **Finding and Evaluating Information** - learn how to discern and get the best from the range of academic resources we have on offer
- **Referencing and Avoiding Plagiarism** - learn what we mean by plagiarism at University, and why it's so important to avoid
- **Developing Your Skills With Technology** - free online tutorials on using a range of software like Word and OneDrive



Research Support: OpenLMS

Library eLearning Course

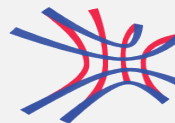
1. Module 1: Finding Academic Material for ECE
2. Module 2: Evaluating Sources and Referencing Pathways
3. Module 3: Researchers / Staff Pathways
4. Module 4: Use and reuse license and course content credits
5. Module 5: Generative Artificial Intelligence (A.I.) and Digital Literacy For Education
6. Module 6: Research Methods
7. Module 7: Research Essentials
8. Module 8: Literature Review

Library Workshops & Research Consultation

- ❖ LibGuides: <https://lib.yccece.edu.hk/en/get-help/study-guides>
 - ❖ *Finding library materials; EBSCO Database Guide, APA Citation ...*
- ❖ Library Tutorials: <https://lib.yccece.edu.hk/en/library-tutorial>
- ❖ Information Literacy Training Workshops (all year-round)
 - ❖ *Information search; Referencing & Citation; Literature Review ...*


Your Library Account

koha.yccece.edu.hk



Login your library account

koha.yccece.edu.hk

 Log in to your account

1. Log in to your account (top-right corner)

College Email Login:

[Click here](#)

2. Log in with your college email & password

3. Input search term and click “Go”

Search Library Catalog



4. Click the book title

Handbook of early childhood education / edited by Robert C. Pianta ... [et al.].
by Pianta, Robert C.

Publisher: New York : Guilford Press, c2012

Availability: **ITEMS AVAILABLE FOR LOAN:** [CALL NUMBER: LB 1139.25 .H33 2012] (1).

Collection type: ECE

 Place hold  Add to cart

5. Reserve the title if needed

6. You will receive a pick-up email notification from the library

 Place hold

 Print

 Save to your lists

 Add to your cart

 Unhighlight

 Send to device

 Save record ▾

Library services & facilities



PC / iMac Workstations



Library Website > Facilities >
PC Workstations

- 10 PC workstations at the Library
- Installed with data analysis software
- 2 iMac* desktops with Adobe Creative Suite installed
- 10 PC workstations at the Student Learning Commons

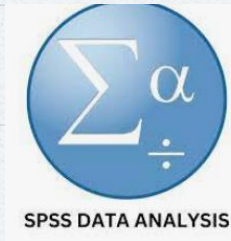


Research Workstations



Library Website > Facilities >
Facilities Booking >
Research Workstations

- 2 PC workstations installed with data analysis software SPSS & NVivo
- Bookable: reservation system via library website
- <https://lib.yccece.edu.hk/en/facilities/facility-booking-guide/research-workstations>
- First-come-first-served



Group Discussion Room

Library Website > Facilities > Group Discussion Room

- Bookable: reservation system via library website
- <https://lib.yccece.edu.hk/en/facilities/group-discussion-room>
- First-come-first-served
- 2-Hour slot (only once a day)

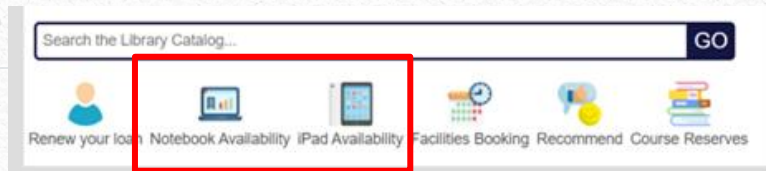




4-hour Notebook / iPad Loans



lib.yccece.edu.hk/en/



- **Library Website > Facilities > Notebook & iPad Loan**
- Some Notebooks and iPads available for 4-hour loan
- Borrow one set of Notebook **OR** one set of iPad
- First-come, first-served basis
- Return on the same day
- **On-campus use only**

Late return = \$20 / hour (including closing hours)

Overnight charge = \$100 / night

Maximum overdue fine = \$700 / set

If you reach the max. overdue fine, it is assumed lost...

\$700 (fine) + \$60 (processing fee) + \$5,000 (replacement cost)=

\$5,760




All-in-one digital printer

lib.yccece.edu.hk

Library Website > Facilities > Printing, Photocopying & Scanning

For printing and photocopying (Scanning is free)	Black & White		Colour	
	Simplex	Duplex (雙面)	Simplex	Duplex (雙面)
A4	\$0.30	\$0.40	\$2	\$3
A3	\$0.50	\$0.70	\$3	\$5

- Free Print Quota \$100
- Purchase additional quota at the Library counter
- Octopus payment only 
- 2 all-in-one digital printer – 1 in the Library

– 1 in Wofoo Student Learning Commons (SLC)



Self-Service Lamination

lib.yccece.edu.hk

Library Website > Facilities > Lamination

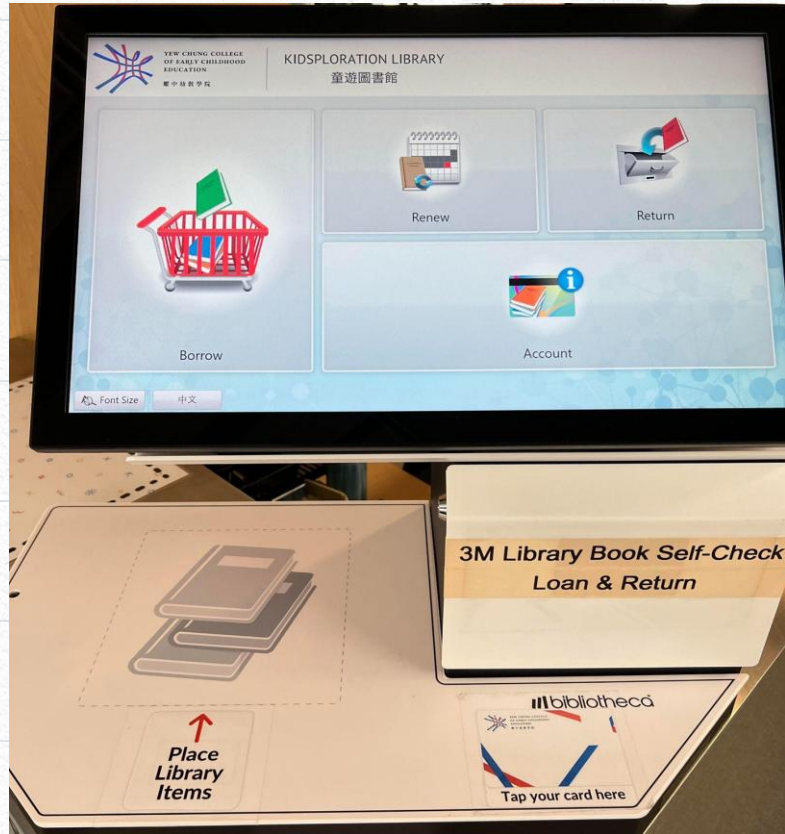
CHARGES	LAMINATING FILM				
<ul style="list-style-type: none">• Only laminating films purchased from the Library counter are allowed.• Only Octopus Card payment is accepted.	<table><tr><td>A4</td><td>\$2 / Film</td></tr><tr><td>A3</td><td>\$4 / Film</td></tr></table>	A4	\$2 / Film	A3	\$4 / Film
A4	\$2 / Film				
A3	\$4 / Film				

- Purchase laminating films at the Library counter
- Octopus payment only





Circulation: Self-Checkout Kiosk



Functions:

- Borrow books
- Renew books = Borrow again
- Return books
- Account -> Check your library account information (on-loan, holds, fines, renewals)

Where is it?

Inside the Library, next to the counter



Circulation Counter



- Borrow & return books, notebooks & iPads
- Pay overdue fines of library items
- Top up your printing quota with Octopus card **IN ADVANCE**
(check your print credits on Photocopiers)
- Information desk





Renewals

koha.yccece.edu.hk

1. Log in to your account (top-right corner)
2. Log in with your college email & password

 **Log in to your account**

College Email Login:
[Click here](#)



OPTION 1:

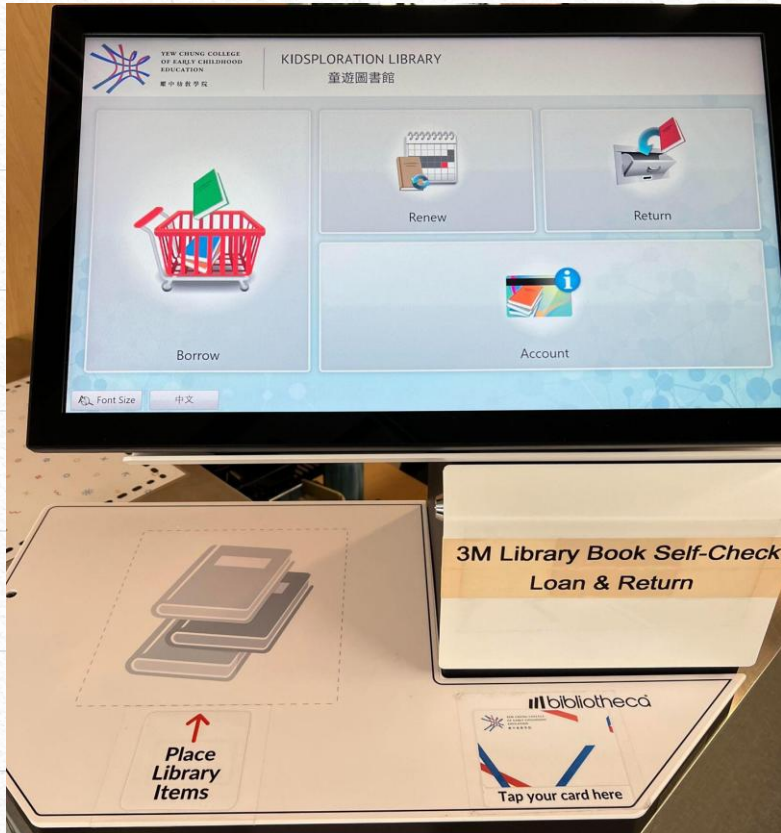
- Online – via Koha (online library catalogue)
- Account -> Check your library account information



No Auto Reminder



Renewals



OPTION 2:

- Self-check kiosk – inside the Library



Returning books (@BookDrop)

- Only for library books
- **Do not return** CD, DVD, Course Reserve or Notebooks & iPads
- Available 24 x 7

Where is it?

Outside of the 1/F entrance of Kidsploration Library



\$\$\$ Fines



\$\$ Fines \$\$

Fines paid at the Library counter with Octopus card only. No cash.

Loan Type	Overdue fine	Maximum overdue fine
All circulating items, including... <ul style="list-style-type: none">• ECE / EDU• General (Eng & Chi)• Children's Book• Audio-Visual• Closed Collection• Special Collection	\$2 / Day	\$50 / Item
• Course Reserves	\$2 / Hour	\$50 / Item
• Notebook / iPad	\$20 / Hour	\$700 / set

\$\$ Fines \$\$

- ❖ To avoid accumulation of fines
- ❖ Enable graduation

Fines = No borrowing or renewal

Cannot graduate

IT Support: by IT Team

- ❖ Contact IT Support: **itsupport@yccece.edu.hk**
 - ❖ Any IT-related issues & problems
 - ❖ Connecting to WiFi
 - ❖ Setting up Email on iPhone / iPad / Android
 - ❖ Printing problems
- ❖ <https://lib.yccece.edu.hk/en/it-support>

You can contact the IT Support and e-Learning Support through the following channels:



Email (IT Support)

itsupport@yccece.edu.hk



Address

2 Tin Wan Hill Road, Tin Wan Aberdeen, Tin Wan

Need help?

Library Website > Get Help > Research Consultation Services (RCS)

- Research Consultation Service
(One-on-one assistance & guidance on information searching for your research topic)



(+852) 3977-9880



library@yccece.edu.hk



**Library Counter, 1/F, YCCECE,
2 Tin Wan Hill Road, Tin Wan Aberdeen, Tin Wan**

Everything Library

lib.yccece.edu.hk

