

Che-woo Lui Hotel and Tourism Resource Centre



School of **HTM**
Hotel & Tourism Management
酒店及旅遊業管理學院

1. Purpose

HTRC supports the SHTM's research, teaching and learning functions. It holds a comprehensive repository of hospitality and tourism information and resources for study and research, including books, journals, magazines, statistical reports and conference proceedings.

More than 150 well-known international journal titles from the fields of hospitality, tourism and science are stocked, and the centre is equipped with facilities for student group projects and presentation.

2. Membership

SHTM's staff members and students are automatically entitled to be members.

Only members are entitled to enter HTRC. Members must have a valid university identity for admission and access to HTRC's resources.

3. Collection

- * Audio-visual materials
- * Conference proceedings
- * Country profiles
- * Dissertations
- * Final year projects
- * Hong Kong Tourism Board statistical reports
- * Hospitality, Tourism, Food Science journals
- * IAST publications
- * Industrial updates
- * Magazines & newsletters
- * Newspapers clippings
- * SHTM publications & syllabuses
- * Special reserve collection
- * Textbooks & reference books
- * World Tourism Organization publications

4. Loan Policy

User	Quota	Type of materials	Loan Period
Staff	10 items	Final year project/ Dissertations/ Assignments	3 days
		Others	2 weeks
		Journals for in-house use only	
Students	3 items	All items (except**)	3 days
		**Final year project/ Dissertations/Assignments/ Journals for in-house use only	

Overdue Fines

\$5 per day (up to maximum of HK\$200)

Loss & Damage

User will be charged the cost of replacement, handling charge plus any accumulated fines.

5. HTRC homepage

<http://www.polyu.edu.hk/htm/htrc>



Please visit the HTRC website to find out:

- * Online book renewal page
- * Latest "New arrival" booklist
- * Up-to-date "HTRC News"
- * Useful "Industry Information"
- * "Publication list" of SHTM staff

6. HTRC Catalogue

<http://htrc.shtm.polyu.edu.hk/search/>



Online Reservation

User can hold up to 5 items (free) and will be notified when they are ready for pick-up.

Number of Renewals

2 times for each borrowed item, e.g. books

7. In-House Databases

<http://htrcdb.shtm.polyu.edu.hk/SHTMDB/>



Patron ID: e.g. 120xxxxD / 60Fxxxxx

Please set up your password for your first login.

- * Dissertation Database
- * SHTM Syllabus Database
- * Staff Research Publication Database
- * Examination Paper Database

8. Electronic Databases

1. Tourism Review (formally called Revue de Tourisme) via Emerald database
2. PartnerNet.hktourismboard.com
3. e-UNWTO
4. Institute of Hospitality (IOH)
5. Pacific Asia Travel Association (PATA)
6. TRA Online Student Data Package
7. Smith Travel Research (STR)

Remarks

- * Some online resources offer free access to members and can only be downloaded in HTRC.
- * Some online resources require ID or password. Please ask counter for assistance
- * You may find more details at our homepage.

9. Electronic Journals

Most of our journals are linked to the e-version in PolyU Library by using a *QR code.

You can find the QR codes:

1. printed on A3 posters for all journals
2. stuck on the latest issues on display
3. pasted on the back of bound journals and
4. uploaded to the HTRC's online Catalogue.



QR code for "China Tourism Research"

* A QR Code is a 2-dimensional barcode. For more details, please visit our homepage.

10. How to renew items

1. Access your Borrowing Record

Click on **My Record** from HTRC Homepage
Click on **Borrowing Record**

2. Login

* Student

Patron barcode : 1300xxxxD0
Pin : 1300xxxxD (for 1st login)

* Staff member

Patron barcode : 60Fxxxxxx
Pin : 60Fxxxxxx (for 1st login)

3. View your record

Items checked out indicate the borrowed items.

4. Renew items

To renew all items, click **Renew All**, or renew each item by ticking the one you want.

11. Photocopying/Printing

Self-help color copying/printing services are available starting from Feb, 2011.
Details charges are as:

Service	Price (per page)
Black & White	\$0.2 (A4), \$0.4 (A3)
Colour	\$2.5 (A4), \$5.0 (A3)



12. Copyright Law

Please observe HK copyright law when making photocopies. Any authorized copying in any way of any material which is subject to copyright is strictly prohibited. Users will be held responsible for personal legal consequences resulting from infringement of the copyright law.

Maximum penalties

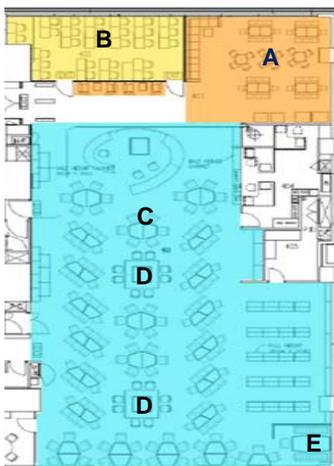
A maximum fine of HK\$50,000 per infringement and 4 years' imprisonment.

Photocopies should be made for the purpose of research or private study, or for giving or receiving instruction in a course of study provided by the School.

Users should:

- * never copy the whole book
- * not copy more than what is allowed under "fair dealing" (Copyright Ordinance (Cap 528),

13. Floor Plan



- A. Social Learning Space (TH401) - 58 people
- B. Self Learning Space (TH402) - 28 people
- C. Open Learning Space (TH403) - 149 people
- D. PC column - 16 people
- E. Discussion Area - 7 people

14. Conduct of Users

- * Present your valid University ID Card when entering HTRC
- * Maintain a reasonably quiet atmosphere.
- * **No eating or drinking in TH402 and TH403 except water.**
- * **The consumption of food and beverages in the HTRC is governed by the HTRC F&B Policy.**
- * **Please keep clean.**
- * Please set mobile phones to silent/vibrate mode.
- * No phone conversations are allowed.
- * Group discussion is allowed (except TH402), but please your voice volume down.
- * **Do not leave personal belongings unattended.**
- * Handle HTRC's materials with care.
- * **Move tables/chairs to original position after use.**
- * Limit the use of PC to 30 minutes so that others can use them.
- * Observe copyright law when making photocopies & using AV materials.

HTRC is your centre!

Thank you for helping to make HTRC a clean, tidy, user-friendly and professional environment for study and research.

15. FAQ

1. Can I read online theses and FYP at home?
Ans: Yes, you can.
2. **Can I bring other food/drink into HTRC?**
Ans: **Sorry, no outside food/drink are allowed. You can bring water bottle.**
3. **Can we have a small study group discussion at Self Learning Space (TH402)?**
Ans: **Sorry, it is for individual, quiet study. No discussion is allowed.**
4. Can we use the discussion area for practising our group presentation?
Ans: Sure you can. Please go to counter for reservation. Each section is 2.5 hours.

You are welcome to share with us your ideas. Please email your suggestions to htrc.shtm@polyu.edu.hk. Thank you.

16. Opening Hours

Monday to Friday 10:00 - 20:00
Saturday 10:00 - 18:00
Sunday & Public Holiday Closed

Address:

4/F, School of Hotel and Tourism
17 Science Museum Road
TST East, Kowloon, Hong Kong
Tel.: (852) 3400-2270
Email: htrc.shtm@polyu.edu.hk
Website: <http://www.polyu.edu.hk/htrc>

*** Changes to opening hours will be announced on HTRC website**



HTRC@smartphone
Last updated: September 2014