



同福聖經學院圖書館 自助服務

2021年2月

圖書館開放時間

星期一至五：

上午10時30分至晚上9時30分

星期六、日及公眾假期：

上午10時30分至下午6時30分

進入學院後

按下右邊牆上
「走廊燈總掣」。



走廊燈總掣

進入圖書館後

按下右邊牆上
圖書館內燈掣。



圖書館燈掣

自助借還書籍

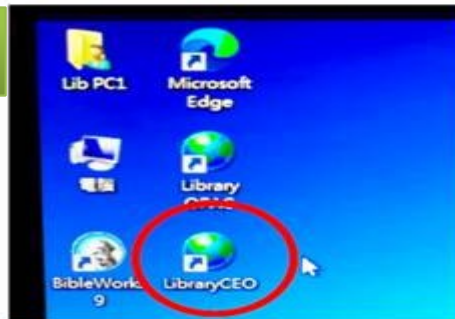
同學可用圖書館內電腦按張貼在格板上之指示借 / 還書籍。

1-4

同學登入LibraryCEO系統



1



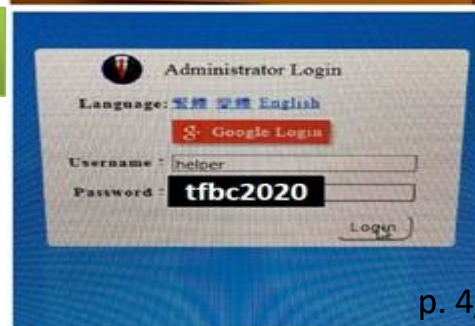
2



3



4



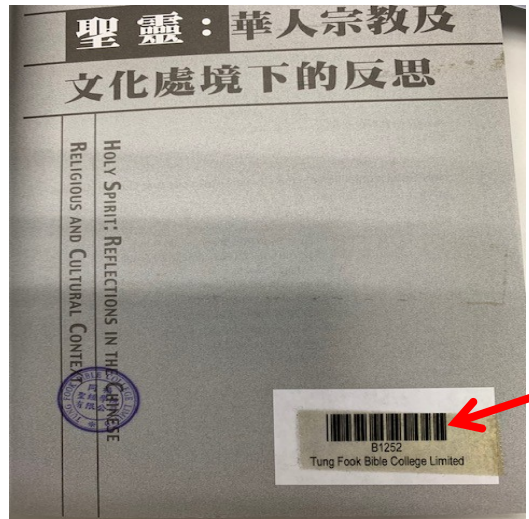
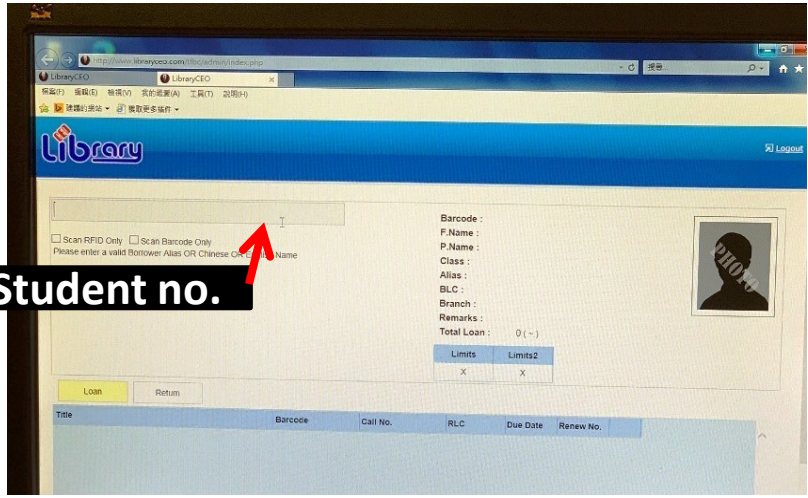
5-9

借書 LOAN

5

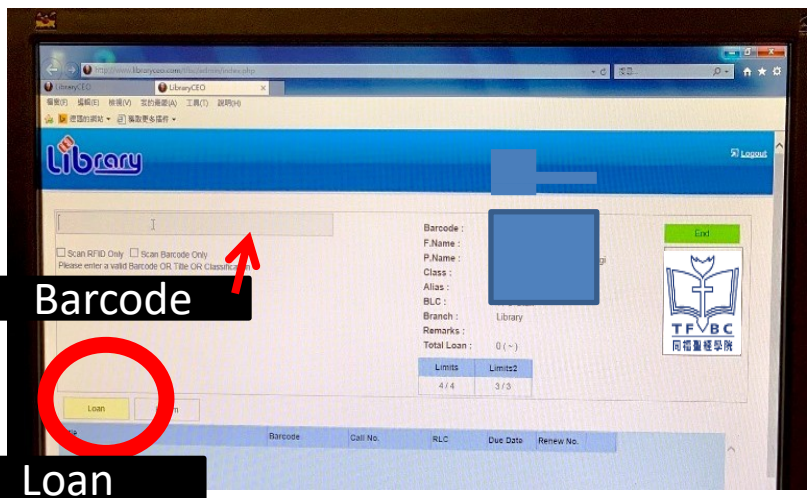


Student no.



Barcode

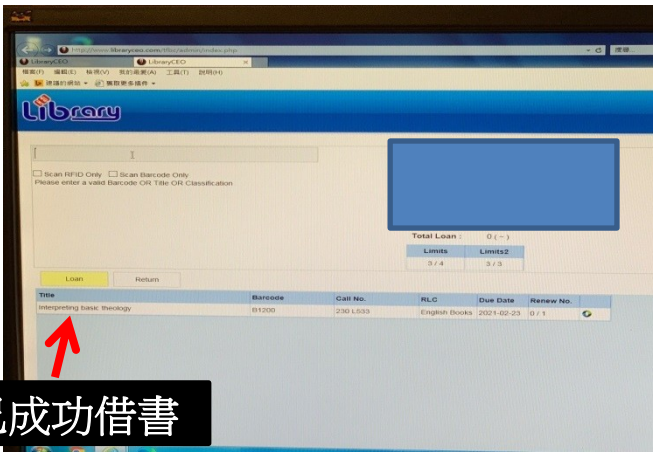
6



Loan

7

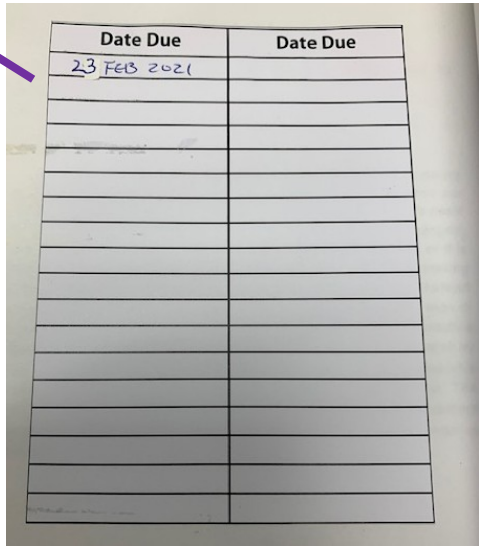
Title	Barcode	Call No.	RLC	Due Date	Renew No.
Interpreting basic theology	B1200	230 L533	English Books	2021-02-23	0 / 1



已成功借書

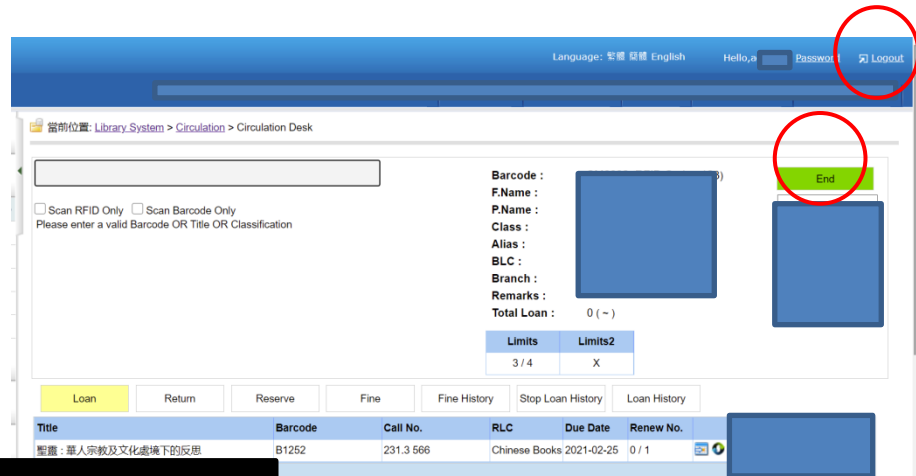
在書籍最後一頁的“Due Date”
便箋上填上到期日

8





9

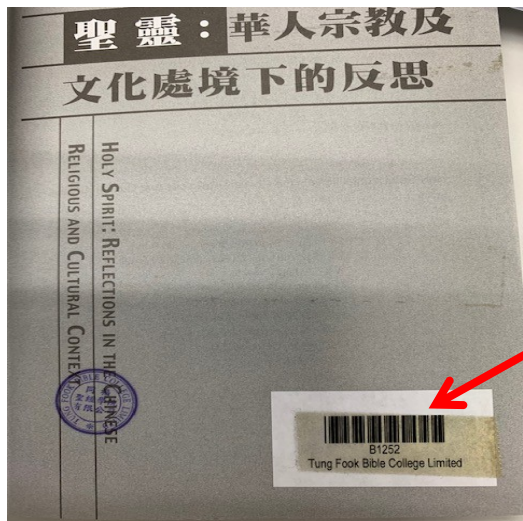
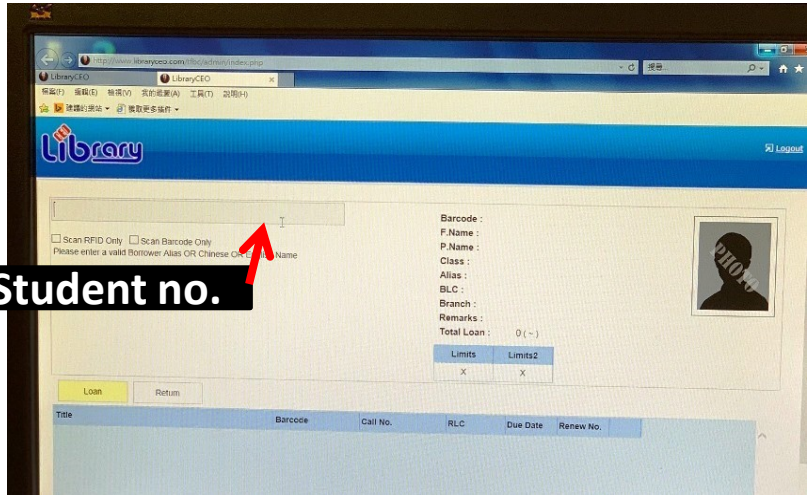


登出系統：
按“End”及“Logout”

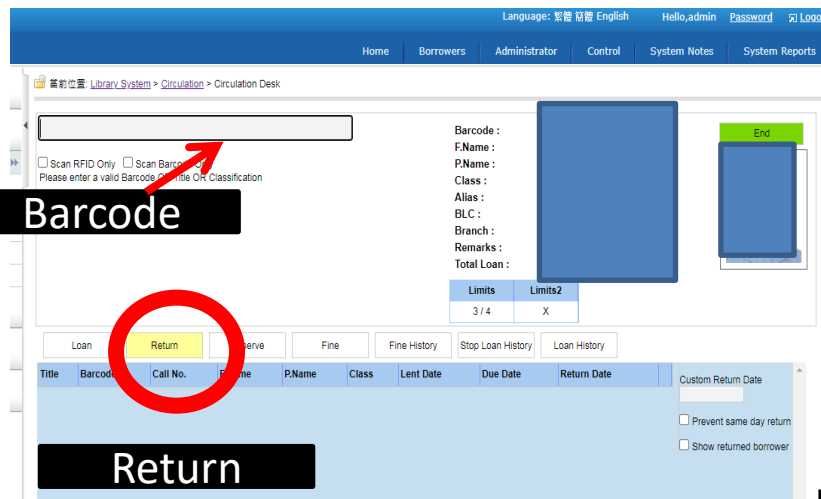
5-9

還書 Return

5



6



7

Loan		Return	Reserve	Fine	Fine History	Stop Loan History	Loan History	
Title	Barcode	Call No.	F.Name	P.Name	Class	Lent Date	Due Date	Return Date
聖經：華人宗教及文化處境下的反思	B1252	231.3 566	[Redacted]	[Redacted]	[Redacted]	2021-02-10 20:42:48	2021-02-24	2021-02-10 20:42:54
如何明辨神的聲音	C0166	248.4 363	[Redacted]	[Redacted]	[Redacted]	2020-10-17 12:42:01	2021-02-18	2021-02-10 20:40:40

Barcode: [Redacted] End

F.Name: [Redacted]
P.Name: [Redacted]
Class: [Redacted]
Alias: [Redacted]
BLC: [Redacted]
Branch: [Redacted]
Remarks: [Redacted]
Total Loan: 0 (-)

Limits: 4 / 4 Limits2: X

Loan Return Reserve Fine Fine History Stop Loan History Loan History

Title	Barcode	Call No.	F.Name	P.Name	Class	Lent Date	Due Date	Return Date
聖經：華人宗教及文化處境下的反思	B1252	231.3 566	[Redacted]	[Redacted]	[Redacted]	-02-10 20:42:48	2021-02-24	2021-02-10 20:42:54
如何明辨神的聲音	C0166	248.4 363	[Redacted]	[Redacted]	[Redacted]	-10-17 12:42:01	2021-02-18	2021-02-10 20:40:40

Prevent same day return Show returned borrower

已成功還書

8

Language: 繁體 簡體 English Hello [Redacted] Password Logout

Barcode: [Redacted]
F.Name: [Redacted]
P.Name: [Redacted]
Class: [Redacted]
Alias: [Redacted]
BLC: [Redacted]
Branch: [Redacted]
Remarks: [Redacted]
Total Loan: 0 (-)

Limits: [Redacted] Limits2: [Redacted]

End

Language: 繁體 簡體 English Hello,admin Password Logout

當前位置: Library System > Circulation > Circulation Desk

Barcode: [Redacted] End

F.Name: [Redacted]
P.Name: [Redacted]
Class: [Redacted]
Alias: [Redacted]
BLC: [Redacted]
Branch: [Redacted]
Remarks: [Redacted]
Total Loan: 0 (-)

Limits: 4 / 4 Limits2: X

Loan Return Reserve Fine Fine History Stop Loan History Loan History

Title	Barcode	Call No.	F.Name	P.Name	Class	Lent Date	Due Date	Return Date
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	2-11 11:16:25	2021-02-25	2021-02-11 11:16:25
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	2-11 11:08:25	2021-02-25	2021-02-11 11:08:48

Prevent same day return

登出系統：
按“End”及“Logout”

同學把書籍放在「課程指定參考書」書架下層「還書處」；如有逾期歸還，請將罰款交給同工。

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還書處

影印書籍

1. 列印或影印收費：自由奉獻，奉獻箱放在影印機上。
2. 版權條例：請同學遵守香港版權法之條例，影印書籍不可多於一本書的十分之一，即不可複製整本書，或在不同時段內將全部內容分開複製。



離開圖書館前

請關掉圖書館內所有燈掣。



圖書館燈掣

離開學院前

請關掉「走廊燈總掣」。



走廊燈總掣

保持學院清潔

由於學院在周末及公假暫停收集垃圾，故請同學**避免**在學院內扔掉食物飲品及其容器，以減低招惹蟲鼠，同學可將垃圾放入**學院外右邊走廊紅色的垃圾桶**。

