



# The University of Hong Kong Libraries

CARING, COLLABORATIVE, CREATIVE.  
YOUR PARTNER IN INTELLECTUAL EXCELLENCE.

# focus

## Two Library User Surveys: what you are telling us

Peter Sidorko  
Deputy Librarian

We realise if we are going to meet your needs we have to first understand what they are and then we need to identify the areas where we need to improve. Consequently we recently conducted two surveys.

### LibQual<sup>+</sup>

During the latter part of 2007, the Libraries conducted a user survey based on a quality audit instrument developed in North America but also used internationally. Seven of the eight University libraries in Hong Kong participated in the survey. Results from this survey have enabled us to benchmark our performance against those of other libraries in universities in Hong Kong as well as throughout the world.

When comparing our mean performance results with the overall performance of the participating Hong Kong universities, we performed better in 19 of the 22 categories. This is a very pleasing result.

When we look at the HKU Libraries results from this survey there are a few categories that stand out. As the survey adopts a gap-analysis approach utilising a 5 point Likert scale, we are able to readily identify the areas where our current performance least meets your desired performance. From the LibQUAL<sup>+</sup> survey the areas where the gap between expectation and our performance is largest is in the following categories:

Library space that inspires study and learning (-1.09),  
Print and/or electronic journal collections I require for my work (-1.05),  
Quiet space for individual work (-1.02).



## What's Inside

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### Libraries' biannual survey

While there are variations between the content of our survey and that of the LibQual<sup>+</sup> survey, the gap analysis approach is the same. From the Libraries' biannual survey the following three categories were our poorest performance areas:

Electronic resources are accessible from my home/office (0.79)

Books in your discipline (0.63)

Ease of use (of electronic resources) (0.56).

### What are we doing to address these issues?

#### *Physical spaces*

In terms of the physical spaces of the Libraries, we have attempted to improve these by introducing learning commons type concepts wherever possible and we will continue to do so. For the Main Library, we are in the planning stages to redevelop our ground floor into a more user-friendly and inspiring space and with the ability to enable extended hours with minimal supervision.

#### *Electronic access*

Through our surveys, we regularly hear that our performance in providing remote access to our electronic resources consistently falls below the desired level of performance. Our surveys, however, do not reveal the reasons behind this discrepancy. We intend to run a series of focus group sessions in an attempt to identify why remote access is so problematic.

#### *Opening hours*

While the gap between our current performance and the importance you place on "opening hours meet my needs" is relatively low, this is still one of the most frequent freeform comments that respondents remark upon. Starting this year, the Main Library will be experimenting with extending the opening hours during critical times of the year. Specifically, we are looking at extending the Main Library hours until 2am during revision and reading weeks as well as exam periods.

We will run our biannual survey again in 2009 but before that we welcome any comments and suggestions at any time. Simply complete the form at <http://lib.hku.hk/cgi-bin/comments/form.cgi> or drop me an email at [peters@hku.hk](mailto:peters@hku.hk).

## Grateful Thanks to

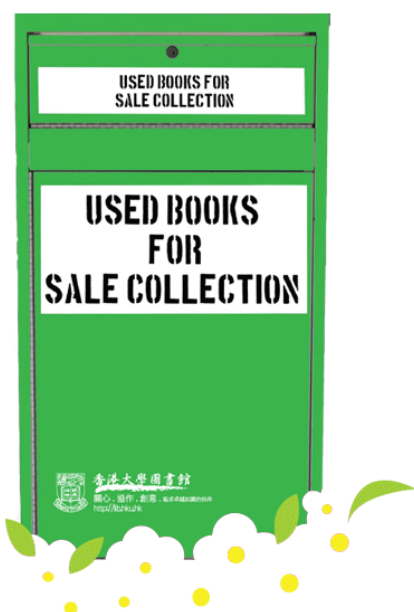
### Ms Luk Men-chong

We are very grateful to Ms Luk Men-chong for the generous donation of approx. 2,400 architectural drawings of her late grandfather, Mr Luke Him Sau in March 2008. Mr Luke Him Sau was a pioneer Chinese modern architect. After graduated from the Architectural Association of London in 1930, he returned to China and was actively involved in the Chinese Society of China. In 1949, Mr Luke left for Hong Kong and being one of the founding members of the Hong Kong Society of Architects in 1956. His works in Hong Kong include: New Ritz Apartment, 1955; Chapel at Wah Yan College, 1960 and Repulse Bay Tower and Mansion, 1963.

### Dr Otto Lam

We are also very grateful to Dr. Otto Lam, a good friend of HKU Libraries for his generous donation to us a set of rare serials: *The Bankers Magazine* covering 1879 to 1943, and an enlarged panorama photograph of 1870's Hong Kong.

# Book Sale



The Circle of Friends of HKU Libraries is planning a Used Book Sale in September. This has been an extremely popular event and staff, students and HKU community come to get good value on books. The proceeds from the sale are been used to support Libraries' programmes and projects.

## Why does HKUL want your books?

In the previous book sales, we mainly sold unused duplicates withdrawn from the Libraries' collection. For the first time, we are inviting you to donate your "Gently Used Books" to enrich our offerings! Why not clean out your book shelves to make room for the books you buy at our sale? Make recycling fun! Our librarians will of course have a first look at your gifts to look for materials needed by the Libraries.

## What kinds of items can you donate?

When *donating books*, please think about the type of *books YOU* would want to buy. Most of our "customers" avoid books that are water damaged, moldy or falling apart. We request only Books. We cannot accept magazines, yearbooks, outdated textbooks, and technical reports as these items are unlikely to be sold. Please note that we do not hold unsold items, we will be unable to return or provide an exchange on your donated books. Unsold books will be sent to needy libraries or be otherwise disposed of soon after our book sale.

## When and where should you bring your donations?

To donate BOOKS for the Used Book Sale, bring them to Book Drop marked with "Use Books for Sale Collection" at the Main Library.

Date: 3 – 24 September 2008

Place: **Green** Book drop marked with "Used Books for Sale Collection" outside the Main Library Entrance **FACING THE SUN YATSEN PLACE**.



## NEXT LIBRARY USED BOOK SALE

Date & Time:

27 September 2008 (Saturday) : 9 am - 7 pm

28 September 2008 (Sunday) : 10 am - 7 pm

Venue:

2/F Atrium, Main Library, HKU

# Reading Club



## Meet the Author Night

能說「不」的秘密 -- 世界是一本書?

Speaker : Mr Perry Lam (林沛理先生)

Moderator: Mr Pang Chi Ming (彭志銘先生, 次文化堂社長)

Date: 11 September 2008 (Thursday)

Time: 7:15 – 9:00 pm

Venue: Special Collections, 1/F, Main Library, HKU

Language: Cantonese

## Meet the Author Night **China Witness: Voices from a Silent Generation**

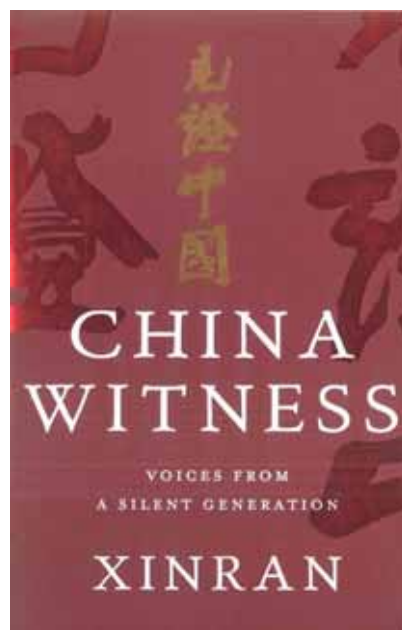
Speaker: Ms Xinran Xue

Date: 17 September 2008 (Wednesday)

Time: 7:15 – 9:00 pm

Venue: Special Collections, 1/F, Main Library, HKU

Language: English



## UPCOMING BOOKTALK

Title to be confirmed

Speaker: Mr Leung Man Tao (梁文道先生)

Date: 9 October 2008 (Thursday)

Time: 7:15 – 9:00 pm

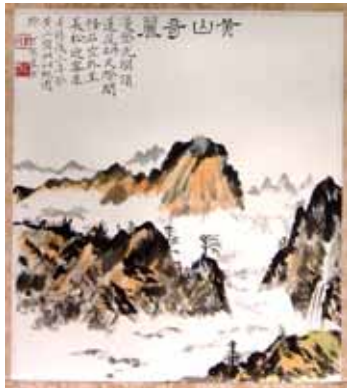
Venue: Special Collections, 1/F, Main Library, HKU

Find out more about our Reading Club and its activities, visit:  
[http://www.lib.hku.hk/friends/reading\\_club](http://www.lib.hku.hk/friends/reading_club)



# Exhibitions

**Across Asia on a Shoestring 隨心隨緣看亞洲**  
29 February 2008 - 29 March 27 2008



**Exhibition of Chinese Calligraphy and Paintings by C.F. Lee**  
李直方書畫展  
30 March 2008 - 6 April 2008

**Hong Kong Institute of Professional Photographers  
Annual Exhibition 2007 - 2008**  
香港專業攝影師公會 2007 至 2008 年度巡迴展覽  
7 April 2008 - 5 May 2008  
Talk on Portrait  
21 April 2008



**Healthcare for books :  
preserving library collection**  
6 May 2008 - 4 June 2008

**History of HK in Photographs  
香港歷史圖片**  
10 June 2008 - 23 June 2008



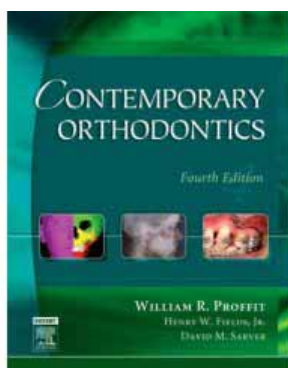
**轉變中的人和事 -- 西營盤第一，二街口述歷史展覽**  
25 June 2008 - 31 July 2008

**Olympic Games  
奧林匹克運動會**  
1 August 2008 - 11 Sept 2008



# Featured Collection

Sam Lee  
Dental Librarian



**Contemporary orthodontics / William R. Proffit, Henry W. Fields, Jr., David M. Sarver.**  
IMPRINT St. Louis, Mo. : Mosby Elsevier, c2007  
EDITION 4<sup>th</sup> ed.

Now in full color, *Contemporary Orthodontics*, 4th Edition is a practical resource with a long tradition of excellence. Line drawings and more than 1,000 new color images illustrate concepts more clearly than ever. This book includes detailed information on diagnosis, treatment planning concepts, related problems or controversies, and current treatment procedures, including the role of orthodontics in comprehensive treatment of patients with multiple problems.

## Key features

- A NEW full-color design includes a total of more than 1,400 clinical photographs and illustrations
- Application of the "soft tissue paradigm" to modern orthodontic diagnosis and treatment planning.
- Critical evaluation of controversies in treatment approaches and treatment timing
- NEW information on the use of cone beam CT for 3-dimensional evaluation of dental and facial dimensions and relationships, and 3-D superimpositions to evaluate treatment response.
- Problem-oriented treatment planning, with use of digital technology to develop a database that can feed through to the treatment plan.
- Updated content on biomechanics to help you plan efficient use of modern orthodontic appliance systems.
- NEW skeletal anchorage techniques using bone anchors and mini screws.
- Chapters on adult treatment featuring the sequencing of multidisciplinary treatment, the new approach to lingual orthodontics, and a discussion of surgical vs. orthodontic treatment options.

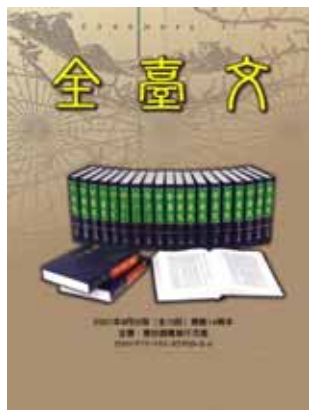
# Notable Acquisitions



**DS753 .Z4664 2007.**  
**中國稀見史料. 第一輯**  
廈門:廈門大學出版社, 2007

本套書籍共收羅了海內外稀見的 78 種史料，其中明代史料 8 種，清代史料 42 種，民國史料 28 種，涉及海內外圖書館和民間迷藏的孤本、稿本、密不示人的官府檔案、私人日記、筆記、文集、家譜、唱本、歌曲集、科學圖書、簿記、政商民間使用圖書、秘密社會會簿、名人手跡、外交文件、日歷、醫藥等多種類型的史料。這些都是海內外圖書館、大學、學術機構非常重要的珍貴資料，具有極高的史料價值和收藏價值。

6



Call no. PL3031.T32 Q835 2007

全臺文 / [主編黃哲永, 吳福助].

台中市: 文听閣圖書有限公司, 2007.

《全臺文》是一套具有文獻價值的叢書，既可提供學界參考，也方便民眾閱讀以培養文學素養；此外，讓臺灣以外的讀者能透過這套書，更普遍而深入的了解臺灣文學內容。

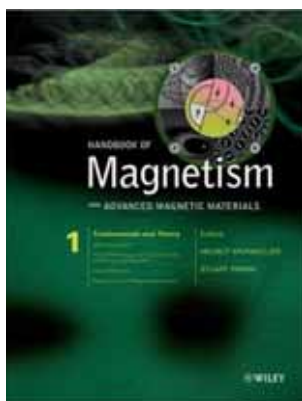
《全臺文》從資料蒐集、彙整、分類，到打字、排版，到標點、校對，到體例編排與刪補，到最後的文字審稿與斷句標點的鑑定，花了高成本，及動用了幾十位人力（二十幾位教授從事標點與文字審稿，二十三位碩士及五位專職校對者從事校對工作）參與而完成的。 use in a wide range of sophisticated applications.

Call no. 658.421 M74

**Money Hunt [DVD] / producer, Deborah Ely ; director, Frank Carfi ; a production of Money Hunt Properties, LLC ; from WHYY Philadelphia ; American Program Service programs for Public Television. [Norwalk, Conn.] : Money Hunt, [2007].**



Money Hunt is a reality TV show series, which began broadcasting in 1997, for entrepreneurs seeking venture capital. In each episode, would-be entrepreneurs make a fund-raising pitch to the hosts and their guest mentor.



Call no. 538 H23

**Handbook of magnetism and advanced magnetic materials / editors-in-chief, Helmut Kronmuller, Stuart Parkin.**

**Chichester, West Sussex, England ; Hoboken, NJ : John Wiley & Sons, c2007.**

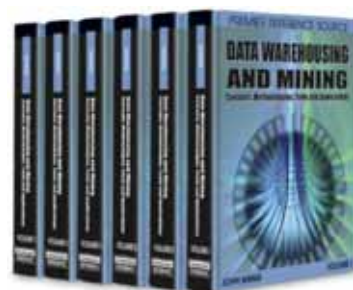
Containing approximately 120 chapters written and edited by acknowledged world leaders in the field, *The Handbook of Magnetism and Advanced Magnetic Materials* provides a state-of-the-art, comprehensive overview of our current understanding of the fundamental properties of magnetically ordered materials, and their use in a wide range of sophisticated applications.

Call no. 005.74 D232 W24

**Data warehousing and mining : concepts, methodologies, tools, and applications / [edited by] John Wang.**

**Hershey, PA : Information Science Reference, c2008.**

Provides the most comprehensive compilation of research available in this emerging and increasingly important field. This multi-volume collection offers tools, designs, and outcomes of the utilization of data mining and warehousing technologies, such as algorithms, concept lattices, multidimensional data, and online analytical processing.





# New & Noteworthy

## Text a Librarian : a new service

Send an SMS to 51312209 to ask a reference question and get answers within 4 hours. Text a Librarian is part of Ask A Librarian service that enables HKUL users to send questions to and receive answers from Reference Librarians by using the text message feature of their mobile phones. This new service adds to the suite of email, phone and onsite reference services currently provided by reference librarians and gives users the option to pose their queries from virtually anywhere and on the move. Please refer to <http://lib.hku.hk/textalibrarian/textalibrarian.html> for more information.

### What else can help your research in the Libraries?

#### **Library Instruction Programme**

Reference Department will organise a series of orientation sessions in early September to introduce new students and other library users to the Main Library's services and facilities. Several whole day postgraduate workshops will also be conducted from mid-August to October, to enhance their library research skills. Endnote workshops will be scheduled in late September. Please watch out for the course schedule at:

<http://lib.hku.hk/general/instruction/>

If you wish to request any Library instruction course, please contact Reference Librarian, Rebecca Yeung at 28597010 or [rebecca@hkucc.hku.hk](mailto:rebecca@hkucc.hku.hk).

## Designer Bean Bags Beckon

Yes, you read this correctly. They are here. Bean bags are in cosy nooks on the 1/F of the Main Library.

We've started with 4 designer bean bags to see how popular they will become.

If they become a hot seat then we can purchase more. Feel free to move the bags around to where you want to use them in the Main Library's open reading areas. Don't take them into the toilets or out of the library please!

We hope you enjoy this alternative seating and let us know how you like them!

## New Signs for Everybody

To welcome users in the new school year, many signs have been installed or replaced in the Main Library:

- Washrooms in New Wing and Old Wing
- Zoning for new food and drink policy
- Passenger lifts
  - Floor location of the room for visually impaired users
  - Signs to remind users not to force open lift doors

Please watch out for more upgrade of our signage in the Main Library.






## The HKU Libraries Catalogue Meets Web 2.0 cool!


During this past year a team of librarians have worked to make the online catalogue more useful and usable by incorporating features loosely defined as “Web 2.0”. Wikipedia writes that, “Web 2.0 is a term describing changing trends in the use of World Wide Web technology and web design that aim to enhance creativity, information sharing, and collaboration among users.” In order to do this we have added several buttons to extend your search and manage your information. We have also implemented software to provide a new paradigm for catalogue searching; described below.

**New Buttons:** <sup>真棒!</sup> After searching in the catalogue and arriving on a particular record, most records will show the following new buttons. Their functions:


Send a hyperlink for the record you are viewing, to your favourite bookmarking software; Delicious, MySpace, FaceBook, Reddit, etc.


Send the same search to HKALL, to search simultaneously on the catalogues of the eight UGC libraries.

 Send the same search to Google Book Search, to search on the millions of digitized books in this project. Show a screen, allowing you to send the same search to Web of Science, Proquest, Amazon, etc., or send a request for inter-library loan.


 Send the same search to Google Scholar.

 Send the same search to ResearchPro, a meta-search engine that will search simultaneously across several different resources.

 Send the data on your record to WorldCat, and return the data in several style sheet formats; MLA, APA, Turabian, etc.

 Send the title and call number of your record to your mobile phone, so that, without writing out the data, you can go to the stacks and find your desired book.

 Get a Citation

 **New Information:** <sup>Awesome!</sup> At the bottom of most catalogue records are two new areas. This information comes from the web page, [www.librarything.com](http://www.librarything.com). LibraryThing allows people to create accounts for themselves, and catalogue books they like, by putting subjects, and links to similar titles.

Similar Books. Shows titles similar to the one for which you searched.

Tags. Shows subject headings which other readers of this book chose for this book.

**No Results?** If the catalogue cannot find anything to match your search, it will show the following three buttons, for you to send the same search in these resources:

**Coming Soon:** <sup>Way Cool!</sup> We continue to look for new ways to extend your search and make records more useful to you once found. Soon we will have links to allow our users to make reviews and ratings of books, and which other readers can view.

 Open WorldCat

 Google Scholar

 ResearchPro

 WebBridge

 HKALL

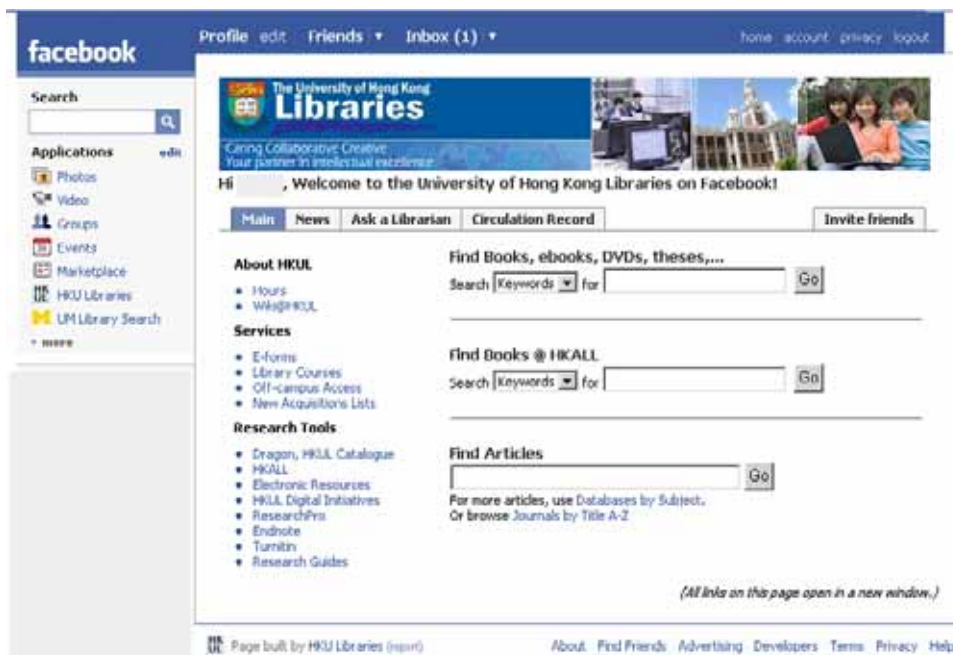
**New Generation Catalogue:** We are now implementing new software that will allow users to quickly search, and then drill down to the results they wish. The search results page will show “facets” and a tag cloud. This will allow the user to quickly choose facet, such as Book, audio, video, etc, or subject. User studies have shown that users prefer this manner of search. This New Generation Catalogue will appear on our pages in the coming month.

With these several changes, we hope to provide a better and more rewarding experience of information discovery and retrieval. And, we wish to hear any suggestion you may have on how we could improve this process!

### HKU Libraries' Facebook application

Accessing HKU Libraries' resources while in Facebook is now possible with the new HKU Libraries' Facebook application. The application was created to allow you to search the HKU Libraries and HKALL catalogues, find articles with ResearchPro and view the Libraries' Subject news feeds. Also available are a list of the Libraries' key services and research tools.

To add the HKU Libraries' Facebook application to your profile, go to <http://www.facebook.com/apps/application.php?id=22528405307&ref=s>.



## e-Collections

### Going full-force with e-only journals: looking forward to 2009

It was summer 2002 that the library conducted its first serials rationalization exercise. The exercise was aimed at releasing much needed funds by reducing the number of print subscriptions to journal titles that had electronic equivalents. About 500 titles from three major publishers were targeted and in the end, we cancelled about 50% of these and were able to save about HKD 300,000.

Since then the library has conducted the exercise annually, except for 2005 when a straightforward serials cancellation exercise for low-use print-only subscriptions was carried out instead. Overall, almost 3,200 print journal subscriptions have been cancelled from 2002 to 2007, replaced by electronic equivalents and access via interlibrary loan.

2009 will be a landmark year as the library moves all journals published by some thirty major and established publishers to e-only. These include among others, Elsevier, Wiley-Blackwell, Springer, Taylor & Francis, LWW-Ovid, and Sage. Although

the final figures will have to be confirmed, this would likely involve about 700 titles and entail a savings of about HKD 1M. The funds will help the faculty to some degree to purchase new content and cover shortfalls in their print serials budgets.

Although six years is not a short transitional period, we understand that some faculty members might for various reasons be reluctant to part with print. Archival availability has been a major concern, for example, as our researchers need to have access to content published during those years subscribed and paid for, including both current content and back data. For this reason, the library has been done its best to ensure that the publishers in concern offer perpetual access, be it via the publisher's own site, a third-party solution, or local hosting. While there might always be complications that arise due to title transfers among publishers, changes in archival policies, publisher mergers and acquisitions, in general we have found over the last six years that e-only is a viable option and perhaps a necessary course of action in a time of shrinking budgets, rising costs and diminishing natural resources.

We would like to thank the faculty again for their support which has been vital to the success of the library's move to e-only journals. You will continue to find your favorite journals via the HKU Libraries Web site, and if you have any questions, feel free to get in touch with your subject librarians, the Reference staff and the Collection Development office [libcd@hkucc.hku.hk](mailto:libcd@hkucc.hku.hk).

### **e-books at HKU Libraries – two years on**

Two years have passed since the HKU Libraries celebrated the addition of the millionth e-book to its collections. Are you finding research and study at HKU more convenient as the library's e-book collection continues to grow? Here are some of the new developments to keep you up-to-date for the new school term:

#### The ERALL project

This summer wraps up the two-year Electronic Resources Academic Library Link project, a joint-university effort through which the eight UGC-funded institutions obtained a matching grant from the government for purchasing and sharing the cost for a variety of e-book packages. Overall, a total of over 18,000 volumes of English e-books were acquired, including over 4,000 e-books in ebrary, Oxford Scholarship Online and Digital Reference Shelf, Blackwell Reference Online, Elsevier 2008 e-book collection, and a selection of Wiley reference titles. The acquisitions have helped meet some of the increasing user demands for monographs and reference works in electronic format.

#### Springer e-books

Based on a review of the cost and usage of Springer monographs and series, the library decided to sign up for a 3-year e-book package offer with Springer starting 2008 together with a few other JULAC libraries. HKU's usage for the period July 07 to February 08 indicated that the electronic versions of about 2,000 Springer books, purchased earlier in 2006/07, were accessed 10 times more than the same titles in print. In addition, by buying in bulk and collaboratively, the cost per Springer book could come down to half the book price in print. The model is highly cost-effective, as the library would only spend half the usual amount and be able to get more titles than in the past. This also means that faculty could spend the book funds freed up on much needed new content.

#### RSC e-books

The Royal Society of Chemistry (RSC) is one of few society publishers that have ventured into publishing their frontlist titles in electronic format, with a delay of only 2 weeks compared with print. With the faculty's full support, the library was able to acquire in perpetuity the complete 2008 collection of about 50 titles, not available on other 3<sup>rd</sup> party aggregator platforms. The ebooks are fully searchable and allow unlimited access and download.

What are your needs?

Are there ebooks by specific publishers or e-book collections that you would like the library to acquire? Do you have preferences for any particular e-book platform or interface? Or do you have any questions about the e-book collections mentioned above? Contact your faculty librarian or let us know by writing to [libcd@hkucc.hku.hk](mailto:libcd@hkucc.hku.hk) or [jklai@hkucc.hku.hk](mailto:jklai@hkucc.hku.hk).

# In Retentis

**April Lee, the new University Records Archivist, explains what records management encompasses and how records management is vital to the work of the University Archives:**

## **What is Records Management**

When I tell people that my work is related to records management, very often they say “Oh, it’s about filing.” I sometimes use a broader term “Information Management” instead and the common response is “Oh, it’s about computers.” Neither of the responses is completely inaccurate as both filing and technology are within the scope of records management. So what is records management? And why do we need it?

The ISO standard 15489 defines records management as “The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the forms of records.”

To effectively and efficiently manage an organization’s records (I like to call them information assets), we need to have a thorough understanding of the organization’s records keeping needs, its structure and work processes, as well as the legislative requirements of the records. The main purpose for implementing records management is to ensure that the right information is made available to the right person in a timely manner.

## **What is a Record**

When we speak of records, many people automatically think of paper records only, which is understandable as we have been in a paper environment for a long time. Records, however, encompass more than just paper format. Defined by ARMA (Association of Records Managers and Administrators), records are “Recorded information, regardless of medium or characteristics, made or received by an organization in pursuance of legal obligations or in the transaction of business.” That means an e-mail, an excel worksheet, a memo, a plan, a map, a photograph and a microfilm, they are all records. And if they are produced during the course of business activities, they belong to the organization.

## **Scope of Records Management**

The scope of records management includes the development of the following:

- Records Classification Plan
- Records Retention / Disposition Schedule
- Records Management Policies and Procedures
- Standard File Equipment and Supplies
- Electronic Document / Micrographics Management
- Vital Records Program
- Information Security

A records classification plan ensures that the like subject matter is filed together. It provides a standard system for information retrieval and reference needs for the users. A records retention / disposition schedule specifies how long records should be kept and how they will be disposed of, whether they are destroyed or transferred to the Archives for long term preservation.



Vital records are those that are essential in order to resume the operation of an organization in the event of a disaster (typhoon, flood, etc.) In a university environment, vital records include student records, employee files, payroll, donor files and committee files. Methods of protecting the vital records include duplication of the records, keeping them in fire / water resistant file cabinets, or transferring them to an off-site storage.

### **Benefits of Records Management**

There are numerous benefits for good records management. Legally, through timely destruction of records and complying with legislative requirements, an organization is able to protect its legal interests and minimize any legal liabilities. Operationally, good records management makes it easier to identify and locate the records needed, allowing the organization to provide faster and more accurate response to information requests. This will in turn enhance the organizational credibility. Financially, the maintenance and storage cost can be minimized when records are disposed of systematically according to the retention schedule. Cost saving can also be realized through coordinated purchase of file equipment and supplies. As well, once staff members are trained on the records classification plan and relevant records procedures, knowledge is transferrable across departments of the organization. If, in the future, the staff members switch to work in other departments, they do not need to be re-trained, thus saving time and money.

### **Current Issues**

Among the current issues in records management, technology and document imaging receive most attention. With the rapid advancement of technology, new electronic media is emerging quickly. When a media becomes obsolete, electronic records stored on that media will need to be transferred to a new media type. The hardware and software must also be replaced or updated so as to maintain the readability of the records. The cost involved can be substantial and needs to be budgeted carefully.

Imaging is particularly efficient when records are needed to be accessed simultaneously by multiple users. Imaging itself is a straightforward process, but managing the images is not. Questions that need to be carefully thought through include indexing, what to do with the paper records after they are scanned, the options of backfile conversion, etc.

Although technology has brought us a lot of convenience in terms of creating, accessing and retrieving the records, we should bear in mind that technology is a still just a tool. It does not solve any records procedural problems or work flow issues. A sound and logical records classification plan and retention schedule is still the cornerstone of a successful records management program.

### **Relations of Records Management to Archives**

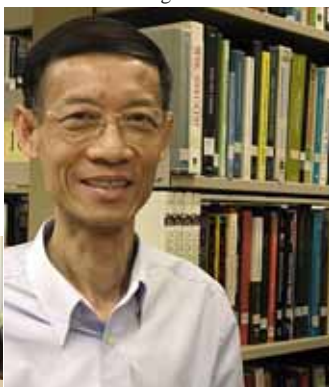
Records management and Archives seem to be two separate fields. But if we look closely at the lifecycle of the records, from creation to disposition, we find that records management and archives actually work together to provide a continuum of management and care of the records. While records management professionals rely on the expertise of the archivists to identify records with archival value when setting up the records retention schedule, the completeness of the archival collection depends on how well the records are captured and organized in the records classification plan.

**April Lee is available for consultation on records management for all departments of the University, including, of course, the departments of the Library. You may reach her at 2859-2119 or at [aprilee@hkucc.hku.hk](mailto:aprilee@hkucc.hku.hk) to set up an appointment.**

# Accolades

## Staff Recognition Award

Mr Lai Chun Ying



This quarterly award is given periodically to recognise a staff member whose presence contributes in an extraordinary way to the Libraries. Award winner will receive HK\$500 and a book plate to honor his dedication.

**Mr Lai Chun Ying** of the Bindery Department, has been selected as the award recipient of the Staff Recognition Program for 2008 third quarter; **Ms Alice Wong** of the Collection Development Team for 2008 second quarter; **Ms Carol Lam** of the Acquisitions Department for 2008 first quarter.

### *Past Staff Recognition Award Recipients :*

Leong Chau Iu (Access Services Department)

Jimmy Sung (Systems Department)

Lillian Lucke (Medical Library)

Chan Wai Sun (Administrative Services Team)

Chan Min Sze, Ivy (Lui Che Wo Law Library)

Marine Yip (Administrative Services Team)

Mr To Siu King ( E-resources and Serials Cataloguing Department)

Ms Connie Lam (Western and E-Resources Cataloguing Department)

Ms Alice Wong



Ms Carol Lam



## The University of Hong Kong Libraries

CARING, COLLABORATIVE, CREATIVE.  
YOUR PARTNER IN INTELLECTUAL EXCELLENCE.

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