

THE CHINESE UNIVERSITY OF HONG KONG LIBRARY

LIBRARY USERS GROUP (LUG) MEETING

64th Meeting, Wednesday, 14 May 2025, 10:30 a.m.
User Education Room, University Library

Present:

Faculty Representatives:

Faculty of Business Admin
Faculty of Engineering
Faculty of Law
Faculty of Medicine
Faculty of Science
Faculty of Social Science

Prof. Xiting GONG
Prof. Chen YANG
Mr. Arthur LEE
Prof. Waitsz CHANG
Prof. Ying Yeung YEUNG
Dr. Wallace MOK

Student Representatives:

C.W. Chu College Student Union
Morningside College Student Union
New Asia College Student Union
S.H. Ho College Student Union
Shaw College Student Union
Postgraduate Student Association
Undergraduate Student representative

Mr. Sattar KADIR
Ms. Yagika JAGNANI
Ms. Ariel NG
Ms. Victoria NG
Mr. Woody WU
Mr. Jiaxi HUANG
Miss Shan Shan YUEH

Library Representatives:

University Librarian (Chairperson)
Deputy University Librarian
Associate University Librarian
Associate University Librarian
Head, Research & Learning Support
Postgraduate Liaison Librarian (Secretary)

Mr. Benjamin MEUNIER
Mr John BAHRIJ
Ms. Patti CHEUNG
Ms. Lai Fong LI
Ms. Lily KO
Ms. Bernice CHAN

Apologies:

Faculty Representatives:

Faculty of Arts
Faculty of Education

Prof. Jette HANSEN EDWARDS
Prof. Savio WONG

Student Representatives:

Chung Chi College Student Union
Lee Woo Sing College Student Union
United College Student Union
Wu Yee Sun College Student Union

Mr. Chak Fung TANG
Mr. Calvin Cheuk Lam LUI
Ms. Ka Yi CHENG
Mr. Quinten Ki Him YEUNG

ACTION

LUG/64/1	<i>Welcome to Members</i> Mr. Meunier welcomed all faculty and student representatives.	
LUG/64/2	<i>Confirmation of Minutes</i> The minutes of the 63 rd meeting were confirmed without amendment.	
LUG/64/3	<i>Matters Arising</i>	
LUG/64/3/1	<u>Review of Collection Development Policy</u> Ms. Cheung reported that the Collection Development Policy was last reviewed on Nov 2019. The policy has been reviewed again recently to stress under Section 2.1 General Selection Criteria that the Library follows the laws of Hong Kong (including the National Security Law and the Safeguarding National Security Ordinance). There is also a revision under 8.1 Materials considered for withdrawal. Prof. Gong asked will the library review the current collection and whether it is consistent with this new policy. Mr. Meunier replied that the library would investigate any complaint or concern about titles. There is no plan to systematically check each item. The updated policy emphasises that the library will not collect material which is outlawed, but the Library has always complied with Hong Kong laws.	
LUG/64/4	<i>Library Update</i>	
LUG/64/4/1	<u>Amendments to the Library Regulations</u> Mr. Bahrij reported that the Senate approved on 16 April 2025. The amendments to the CUHK Library Regulations are as follows: • Regulations 2.9 <i>Amended version:</i> Wet umbrellas can be brought into the Library only if they are in bags. • Regulations 3.14 <i>Amended version:</i> Distribution of leaflets, conducting surveys, and displays of posters are forbidden without permission of the Librarian. Unauthorized material will be removed. • Regulations 4.2.8 <i>Amended version:</i> Renewals must be made on or before the last date of the loan period. Otherwise, overdue fines will be charged. No book may be renewed if	

	○ it is required by another person; ○ it is a short loan item; ○ the maximum loan period (if applicable) is reached; ○ the borrower's maximum fine limit is reached; ○ the library has issued four overdue notices on any single borrowed item.	
LUG/64/4/2	<u>Library Workshops on AI</u> Ms. Ko introduced some workshops on AI for both students and staff. A LibGuide was created to provide ongoing support and guidance on responsible AI use in line with CUHK policies. Regular workshops for staff are organized in collaboration with ITSC and HRO, with the next one scheduled for August. The library is working with both teachers and students to expand AI training opportunities. Feedback was sought during the meeting on the best timing for workshops. August was suggested as a suitable period due to lighter academic workloads. LUG members were encouraged to help disseminate information about the workshops to their colleagues and students.	
LUG/64/4/3	<u>Customized Workshops</u> Ms. Ko mentioned that the library collaborates with departments and faculty to design and deliver tailor-made workshops aligned with specific course needs. The Learning Garden includes a VR Cave used for immersive classroom activities. There are also workshops covering 3D printing and 3D scanning, which offer hands-on experience with emerging technologies. Faculty are encouraged to reach out for potential collaborations.	
LUG/64/4/4	<u>Library Events and Activities</u> Ms. Ko introduced some events organized in 2024-25. • E-Resources January 2025 A series of 18 online workshops were held to promote effective use of the library's electronic resources. Approximately 380 students and staff participated. • Mindfulness and Well-being Activities The library collaborated with other units to host mindfulness sessions. These events were well-received and more are planned for the coming year. The long-running Arjun Bram talks were highlighted as a successful example. Prof. Chang suggested the need for archiving of webinars of these events for those students with busy schedules. Ms Ko replied that some webinars are recorded and available on Panopto or YouTube. • DataHack 2025 This is a flagship 24-hour competition promoting digital skills and cross-disciplinary collaboration.	

	• Other events such as CUHK Art Museum Souvenir Design Competition, CUHK Library X MoCC Talk: Global Perspectives on Climate Management & Carbon Neutrality Strategies, and PG Research & Learning Symposium, were introduced. • Ms. Chan shared details about the upcoming 3-Minute Thesis Competition and encouraged members to spread the word to their colleagues and students in the department.	
LUG/64/4/5	<u>Arrangements for the Final Exam</u> Ms Ko reported that the library extended 24-hour access from April 1 to May 10, 2025, which was the final exam period. Free candies were distributed at help desks across all library branches to cheer up students. Other activities were organized in collaboration with the Office of Student Affairs (OSA), including events led by student ambassadors. Mr. Wu suggested extending 24-hour access to the midterm period, which was the practice in the previous year. Ms. Ko replied that due to low usage statistics during midterms, the extension was not implemented this year. Ms. Victoria Ng highlighted the need for quieter overnight study spaces, as the current 24-hour areas are more suitable for group work. Also, a variety of cheering candies or biscuits could be provided. Mr. Meunier replied that the library will explore options for quiet zones next year.	
LUG/64/4/6	<u>New Interface of ReadingList</u> Ms. Ko reported that the ReadingList new interface was launched in January 2025, which provides centralized access to course materials via Blackboard. Workshops for teaching staff (including new teachers, TAs, and RAs) are planned for July and August 2025. Mr. Huang, who is from the Faculty of Law, highlighted the importance of ReadingList for law courses, but it is challenging that some items only have a two-hour loan period at the Legal Resource Centre, making it difficult to complete research. He suggested extending the loan period and increasing the availability of e-resources. Mr. Meunier explained the short lending period is due to high demand. The library will review the policy with User Services and the Law Librarian to explore the balanced solutions. Post meeting note: The Library has changed the LRC 2 hour short loan items to 4 hour loan period	
LUG/64/5	<i>Library Collections</i>	
LUG/64/5/1	<u>Book Fund Expenditure to Date</u> Ms. Cheung reported the balance of the book fund as of 9 May 2025 was around HK\$24 million.	
LUG/64/5/2	<u>Significant Acquisitions</u>	

	Ms. Cheung mentioned that the library continues to introduce some significant acquisitions, both print and electronic collections, including 1) Asia, of Naukeurige beschrijving van het rijk des Grooten Mogols, en een groot gedeelte van Indiën, 2) A Chinese chrestomathy in the Canton dialect, 3) 耶穌聖教禱告文, 4) ICE Virtual Library: Essential Engineering Knowledge, 5) Music Online: Classical Scores Library, 6) 中国政报公报期刊文献总库, 7) 中国近现代美术期刊集成, 8) WDL New Academic, 9) MedDRA Browser, 10) Rystad Energy: Navigating the Future of Energy, 11) STAT+.	
LUG/64/5/3	<u>Digital Initiatives</u> Ms. Li introduced the Helen Lai Dance Archive which features over 500 items including documents, photographs, prints, and videos. It celebrates the work of Dr. Helen Lai, a renowned choreographer and dance artist. She also introduced the Tsar Teh-yun Collection on Qin Studies, which has over 100 items such as musical scores, manuscripts, correspondence, newspaper clippings, and audio recordings. The exhibition runs until the end of August and is open to all visitors. In collaboration with the Research Institute for the Humanities and the Faculty of Arts, the library organized a series of digital humanities events, including the “Day of Digital Humanities” and two talks held in May. Additionally, scholarships were offered to Faculty of Arts students to attend the Oxford Digital Humanities Summer School, with the library providing consultations to support students in developing their digital humanities proposals.	
LUG/64/6	<i>Research & Learning Services</i>	
LUG/64/6/1	<u>Open Science & Institutional OA Policy Consultation and Drafting</u> Ms. Ko introduced Open Books Hong Kong, which was launched in July 2024 and it makes 36 Chinese-language books freely accessible. Another project is the Diamond Open Access Megajournal Project, the platform launch is anticipated by the end of December 2025. The university is also developing an Institutional Open Access Policy. The policy, focusing initially on peer-reviewed journal articles, aims to promote open access in a financially sustainable way while maintaining research excellence. A draft is set to be submitted to the Research Committee in July, with implementation expected in the summer.	
LUG/64/6/2	<u>Institutional Research Information System (IRIS)</u> Ms. Ko reported that CUHK is progressing with the implementation of its Institutional Research Information System (IRIS), which is now in its	

	second phase. Researchers are being asked to review and set the visibility of their research outputs and knowledge transfer activities, as the system prepares for a full public launch expected in the summer. The library, as part of the project team, is responsible for managing research outputs and has introduced a central harvesting service to automatically import data from Scopus, reducing manual input for researchers. Tailored workshops are being offered to faculties, and an official launch event is planned. The system aims to streamline reporting and enhance the visibility of CUHK's research globally.	
LUG/64/6/3	<u>Research Assessment Exercise (RAE)</u> Ms. Ko reported that the Research Assessment Exercise (RAE) is a major focus this year, with CUHK preparing for internal submission rounds from May to June and again from October to November, ahead of the final submission in December. The library plays a key role in supporting this process by handling copyright clearance, data collection, research output compliance, and user support. The university's open access policy, set to launch by the next academic year, aligns with RAE requirements, as 15% of the assessment score is based on the research environment, this includes open access and research data support. These efforts are crucial for demonstrating CUHK's commitment to research excellence and securing future funding from the University Grants Committee (UGC).	
LUG/64/6/4	<u>Research Data Management</u> Ms. Ko reported that CUHK has introduced a new research data management mandate effective from the 2025–2026 academic year, requiring all newly admitted PhD and postgraduate students to submit a Data Management Plan (DMP) within their first or second year and to deposit their research data before graduation. To support this, the research data team will conduct faculty visits and offer guidance. Recent initiatives include the successful Data Excellence Week 2025, the Data Analytics Practice program, the Data Champions program involving PhD students promoting RDM in their faculties, and the RDM Challenge, which encourages students to create DMPs with incentives. A university-wide survey and focus groups are also underway to gather feedback for improving the research data repository and guidelines. These efforts aim to strengthen CUHK's research culture and align with RAE requirements.	
LUG/64/6/5	<u>Library Orientation (2025-26)</u> Ms. Ko reported that the library is preparing for the 2025–2026 academic year by organizing its annual library orientation for new undergraduate and postgraduate students. The orientation will include both face-to-face and online sessions during the first two weeks of the semester. Additionally, the	

	library continues to enhance support for SEN students, offering resources like audiobooks, sign language support, and dedicated web pages. Ms Ko seeks assistance from student representatives to help disseminate orientation information and promote awareness of available services.	
LUG/64/7	<i>Space and Renovation</i>	
LUG/64/7/1	<u>Water Seepage Repair Works on the Rooftop of the University Library Extension</u> Mr. Bahrij reported that there are repair works started in December 2024 and were completed in April 2025 to excavate a waterproof barrier on the floor of the rooftop, cover the affected areas with waterproof materials, and repair the waterproof cover at the junction area between UL and ULE.	
LUG/64/7/2	<u>Renovation of Doctoral Study Rooms in the University Library</u> Mr. Bahrij reported that the water stains on the ceiling tiles and walls of the Doctoral Study Rooms on 2/F of the University Library were repaired in January and March 2025.	
LUG/64/7/3	<u>Replacement of Air Conditioners on 3/F of the University Library</u> Mr. Bahrij reported that five ceiling-mounted air conditioners on 3/F of the University Library were replaced. Related electrical power supply enhancement is in progress.	
LUG/64/7/4	<u>Replacement of Entrance Turnstiles</u> Mr. Bahrij reported that new tripod-type turnstiles have been installed at the entrances of the University Library and Chung Chi College Elisabeth Luce Moore Library in January 2025.	
LUG/64/7/5	<u>Refurbishment works of Architecture Library</u> Mr. Bahrij reported that the Architecture Library will be closed from 19 May to 31 August 2025 for minor refurbishment works. Throughout the renovation period, a book retrieval service for the collections located in the Architecture Library will remain accessible.	
LUG/64/7/6	<u>Repainting work of NAL and CCL</u> Mr. Bahrij reported that the exterior of the NAL building will be repaired and repainted from 26 May to 23 August 2025. The Outdoor Reading Area on 2/F of NAL will be closed during this time. The 2/F of NAL will also be closed from 24 May to 6 June 2025 for ceiling repainting. During	

	the repainting period, the 2/F of the library will be closed and a book retrieval service will be provided to users. The exterior of the CCL building will be repainted from 26 May to 31 July.	
LUG/64/8	<u>A.O.B.</u> Mr. Wu pointed out the lack of a multi-payment platform for photocopy machines, as many students no longer carry physical Octopus cards. Mr. Meunier replied that there has not yet been significant progress on this issue. Ms. Cheung will follow up and provide an update at the next meeting. Another issue involved students misusing or hiding books which makes it difficult for others to locate the items on the shelf. The library team acknowledged this as a common challenge and encouraged students to use the existing book search service, which allows staff to investigate and potentially replace missing items. If it can't be found, the library will also consider placing an order for replacement. Additionally, Mr. Wu noted a lack of recycling bins in the Learning Garden, particularly near the express printing machines. Although bins are currently placed near vending machines, the library will explore adding more in convenient locations. Mr. Meunier indicated that the library is planning a summer review of its collections to identify underused materials that can be moved to storage. This initiative aims to free up space for the development of more quiet study areas.	Ms. Cheung Mr. Bahrij Ms. Ko
	The meeting was adjourned at 12:15 p.m.	