



**Civil Engineering and Development Department
Technical Circular No. 04/2017**

Civil Engineering Library (General Library)

Introduction

The Civil Engineering Library (CEL) is the central library of the Civil Engineering and Development Department (CEDD), and its primary function is to provide library services to CEDD staff. It is also open to staff from other government departments and non-Government users, including members of the public. The CEL comprises the General Library and the Geotechnical Information Unit (GIU). This technical circular (TC) sets out the policies and operational principles of the General Library, and describes the relevant administrative procedures under which it operates. The operation of the GIU is covered by Development Bureau Technical Circular (Works) (DEVB TCW) No. 4/2016 and GEO Circular No. 14.

2. The General Library contains, inter alia, publications and reports on civil and geotechnical engineering, earth science and related disciplines from Hong Kong and overseas, and reports on new town developments in Hong Kong.

Effective Date

3. This TC takes immediate effect.

Effect on Existing Circular

4. This TC supersedes CEDD TC No. 33/2004. The revision is to make reference to DEVB TCW No. 4/2016 as well as other editorial amendments.

Operating Principles

5. The Civil Engineering Library Committee (the Library Committee) formulates policies and procedures on library and information services, determines the use of library funds and oversees the management of the CEL. The Library Committee will meet as and when required. The membership of the Library Committee comprises:

Chief Geotechnical Engineer/Planning (CGE/P) (Chairman)
One representative from CEDD Headquarters
One representative from Civil Engineering Office of CEDD
One representative from Geotechnical Engineering Office of CEDD
One representative from one of the Development Offices of CEDD
Librarian, CEL (Secretary)

6. CGE/P administers the CEL and implements the policies outlined in this TC and other guidelines promulgated by the Library Committee. CGE/P, or his delegate, is also the CEDD representative in all inter-departmental matters pertaining to the CEL.

Library Services

7. The General Library comprises the Public and Government Sections. The Public Section holds general reference materials and is open to all users.

8. The Government Section holds reports submitted by CEDD, other government departments or Public Corporations without authorization for release to public. The Government Section is open to staff of CEDD and other government departments for the purpose of discharging their duties.

9. Consultants or personnel employed in Government projects are also permitted to access reports in the Government Section, subject to production of written evidence of such employment and need from the relevant government departments. Other non-Government users who wish to access any reports in the Government Section should be referred to the relevant document owners to obtain written approval.

10. Government staff may access, copy or print from library materials in digital media held in the General Library. Other users should consult the Librarian if they wish to access materials in digital media. Borrowing of library materials in digital media is normally not allowed.

11. Only staff of CEDD and other government departments are allowed to borrow materials from the General Library. The Borrowing Rules are posted on CEDD Bulletin Board and are available from CEL staff on request. Inter-library loan services are available to CEDD staff.

12. The CEL provides photocopying services free of charge to CEDD staff, staff of other government departments and consultants or personnel employed in Government projects. A photocopying fee is levied on other users.

13. It is the user's responsibility to ensure that copyright restrictions are not infringed in copying, printing or reproducing library materials.

Acquisition of Library Materials

14. The General Library purchases library materials according to purchasing policy determined by the Library Committee. Departmental staff are encouraged to request the purchase of relevant and useful materials for consideration by the Library Committee. Requests should be made on the standard form, which is posted on CEDD Bulletin Board and is available from CEL staff.

15. The CEL has exchange agreements with a number of overseas institutions. Materials obtained under these agreements will be placed in the Public Section unless the institutions specifically request otherwise.

16. The CEL may accept unsolicited donations from outside the Government after seeking permission from Assistant Director (Administration) of CEDD.

Submission of Reports to the CEL

17. Documents submitted by staff of CEDD, other government departments or Public Corporations should be accompanied by a completed Document Submittal Form, which is posted on CEDD Bulletin Board and is available from CEL staff. Documents classified as Restricted or a higher category are not held by the CEL and should not be submitted.

Enquiries

18. Enquiries about this circular should be addressed to CGE/P.

References

- (a) Development Bureau Technical Circular (Works) No. 4/2016 - Geotechnical Information Unit
- (b) GEO Circular No. 14 - Operation of the Geotechnical Information Unit

(Signed)

(LAM Sai-hung)

Director of Civil Engineering and Development