

# Yu Ping Keung Memorial Library

## Regulations on Loan Services

### Types of Materials Available for Check-out

Only the English books located on the designated shelves “**Available for Check-Out**” and the accompanied audio-visual materials which are kept separately at the library counter can be checked out. These materials are stamped with school chop, labeled with item number (e.g. ENG 001), and affixed with a date-due slip.

### Borrowing

- ◆ All current HPSHCC students are eligible for borrowing the materials.
- ◆ Students **MUST** present their Student ID Card in person at the library counter for borrowing.
- ◆ Each student can borrow a maximum of **3 items**.
- ◆ Loan period of each item is **2 weeks** (including Saturday, Sunday and Public Holiday).
- ◆ Loan services are available from the first teaching day of Semester 1 throughout the whole academic year till the second week from the last day of exam period of Semester 2.
- ◆ During the non-loan period, these items are available in library for reference only.

### Return

- ◆ All borrowed items should be returned on or before the due date.
- ◆ If the return due date is on Sunday or a public holiday, the item(s) should be returned on the following working day of the library.
- ◆ Overdue item(s) **MUST** be returned to the library by the borrower in person.
- ◆ Late return will be fined according to the overdue policy of HKU Libraries (i.e. **HK\$5 per item per day, maximum HK\$100 per item**).
- ◆ Borrowers should immediately report to the library for any damage/loss of checked-out item(s). Replacement fee of the damaged/lost item(s) to be imposed on the borrowers will include purchase cost and processing cost.
- ◆ An item which is overdue for 21 days or more and not returned will be assumed as lost by the borrower.
- ◆ Same practice is also applied to any late return/damage/loss of accompanied item(s) (e.g. CDROM).
- ◆ The replacement fees, once paid, are not refundable. All damaged items or in case of lost items are subsequently found must be returned to the library.

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### Renewal

- ◆ In general, each student can renew an on-loan item without limit on frequency.
- ◆ Renewal should be done in person within **2 working days** prior to the due date.
- ◆ Borrowers must bring the item(s) back to library and present their Student ID Card for renewal.
- ◆ Renewal is NOT accepted when the item is:
  - a. recalled by another user; or
  - b. damaged; or
  - c. renewed too soon.

### Reservation

- ◆ Students who wish to recall an on-loan item MUST present their Student ID Card for reservation in the library;
- ◆ Requesters will be informed by the library via phone when the recalled item is ready for check-out.

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