**BORROWING: Loan Quotas**

<table>
<thead>
<tr>
<th>Loan quota</th>
<th>10 items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan period</td>
<td></td>
</tr>
<tr>
<td><strong>Circulation books</strong></td>
<td>30 days **</td>
</tr>
<tr>
<td><strong>Semi-closed (Reserve) / Closed Access materials</strong> (maximum 3 items)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Media Resources materials</strong> (maximum 1 item)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Renewal</strong></td>
<td>Items can be renewed for any number of times up to the maximum renewal period, unless recalled.</td>
</tr>
<tr>
<td><strong>Book request quota</strong></td>
<td>2 items</td>
</tr>
</tbody>
</table>

*The standard loan period will be shortened if someone else requests the item. You will be advised of a new due date by email. 
* When the due time for 5-hour loans of Semi-closed (Reserve) falls into a time period when the Circulation Counter is closed, the due time will be extended to the opening time the next day the Circulation Counter is open.

**FINES and CHARGES**
The late return of books is liable to a fine as stipulated in the Library Regulations. View more details from the Library Homepage, choose Services > Borrowing > Loans and Renewals.

**REMINDER:** Taking Library materials out of the Library without following proper check out procedures is regarded as an offence and may be subject to disciplinary action.
**Book Return**

Return all CityU books to the **Circulation Counter** or the **bookdrops** near the Circulation Counter and the Library exit. Books of 5 hours/1 day/3 days loan and books with accompanying materials, such as discs, should **not** be put into the bookdrops.

**Notices**

All Library notices such as check-out and check-in receipts, as well as all pre-overdue, overdue, renewal, recall and reservation notices are sent to your CityU email account. If you prefer using non-CityU email account to receive library notices, please use the **Set up Email Forwarding** function available at [http://email.cityu.edu.hk](http://email.cityu.edu.hk) to re-direct messages from the Library to your preferred email account.

**Library PCs**

SCOPE students with e-Portal access: can use most PCs in the Library. Refer to the Library PC Interactive Floor Plan (From the Library Homepage, choose **Facilities > Computers and Equipment > Library PC Interactive Floor Plan > Current CityU Staff and Students** (Including SCOPE Students with e-Portal Access)). SCOPE students without e-Portal access: can use some of the PCs in the Library. Refer to the Library PC interactive Floor Plan (From the Library Homepage, choose **Facilities > Computers and Equipment > Library Interactive Floor Plan > Other Library Ticket Holders**).

**Printing and Photocopying Services**

Fast Printing services are located in the Oval Computer Area. The current rates for black- and-white photocopying are HK$0.3 and HK$0.6 per page for A4 and A3 size respectively. The colour photocopying rates are HK$3 and HK$6 per page for A4 and A3 size respectively. Photocopiers are located at various locations within the Library. Both printing and photocopying are operated by Octopus cards.

**Lost and Found**

Please contact the Library **Circulation Counter** or the **Security Office Counter** at R4501, 4/F, Amenities Building. Personal belongings should not be left unattended. The Library will not be responsible for any loss or damage.

**Library Floor Plan**

For the location of resources (books, media items, short term loan books), service points, and facilities, you can view the Library floor plan. (From the Library Homepage, choose **About Us > Floor plan**)

**REMINDER:**

- Turn off your mobile phone or switch it to silent mode before entering the Library. Mobile phone conversations are not permitted within most areas of the Library.
- Enjoy your food and drinks before coming into the Library.
- Keep noise to a minimum in quiet discussion areas.
- Take care not to leave valuables unattended.