

Revisions to Loan Rules 借閱規則修訂

Kindly note that the following revisions to Library loan rules will become effective from 1 July 2013 onward:

1. **Library Regulation 4.2:** To further improve the circulation of high demand items, the initial loan period of 14-day loan items will be reduced automatically to 7 days if the items have been held by other users (i.e. one or more users are waiting in the request queue) when they are being checked out. On the other hand, due to the short loan period, once an item has been checked out with a loan period of 14 days, its loan period will not be shortened even if is later requested by other users.
2. **Library Regulation 4.4.1:** The maximum number of renewals for loans with a loan period of 14 days or more will be increased from two to three.

The latest version of the Library Regulations can be found on the Library Website at: <http://www.lib.ied.edu.hk/info/about/regulation.html>. You are also welcome to contact the Library's Information Counter at 29486653 for further details.

以下借閱規則之新修訂將於2013年7月1日起實施：

1. **圖書館規例第4.2條**：為了進一步改善高需求物品的流通量，凡十四日借期之物品，如果借閱者於辦理外借手續時已有其他讀者輪候，該等物品之借期將會自動被縮短至七日。另一方面，因為借期較短的關係，若一件物品已被外借而借期為十四日，即使稍後有其他讀者要求預訂，其借期亦不會被縮短。
2. **圖書館規例第4.4.1條**：所有十四日或以上借期之物品，其最高續借次數將由兩次增加至三次。

請於圖書館網站(http://www.lib.ied.edu.hk/info/about/regulation_c.html) 參閱最新之《圖書館規例》。如有查詢，歡迎致電29486653聯絡圖書館諮詢服務台。

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