

Amendments to Library Regulations

The Library Management Committee has endorsed the following amendments (in red) to Library Regulations for better management of loan activities. The revised Library Regulations will become effective on 1 January 2025.

4.2. Loan Quotas and Loan Periods

		Member Category / Loan Period			
		A	B	C	D
Type 7	<ul style="list-style-type: none"> • Closed Reserve Books • Notebook Computers and Accessories 	3 hours	3 hours	N/A	N/A
Type 8	• VR-AR-Media Equipment	7 days	7 days (students and staff only)	N/A	N/A

4.5.5.

Late return of recalled or held items will be treated as overdue and liable to a fine. **The following privileges of the borrowers will also be suspended until the recalled items are returned: loans, renewals and recalls of library materials; access to Library's online resources; booking of library facilities; requests for HKALL books, interlibrary loan and document delivery services.**

4.7.2.

All overdue fines will be calculated according to the official library opening hours/days:

Loan Period	Period Overdue	Fine Rate	Maximum Fine
30-day and 90-day loans	1 day or more	\$1 per day	\$30 in 30 days
14-day, 7-day*, 3-day and 1-day loans (*excluding VR-AR-media production equipment)	1 day or more	\$2 per day	\$40 in 20 days
3-hour loans	1 hour or more	\$2 per hour	\$60 in 30 hours
7-day loans of VR-AR-media production equipment	1 day or more	\$2 per day	\$14 in 7 days

4.8.2.

When an overdue fine of any individual borrower reaches the Maximum Fine, or his/her total accumulated library fines exceed \$100, **the following privileges of the borrower will be suspended until payment is made: loans, renewals and recalls of library materials; access to Library's online resources; booking of library facilities; requests for HKALL books, interlibrary loan and document delivery services.**

For more details, please visit

<https://www.lib.eduhk.hk/about/policies-regulations/regulations2025> or contact our Information Counter at 29486653 / e-mail libinfo@eduhk.hk.

Library

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