

Hong Kong College of Technology Library

Rules and Regulations

I. Location of the Libraries

Ma On Shan Library	G/F, Yiu On Estate, (near Yiu Wing House.), Ma On Shan, N.T. Tel. 2994 8810
Homantin Library	14 Princess Margaret Road, Homantin, Kowloon. Tel. 2270 5662
Knowledge & Information Centre	4/F., Man Fok Road Campus Tel. 2276 8503
E-mail	lib@hkct.edu.hk
Web site	http://library.hkct.edu.hk

II. Library Opening Hours

	Ma On Shan Library	Homatin (South Block) Library	MFR – Knowledge & Information Centre
Mon - Fri	9:00 – 22:15	9:00 – 21:00	
Saturday	11:00 – 20:00		13:00 – 18:00
Sunday and Public Holidays	Closed		

- Library opening hours are subject to be revised and updated at anytime. Notices will be posted on Library entrance and website if opening hours are changed.
- No borrowing is allowed 15 minutes before closing time.

III. Admission to the Library

All HKCT staff and Higher Education students are automatically entitled to enjoy our Library facilities and services with valid staff/student identity cards. Visitors are admitted only with the permission of the Principal, Heads of Divisions, Heads of Departments or the Librarian.

IV. Borrowing regulations

1) Borrowing Limits:

Borrower Type	Material Type	Loan Quota	Periods
Students of: Higher Education	Books	6	14 days
	7 Days Loan Books		7 days
	3 Days Loan Books		3 days
	Audio-Visual Materials	2	7 days
	Reserve Materials	3	2 hours
	Serials/ Bound	2	7 days
	Serials/ Current	N/A	N/A
	Reference Materials	N/A	N/A
Staff : Teaching & Non-teaching	Books	10	30 days
	7 Days Loan Books		7 days
	3 Days Loan Books		3 days
	Audio-Visual Materials	2	7 days
	Reserve Materials	3	2 hours
	Serials / Bound	2	7 days
	Serials / Current	Request	Request
	Reference Materials	Request	Request
	Teacher's Reference Book	10	90 days

2) Borrowing Procedures:

- All library materials to be borrowed must be charged out with a valid staff/student identity card at our circulation counter.
- Disciplinary action may be taken against anyone attempting to remove books from our Library in an unauthorized manner.
- Materials, such as reserve materials, reference materials, periodicals and newspapers are normally not allowed to be borrowed from our Library. Special permission may be granted by the Librarian or Academic Coordinators only under rare circumstances.
- Users might need to register at our circulation counter with a completed borrower registration form if our Library does not get your information from the Registry Affairs Office and Human Resources Department.

3) Request items

- Users can place hold requests for items on display or items which have been charged out by other users.
- The requester will be notified by telephone or email to collect the item(s) at designated circulation counter within 3 working days.
- If a user wants to collect the requested item(s) on other HKCT libraries, he / she should make such request in person.
- Each user can request up to 5 library items at the same period.

4) Overdue Materials:

- It is the borrower's responsibility to return the loan items on or before the due date.
- Overdue notice will be sent to borrowers via email after the loan period expires.
- Borrowing privileges will be suspended if a borrower has overdue items and outstanding fines.
- If an item has been overdue over 30 days, Library can treat it as a loss item. Borrower needs to pay the full item value plus overdue fines and handling fees for the replacement at a current market price. (See the Loss and Damage section for details.)

5) Overdue Fines:

- The overdue fine is HK\$2.00 per day per item or HK\$2.00 per hour per item for hourly reserve items.
- Borrowing privileges will be withheld until the borrower completely settled their overdue fines at our circulation counter.

6) Renewals:

- Items may be renewed twice.
- Renewals can be done either in person with the borrowed items on or before the due date or via our Online Catalogue.
- No renewal will be allowed for an overdue item or an item being requested by another user.

7) Return Procedure:

- All loaned items must be returned at our circulation counter during our Library opening hours.
- All loaned items may be recalled if requested by another user.
- All charged items can be returned to any circulation counters in the HKCT libraries.
- Fines are charged for late returns.

8) Loss and Damage:

- Borrowers will be held responsible for loss and damage to any items on loan under their account.
- Any mutilation, damage or loss of library materials must be reported to the Library immediately.
- Borrowers are required to pay the full item value plus overdue fines and handling fees (HK\$50.00 or 20% of book cost under a selection for lower one) for the replacement at a current market price. For out-of- print and not-for-sale items, the replacement charge will depend on the evaluating values from librarian.
- Lost and damaged materials are still properties of the HKCT Library even if a replacement charge has been paid.

9) Special Rules:

- The HKCT Libraries reserve the rights to apply special rules on Library use and borrowing as appropriate for the proper management of our Library facilities and services.

V. User conduct

Library users should follow the instructions listed here or verbally given by our library staff:

1. Please be thoughtful of others. Always keep quiet at our Library. Each and every one of you can help make our Library a quiet place for study and research.
2. It is the user's responsibility to pay attention to their personal belongings. The HKCT Library will not be responsible for any loss or damage of personal properties.
3. Unauthorized removal, mutilation and/or defacement of Library materials/resources, print and/or non-print, either in whole or in part, or any attempt to do so, will subject the offender to serious disciplinary action.
4. Anything which, in the opinion of the Librarian (or library staff), may interfere with the proper use and management of our Library is not permitted, for example, food and/or drinks, games of any form.
5. All Library materials and resources must be kept clean. Users are not allowed to wear rain-coats or any clothing likely to soil the Library property in the Library. No food or beverages can be taken into the Library.
6. To preserve a quiet environment, it is not allowed to use mobile phone for talking in the HKCT libraries.

7. Photographic and/or audio-video recording equipment may not be used in the Library without the permission of the Librarian.
8. When using the Library's self-service printing and/or photocopying machines, users must observe the copyright law. The HKCT and the Library shall not be held responsible for any infringement of intellectual property rights that might arise from a user copying and/or printing any material or data. The Library does not guarantee that printing and/or photocopying facilities will be available at all times. Users shall pay for any printing and/or photocopies as follows :

Each A4 size single page: HK\$0.3 (B&W) or HK\$1.8 (Colour);
Each A4 size double page: HK\$0.5 (B&W) or HK\$3.3 (Colour) for Ricoh only.
Each A3 size single page: HK\$0.6 (B&W) or HK\$3.6 (Colour).
Each A3 size double page: HK\$1.0 (B&W) or HK\$6.6 (Colour) for Ricoh only.
9. The Librarian may make special regulations regarding admission to and use of particular areas of the Library from time to time.
10. Staff/student identity cards are not transferable and any loss of it must be reported to the Registry Affairs Office and Library without delay. It is the user's responsibility to prevent unauthorized use of his/her card for borrowing purposes. If the case did not inform the library, the user must bear all the responsibilities of any loss caused.
11. Any user who has misconduct in library may regret in library admission immediately or validate his/her status.

The librarian may revise the regulations from time to time.

8th October 2014