

HKCT Academic Pavilion

HKCT Knowledge & Information Centre

Rules and Regulations

I. Locations

Academic Pavilion	HKCT Jockey Club Undergraduate Campus, 7/F, 2 On Shing Street, Ma On Shan, Sha Tin, N.T. Tel. 2265 6918
Knowledge & Information Centre	HKCT Ho Man Tin Campus, 14 Princess Margaret Road, Ho Man Tin, Kowloon. Tel. 2276 8562
E-mail	lib@hkct.edu.hk
Web site	http://library.hkct.edu.hk

II. Opening Hours

	MUC Academic Pavilion	HMT Knowledge & Information Centre
Mon - Fri	9:00 – 22:15	9:00 – 21:00
Saturday	11:00 – 20:00	
Sunday and Public Holidays	Closed	

- Opening hours are subject to be revised and updated at anytime. Notices will be posted on the webpage of Academic Pavilion if opening hours are changed.
- No borrowing is allowed 15 minutes before closing time.

III. Admission to the Academic Pavilion / Knowledge & Information Centre

All HKCT / CTIHE staff and students are automatically entitled to enjoy our 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. Lending Services

1) Borrowing Privileges:

Status	Type of Material	Quotas	Periods
Students of Sub-degree & Below	Books	15	14 days
	7 Days Loan Books		7 days
	3 Days Loan Books		3 days
	Audio-Visual Materials	5	7 days
	Reserve Materials	3	2 hours
	Serials/ Bound	2	7 days
	Serials/ Current	N/A	N/A
	Reference Materials	N/A	N/A
Students of Degree & Above	Books	20	14 days
	7 Days Loan Books		7 days
	3 Days Loan Books		3 days
	Audio-Visual Materials	5	7 days
	Reserve Materials	3	2 hours
	Serials / Bound	2	7 days
	Serials / Current	N/A	N/A
	Reference Materials	N/A	N/A

Status	Type of Material	Quotas	Periods
Staff	Books	25	30 days
	7 Days Loan Books		7 days
	3 Days Loan Books		3 days
	Audio-Visual Materials	5	7 days
	Reserve Materials	3	2 hours
	Serials / Bound	2	7 days
	Serials / Current	Request	Request
	Reference Materials	Request	Request

2) Borrowing Procedures:

- All materials to be borrowed must be charged out with a valid staff/student identity card at the Lending Services Counter.
- Disciplinary action may be taken against anyone attempting to remove books from the Academic Pavilion or the Knowledge & Information Centre in an unauthorized manner.
- Reserve materials, reference materials, periodicals and newspapers are normally not for lending purposes.
- Users might need to submit the registration form at the Lending Services Counter for a purpose to create the library user's record.

3) Request items

- Users can make hold request to the item on display or the item which is charged out by another user.
- The requester will be notified by phone or email to collect the item(s) at the Lending Services Counter within 3 working days.
- Users have a choice to collect the requested item(s) in the Academic Pavilion or the Knowledge & Information Centre., But he/she should make such request in person.
- Maximum number of hold request is five at the same period.

4) Overdue Materials:

- It is the borrower's responsibility to return the loan items on or before the due date.
- Borrowers will receive the overdue notice from email after the due date.
- Borrowing privileges will be suspended if a borrower has overdue items or outstanding fines.
- We will treat the overdue item as a loss item if the overdue period is more than 30 days. 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 reserved items.
- Borrowing privileges will be withheld until the borrower completely settled their overdue fines at the Lending Services Counter.

6) Renewals:

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

7) Return Procedure:

- Borrowers can return the items at the Lending Services Counter during library opening hours or use the Book Drop to return books outside library opening hours.
- All loaned items may be recalled if we receive a request by another user.
- All charged items can be returned to the Academic Pavilion or the Knowledge & Information Centre.
- Fines are charged for late returns.

8) Loss and Damage:

- Borrowers have responsible for loss and damage to any items on loan under their library user's record. They need to report to the Lending Services Counter for any mutilation, damage or loss of borrowing materials 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 librarian's decision.
- Lost and damaged materials are still properties of the HKCT Academic Pavilion or the HKCT Knowledge & Information Centre even if a replacement charge has been paid.

9) Special Rules:

- The Academic Pavilion or the Knowledge & Information Centre reserves the rights to apply special rules on the Lending Services as appropriate for the proper management of our facilities and services.

V. User conduct

Users should follow the instructions listed here or verbally given by staff of the Academic Pavilion or the Knowledge & Information Centre:

1. Please keep quiet in the Quiet Study Zone.
2. It is the user's responsibility to pay attention to their personal belongings. The Academic Pavilion or the Knowledge & Information Centre will not be responsible for any loss or damage of personal properties.
3. Unauthorized removal, mutilation and/or defacement of learning materials/resources, will subject the offender to serious disciplinary action.

4. All learning materials and resources must be kept clean. No food or beverages can be taken into the Academic Pavilion or the Knowledge & Information Centre.
5. To preserve a quiet environment, it is not allowed to use mobile phone for talking in the Academic Pavilion or the Knowledge & Information Centre.
6. Photographic and/or audio-video recording equipment may not be used in the Academic Pavilion or the Knowledge & Information Centre without the permission of the Librarian.
7. When using the self-service printing and/or photocopying machines, users must observe the copyright law. The HKCT, the Academic Pavilion and the Knowledge & Information Centre 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. We do 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.
8. The Librarian may make special regulations regarding admission to and use of particular areas of the Academic Pavilion or the Knowledge & Information Centre from time to time.
9. Staff/student identity cards are not transferable and any loss of it must be reported to the Office of Registry and the Academic Pavilion or the Knowledge & Information Centre without delay. It is the user's responsibility to prevent unauthorized use of his/her staff/student identity card for borrowing purposes. If he/she forgot to inform the issue of lost card, the user must bear all the responsibilities of any loss caused.
10. Any user who has misconduct in the Academic Pavilion or the Knowledge & Information Centre may regret in admission immediately or validate his/her status.

The librarian may revise the regulations from time to time.

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