

# HKCT Academic Pavilion

## HKCT Knowledge & Information Centre

### Rules and Regulations

#### I. Locations

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

#### II. Opening Hours

	<b>MUC Academic Pavilion</b>	<b>HMT Knowledge &amp; Information Centre</b>
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

HKCT / CTIHE staff and students are entitled to enjoy our facilities and services with valid staff / student identity (SID) 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:**

<b>Borrower Type</b>	<b>Type of Material</b>	<b>Quotas</b>	<b>Periods</b>
<b>Students of Sub-degree &amp; Below</b>	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
<b>Students of Degree &amp; Above</b>	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

<b>Borrower Type</b>	<b>Type of Material</b>	<b>Quotas</b>	<b>Periods</b>
<b>Staff</b>	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 borrowed materials must be charged out with a valid staff / student identity (SID) 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**

- User is able to hold the item on display or the item which is charged out by another user.
- The requester will be notified by email to collect the item(s) at the Lending Services Counter within 3 working days.
- User is able to make a personal request to collect the required item(s) in the Academic Pavilion or the Knowledge & Information Centre.
- Maximum number of hold request is ten at the same period.

## **4) Overdue Materials & Overdue Fines:**

- It is the borrower's responsibility to return the loan items on or before the due date.
- The overdue fine is HK\$2.00 per day per item or HK\$2.00 per hour per item for hourly reserved items
- The Academic Pavilion or the Knowledge & Information Centre 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.)
- Borrowing privileges will be suspended if a borrower has more overdue items or outstanding fines.

## **5) Renewal:**

- Each of the borrowed items is able to renew four times.
- A process of renewal can be done at the Lending Services Counter in person or through the Online Library Catalogue (click "Borrowing Record") on the Library website.
- No renewal will be allowed for an overdue item or an item being requested by another user.

## **6) 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 borrowed items may be recalled if library staff receive a request by another user.

- All borrowed items can be returned to the Academic Pavilion or the Knowledge & Information Centre.
- Fines are charged for late returns.

### **7) 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.

### **8) 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 below instructions 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. Taking photographs or making video recordings are not permitted in the Academic Pavilion or the Knowledge & Information Centre without the permission of the Librarian.
  
7. Users are reminded to observe the copyright law when using the printing and photocopying services. 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 to copy or print any material. Users shall pay for printing or photocopying fee 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)  
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)
  
8. Staff / student identity (SID) cards are not transferable using in the library services. Users should reported to the Office of Registry and the Academic Pavilion or the Knowledge & Information Centre if they lost SID cards. If users forgot to report the issue of lost card, they must bear the responsibilities of any loss caused.

The librarian may revise the regulations from time to time.

September 2021