

# Netbook Borrowing Service

The Academic Pavilion and the Knowledge & Information Centre provide a number of netbooks for short term loan. Current HKCT students are welcome to borrow netbooks for their individual or collaborative study.

## How to borrow a netbook?

1. Netbook borrowing service is available at the Lending Service Counters of the Academic Pavilion (AP) and the Knowledge & Information Centre (KIC). Service hours are as follows:

<b>Mon to Fri</b>	9:00 a.m. — 1 hour before closing time
<b>Sat</b>	11:00 a.m. — 1 hour before closing time
<b>Sunday and Public Holidays</b>	Closed and No Netbook Borrowing Service

2. Student needs to present student ID card at the Lending Service Counter to borrow the netbook. Netbooks are available on a first-come, first-served basis. Student can borrow one netbook at a time.

3. Netbook is accompanied with a computer mouse, a netbook adaptor, and a carrying bag. Student needs to borrow a whole set of equipment. Please check the physical conditions of netbooks and accessories. If there are any malfunctions, please inform the counter staff.



4. Please return a whole set of equipment to the Lending Service Counter **before 10 minutes of closing time of the Academic Pavilion or the Knowledge & Information Centre**. For late return, the student's borrowing privilege for netbooks will be suspended for 3 working days.



**Important Points to Note:**

- All data or documents will be erased upon reboot the netbooks. Please save all files to the individual external storage device(s) before shutting down the netbook.
- Do not take the netbooks outside the campus.
- Please take care of the netbooks and the accessories. Borrowers are responsible for the loss, theft or damage of the netbooks and accessories, and are required to pay for the cost incurred.

For any enquiries, please call 2265-6918 (Ma On Shan Academic Pavilion) / 2276-8562 (Ho Man Tin Knowledge & Information Centre) or send an email to [lib@hkct.edu.hk](mailto:lib@hkct.edu.hk).

