

還書箱服務使用須知

1. 各還書箱服務如下：

開放時間	全日開放	
位置	馬鞍山本科校園(MUC) - <u>研學館</u>	何文田校園(KIC) - <u>知識及資訊中心</u>
	馬鞍山校園(MOS) - <u>地下</u>	馬鞍山本科校園(MUC) - <u>悠學苑</u>

2. 還書箱服務只供歸還港專的書籍；讀者的借閱記錄會在還書後 24 小時內更新(公眾假期除外)。
3. 讀者可透過本館網頁的「我的借閱記錄」服務，查閱其借閱記錄的更新狀況：
網址：<http://library.hkct.edu.hk>
4. 書籍必須放入還書箱內。如還書箱已滿，請使用其他還書箱或直接到館內歸還，切勿強行將書籍擠入箱內或置於箱外。
5. 逾期書籍和所有非印刷類圖書館資料（例如 DVD 影碟、DVD 光碟等），必須直接經由館內櫃台歸還。

港專研學館
2017 年 3 月

Guidelines on Book Drop Service

1. Opening hours of Book Drop Service:

Opening hours	Whole day	
Location	Ma On Shan Undergraduate Campus - Academic Pavilion	Ho Man Tin Campus - Knowledge & Information Centre
	Ma On Shan Campus - G/F	Ma On Shan Undergraduate Campus - Learning Commons

2. The Book Drop is for returning books of the HKCT only. The borrowing records of library patrons will be updated within 24 hours after books are returned (except Public Holiday).
3. Library patrons may check the updated borrowing records through the “my account” of library online catalogue: **Website : <http://library.hkct.edu.hk>**
4. Books should be placed inside the Book Drop. If the Book Drop is full, please try another one or returning books to the library directly. Please do not force books into or leave them outside the Book Drop.
5. Overdue books and all non-printed library materials (e.g. DVDs, CDs, etc.) must be returned at the service counter of the library.

HKCT Academic Pavilion

March 2017