

CPCE Libraries Highlights of Regulations

- Enter the Libraries with **YOUR OWN** valid CPCE student card. The card is non-transferable.
- Silence must be observed in the Libraries.
- No mutilation, damage, disfigurement, writing or other markings on any library materials.
- No seat reservation.
- No food or drink (except water) in the Libraries.
- Make sure to check out circulating materials before leaving the Libraries.

Borrowing Privileges for Students

	Loan Quota	Loan Period	Renewal	Hold	Pickup Period
Circulation	15 items*	Normal loan: 4 weeks Short loan: 7 days	2 times	2 items	Normal loan: 7 days Short loan: 2 days
Reserve	2 items	6 hours	-	-	-
Audio visual	3 items	6 days	2 times	-	-
Headset / Charging Cable	1 item	1 day	-	-	-

* Included different types of items

Access eligibility and service entitlement for students include:

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| <ul style="list-style-type: none"> • Borrowing • Inter-campus return • Group study rooms | <ul style="list-style-type: none"> • Enquiry & reference • Computers / AV facilities • Charging stations | <ul style="list-style-type: none"> • LAN printing • Photocopying • Wireless network |
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