



Highlights of Regulations

Enter the Library with **YOUR OWN** valid CPCE student card. The card is non-transferable.

Seats are available on a **first-come, first-served** basis.

Unattended belongings may be removed by Library staff.

Food and drinks (except water) are not allowed in the Library.

Make sure to check out circulating materials before leaving the Library.



Borrowing Privileges for Students

	Loan Quota	Loan Period	Max. Renewal Period	Hold	Pickup Period
Circulation	15 items*	Normal loan: 4 weeks Short loan: 7 days	Normal loan: 8 weeks Short loan: 14 days	2 items	Normal loan: 7 days Short loan: 2 days
Reserve	2 items	6 hours	—	—	—
Audio visual	3 items	6 days	12 days	—	—
Headset/ Charging Cable	1 item	1 day	—	—	—

*Included different types of items

Access eligibility and service entitlement for students include:

- | | | |
|-----------------------|-----------------------------|--------------------|
| ✓ Borrowing | ✓ Group study rooms | ✓ Network printing |
| ✓ Enquiry & reference | ✓ Computers / AV facilities | ✓ Photocopying |
| | ✓ Charging stations | ✓ Wireless network |