

# 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:

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