



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.
- ◆ Only drinks (except alcoholic drinks) in spill-proof containers with secure lids are permitted 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	—	—
Digital accessories	1 item	1 day	—	—	—

*Included different types of items

Access eligibility and service entitlement for students include:

✓ Borrowing

✓ Enquiry & reference

✓ Group study rooms /
Group study pod

✓ Computers / Monitors /
AV facilities

✓ Charging stations

✓ Network printing

✓ Photocopying

✓ Wireless network