

Regulations of the University Library System

The University Library System consists of the University Library in the central area of the campus and branch libraries at the colleges and at the teaching hospital. The University Library houses an extensive research collection as well as many undergraduate materials and the pre-clinical portion of the medical collection. The branch libraries contain reference and curricular materials, some special subject collections according to the needs of the colleges, and books and periodicals to support general education. Library regulations apply to all the libraries. The University Library System reserves the right to revise these regulations when necessary.

Details about opening hours are posted at the entrance to each library and on the Library System Homepage. Opening hours are adapted to the semester schedules.

Library Privileges

Library privileges are personal and individual. They may not be transferred to, or used on behalf of, other persons.

Privileges fall into three categories:

1. *Borrowing*

Borrowing privileges are extended to all registered students and academic/administrative staff of The Chinese University of Hong Kong.

Others may apply to the University Librarian for special Borrowers' Cards. Clerical staff, technicians and spouses of the faculty and administrative staff of the University may also apply to the University Librarian for borrowing privileges.

2. *Reading*

The privilege of reading is extended to visiting scholars, to researchers and to graduates of this University according to established regulations. Reserve books, however, are for the exclusive use of students and faculty of the University.

3. *The use of special facilities*

Carrels: not reserved for any category of library user; they are available for the convenience of all.

Study rooms in the University Library: on application to the University Librarian, faculty members and Ph.D. students may reserve a room for one month, renewable once if continued use of the room is justifiable. These study rooms may not be transferred to another person.

Seminar rooms in the University Library: upon application to the University Librarian, a user may reserve a seminar room for a lecture or meeting or for a series of lectures or meetings which would benefit from the use of library materials and resources.

Photocopying: photocopying machines are available in all libraries. A reader may obtain at cost photocopies of materials, provided there is no infringement of copyright.

Interlibrary loans: the Interlibrary Loan Librarian will attempt to obtain from other libraries books and other materials which are not owned by the University Library System and which cannot be readily purchased.

Admission to the Libraries

Every Library user must offer a University Identification Card, or a Reader's Card at the entrance of any library. Applications for Borrowers' Cards and Readers' Cards are made at the Circulation Desk.

The loss of a Borrower's Card must be reported to the Library immediately; a duplicate card may be issued two weeks after the loss is reported. Only one duplicate will be granted within a semester. A change of address should also be reported to the Library as soon as possible.

Borrowing Regulations

Borrower Categories

CUHK Library users are grouped into the following categories:

1. Registered students of The Chinese University of Hong Kong (including undergraduate students, graduate students and exchanged students).
2. Staff members of Terms A, B and C who have valid borrowers' cards issued by the University Librarian.
3. Others: spouses of staff members, alumni, visiting scholars and readers approved by the University Librarian.

Borrowing Limits

The borrowing limits for various categories of users are as follows:

- Category 1. Undergraduate students: 25 volumes for 14 days
- Category 2. Postgraduate students: 40 volumes for 30 days
- Category 3. Research staff: 50 volumes for 60 days
- Category 4. Teaching staff (Terms A): 60 volumes for 60 days
- Category 5. Teaching staff (Terms B): 50 volumes for 60 days
- Category 6. Administrative staff (Terms A): 40 volumes for 60 days
- Category 7. General non-teaching staff (Terms B): 15 volumes for 14 days
- Category 8. Staff members of Terms C: 5 volumes for 14 days
- Category 9. Spouses of staff members: 5 volumes for 14 days
- Category 10. Others: according to special arrangement

(Maximum limit of 15 volumes and maximum loan period of 30 days at the Li Ping Medical Library)

Categories 2 to 6 users may charge out periodicals. Bound periodicals may be borrowed for three days. Current and single issues may be borrowed for one day only.

All books taken from the book stacks must be charged at the Circulation Desk. Reserve books must be charged at the Reserve Books Desk: there are varying borrowing limits on these books.

Books obtained from interlibrary loan are borrowed through the courtesy of other libraries and their restrictions as to loan period and renewal are therefore observed. Usually the loan period is two weeks. Photocopies of periodical articles may be obtained at cost. Reference books, rare books and microfilms are not available for loan.

Renewals

Borrowers may renew loans for two additional periods. Renewals must be made on or before the last date of the initial loan period. Otherwise, overdue fines will be charged.

Borrowers in categories 4 to 6 listed above may renew loans in writing. After two renewals, however, the book must be returned to the library shelves so that it may be available to others.

No book may be renewed if it is required by another person.

Recall

When needed by other users, circulating books and journals are subject to recall at any time. In the recall notices, a new due date will be given, i.e. 14 days after the date of the notice.

Borrowers should respond to a recall promptly. Late returns will be fined [see Fines (b)].

Overdue

The responsibility of returning books on time lies with the borrower. When the loan period expires, an overdue notice is sent to all categories of borrowers.

Fines

- (a) Overdue - All categories of borrowers who keep books/items beyond the loan period are subject to a fine of HK\$1.00 per item per day up to a maximum of HK\$100.00. A fine of HK\$1.00 per hour will be charged for each reserve book overdue.
- (b) Recall - The fines for not responding to recalls for all categories of borrowers are as follows:
 - HK\$5.00 per item per day;
 - five working days after issuing of a second recall: the Library may take any appropriate action to retrieve the items.

Losses

Borrowers who fail to return books or who return books damaged beyond repair will be charged the cost of replacement in addition to the processing cost of HK\$100.00 and any accumulated fines. Damaged books and marked pages should be reported at the Circulation Desk as soon as noticed.

Borrowers in categories 4 to 6 who fail to return or renew books after 120 days and three recalls will be subject to the above charges, which will be collected by the Bursary upon notification by the Library.

Control Counter

Bags and briefcases may be brought into the libraries whereas umbrellas should be deposited on entering the libraries. No food or beverages may be taken into the Library. When a user leaves the Library, all his/her books, etc., may be inspected.

Loss of Privileges

Infractions, such as smoking, shouting, use of mobile phones, pagers and other disturbances, are forbidden in all parts of the Libraries. The Librarian or an appointed deputy may expel from the Library building for the remainder of the day any person who is acting in any way which will annoy others or who is damaging books or other property. Payment must be made to cover all damages.

A gross breach of the regulations may subject the borrower to a loss of library privileges.

- (a) Overdue books - After normal recall procedures, a written warning will be sent. If this is ignored, borrowing privileges will be withheld in all the Libraries until the return of the book(s) and the payment of accrued fines.
- (b) Payment of charges - If a person refuses to pay any outstanding charges (fines,

replacement costs of damaged books or repair of damaged property), all the Libraries will withhold borrowing privileges until the account is cleared.

(c) In case of materials which have not been charged out properly at the Circulation Counter:

1. The user's name will be recorded in the Library's register;
2. The user's borrowing privilege will be suspended for eight weeks from the day of violation;
3. Compensation for the damage of the item will be charged if necessary;
4. For the student, a letter to this effect will be issued by the Library to the faculty dean, college dean of students, and department chair to which the student belongs, and/or authority concerned.

(d) Unreturned Library Materials

1. The user's name will be recorded in the Library's register;
2. An invoice will be sent to the user with the warning that borrowing privileges will be suspended if the books are not returned or the account is not settled.

Repeated offenses may lead to a total loss of the privilege of using the Libraries.