

STUDENT HANDBOOK: 13. Library Regulations

General Regulations

1. Maintain silence inside and outside the library.
2. Food and drinks must not be taken into the library.
3. Reservation of seats is not permitted.
4. Sleeping and other inappropriate behavior are prohibited.
5. All bags and umbrellas must be kept in the cabinet outside the library. Students must keep their valuables / belongings with them at all time.
6. All library items must be returned to the right place after use.

Library Materials Lending Services

1. Library cards are not transferable.
2. Each student is allowed to borrow a maximum of FIVE items.
3. The loan period for books is 14 days while the loan period for audio-visual materials is 7 days.
4. Students can renew books for a further period if there is no request by other users. All library items can renew for 2 times.
5. A fine is imposed on each overdue item. The overdue fine is \$1 per day.
6. All library items must be checked in complete sets and undamaged before you leave.
7. Under the Education Bureau Regulation, students are liable for loss or damaged to borrowed library items. Students concerned are liable for the cost of replacement of the lost items with an additional 20% surcharge of the book price.

Self-study Period Regulations

1. Students who have withdrawn an elective subject must take their attendance in the library as soon as possible when the self-study periods start. Otherwise, students concerned will be considered in breach of school regulations.
2. Students must bring in their books or homework for self-study.
3. During the self-study period, students are not allowed to leave the library without permission.

