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# REGULATIONS GOVERNING UNIVERSITY LIBRARIES

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## L 1 Hours of opening

The hours of opening of the Libraries will be determined by the Library Committee and displayed at the entrances to the Libraries.

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## L 2 Admission to the Libraries

- (a) Admission to the Libraries is conditional upon the possession of a valid library card, or such other documentary evidence of permission to use the Libraries as may be required from time to time by the Library Committee. This library card or documentary evidence must be produced at the request of library staff before admission to the Libraries.
  - (b) It is the responsibility of a holder of a card to provide correct correspondence/ email addresses to the Libraries and that any subsequent change is notified to the Academic Development and Quality Assurance Section (all HKU students) or the Lending Services Librarian (all users except HKU students).
  - (c) Cards are not transferable and loss of a card must be reported to the Academic Development and Quality Assurance Section and the Registration Counter of the Main Library without delay. Replacement cards may be charged for.
  - (d) Charges, as agreed by the Library Committee from time to time, may be levied for the granting of reading or borrowing facilities to persons having no formal connection with the University.
  - (e) Visitors wishing to visit the Libraries must first obtain the permission of a senior member of the library staff.
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## L 3 Borrowing privileges

- (a) The following persons will be granted borrowing privileges on completing the application formalities:
  - (i) Members of the Court.
  - (ii) Full-time and part-time members of the teaching staff (whose status is that of Demonstrator or higher) and members of the administrative staff and non-teaching units of equivalent status, and Research Fellows, Research Officers, Research Assistants and Teaching Assistants.
  - (iii) Technicians.
  - (iv) Honorary Graduates, Honorary Professors, Emeritus Professors and Honorary University Fellows of the University.
  - (v) Wardens and Masters of University Halls and attached Halls and Colleges.
  - (vi) Currently registered graduate students and visiting students proceeding to higher degrees, postgraduate diplomas and certificates in the University.
  - (vii) Currently registered students and visiting students proceeding to Bachelors' degrees, diplomas and certificates in the University.
  - (viii) Full-time and part-time members of the non-academic staff (except borrowers in category (iii) above).
- (b) Registered graduates of the University will be granted borrowing privileges on completing the application formalities and on depositing with the Director of Finance of the University a sum of money, the amount of which shall from time to time be approved by the Library Committee, and against which any fines or claims for missing books may be charged. Graduates holding BEA HKU credit gold or platinum cards or BEA HKUAA credit gold or platinum card will be exempted for the deposit.
- (c) The Librarian may approve borrowing facilities to the following persons, under the same conditions as for (b), except that holders of JULAC Cards and staff spouse will not have to pay a deposit:
  - (i) Holders of JULAC Cards.
  - (ii) Retired staff members who had served at the University 10 years or more and their spouses.

- (iii) Ex-HKU Terms of Service I staff who are residents in Hong Kong.
- (iv) Formally approved visitors to University departments, centres and units.
- (v) Researchers affiliated with University joint ventures.
- (vi) Spouses of all HKU staff.
- (vii) Any other persons at the discretion of the Librarian.
- (d) The Librarian may approve fee-based borrower's cards for not more than three years to the following persons:
  - (i) Academic staff of the HKU School of Professional and Continuing Education.
  - (ii) Non-academic staff of the HKU School of Professional and Continuing Education.
  - (iii) Part-time tutors of the HKU School of Professional and Continuing Education.
  - (iv) Students of HKU self-funded courses.
  - (v) Students of designated courses offered by the HKU School of Professional and Continuing Education.
  - (vi) Students of HKU SPACE Community College attending Pre-Associate Degree and Associate Degree Programmes (Year I); and HKU SPACE Community College students attending Year I and II of Higher Diploma Programmes.
  - (vii) Students of HKU SPACE Community College attending Associate Degree Programmes (Year II); HKU SPACE Community College students attending Year III of Higher Diploma Programmes; and students of HKU SPACE Centre for Degree Programmes (Year II).
  - (viii) Students of HKU SPACE Centre for Degree Programmes (Year III).
  - (ix) Members of the general public.
  - (x) Commercial, industrial and other organizations.
  - (xi) Any other persons at the discretion of the Librarian.
- (e) Borrowers in categories of paragraph (a)(ii) above may have on loan not more than 400 books and six audio-visual items with a maximum of three movies at one time; those in (a)(vi) above may have on loan not more than 180 books and six audio-visual items with a maximum of three movies at one time; those in (d)(i) not more than 80 books and six audio-visual items with a maximum of three movies at one time; those in category (a)(iii) and (vii) not more than 60 books and six audio-visual items with a maximum of three movies at one time; those in (c)(vi) and (d)(ii) not more than 20 books and six audio-visual items with a maximum of three movies at one time; those in (a)(i), (iv)–(v), (viii), (d)(iii)–(v) and (viii)–(x), not more than 24 books and six audio-visual items with a maximum of three movies at one time; those under paragraphs (b), (c)(iii–v) and (d)(vii) not more than 12 books and six audio-visual items with a maximum of three movies at one time; those in (c)(i) not more than ten books at one time; and those in (d)(vi) not more than eight books and six audio-visual items with a maximum of three movies at one time. Retired staff members and their spouses of (c)(ii) will enjoy the same borrowing and access privileges as those prior to retirement. However, a VPN/PPP account will be needed to access some electronic databases. The normal loan periods of books, subject to limitations in paragraphs (f) and (g), are 180 and 120 days for borrowers in categories of paragraph (a)(ii) and (vi) above respectively, 30 days for categories of paragraph (c)(i) and (c)(iv) and 60 days for borrowers in all other categories; and seven days for audio-visual item. The minimum period of use of recall items is 16 days.
- (f) If any individual to whom borrowing facilities have been given comes within the definition of more than one, or none, of the paragraphs (a)–(d), the Librarian shall decide under which category the borrower shall be given such facilities. All borrowers can only hold one library card.
- (g) Borrowers in categories (i)–(vi) of paragraph (a) and category (i) of paragraph (d) may borrow bound volumes of pre-1971 periodicals for seven days, post-1970 periodicals for three days and unbound issues for one day.
- (h) The Librarian may restrict or preclude the loan or use of any library materials where this is necessary for their preservation or in the interest of the majority of library users.
- (i) All books to be borrowed must be charged out with a valid borrower's card at the Libraries. Disciplinary action may be taken against anyone attempting to remove books from the Libraries in an unauthorized manner. Since the loan period of the charged out item will be shortened to 16 days once it is recalled by another borrower, the Libraries strongly advises borrowers to return all books before they go overseas. Otherwise overdue fines will be imposed.

- (j) Notwithstanding the installation of an electronic security system, all books and personal belongings must be surrendered for inspection at the Library exit at the request of the library staff.
- (k) No loan may be renewed if the book has been requested by another borrower. Not more than five renewals may be made on any loan. Reserve materials on two-hour loan may not be renewed.
- (l) No due dates will be stamped on charged-out items except items with a loan period less than seven days. All current students and staff members should be aware that notifications including due date (except renewal online), coming due, overdue, recall and pickup will be sent to the email addresses supplied by the Information Technology Services of the University of Hong Kong. All users are reminded not to rely on email and SMS messages solely; circulation records should be checked often for the most updated due dates.

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#### L 4 Fines for late return of books

- (a) Fines for the late return of books borrowed will be charged at rates to be set from time to time by the Library Committee.
- (b) A first overdue notice will be sent to the borrower when the book is overdue, and a second overdue notice will be issued one week later, but fines will accrue irrespective of the sending or receipt of a recall notice, and the onus of avoiding the late return of books rests with the borrower.
- (c) All loaned items with loan period of 30 days or more may be recalled if requested by another user regardless of the original loan period. The guaranteed minimum use period of recalled books is 16 days from the check-out date. Recalled items must be returned on or before the revised due date shown on the circulation record. Fines will be imposed and patron records will be blocked from further borrowing, renewing or requesting for late returns.

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#### L 5 Books assumed lost

Books which are overdue for 21 days or more and not returned will be assumed to have been lost by the borrower, who will be charged accordingly. Charges will include processing costs and any fines accrued. Only in exceptional circumstances and at the discretion of the Librarian can any refund be made in respect of books returned after a claim has been processed by the Finance and Enterprises Office.

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#### L 6 Reading privileges

- (a) Reader's cards valid for five years will be issued to registered graduates of the University on request.
- (b) The Librarian may approve reading privileges to the following persons:
  - (i) Bachelor degree students of UGC-funded institutions.
  - (ii) Senior staff of the SAR Government for conducting work-related research.
  - (iii) Full-time staff and students from overseas tertiary institutions.
  - (iv) Ex-HKU Terms of Service I staff who are residents in Hong Kong.
  - (v) Formally approved visitors to University departments, centres and units.
  - (vi) Any other persons at the discretion of the Librarian.
- (c) The Librarian may approve fee-based reader's tickets for not more than three years to persons listed in L 3(d)(iv)–(v), (viii)–(x) above.

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#### L 7 Theft or mutilation of library materials

Library materials may not be removed from the Libraries unless they have been properly charged out. Mutilation and theft of library materials are offences punishable by law, and in the case of the University of Hong Kong students and staff, are also disciplinary offences. Offenders will be penalized and payment must be made to cover all damages.

**L 8 Damaged and lost books**

Any defect or damage to a book should be reported to the Lending Services Division or branch libraries immediately when it is noticed. Users will be held responsible for loss or damage to any book whilst in their charge, and will be required to pay the full value of replacement. After paying for their replacement, users will not keep damaged items or, in the case of lost items, any that are subsequently found.

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**L 9 Reservation of places**

Reader's places may not be reserved except in accordance with the official reservation system. Any other place not occupied by a person may be used by another, regardless of property left on the desk or chair. The Libraries believe that university students should be as self regulating as possible but may step in from time to time when such self discipline and consideration are not readily obvious. Books and personal property left unattended on desks for more than thirty minutes may be removed to the counter on the instructions of a senior member of the library staff.

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**L 10 Photocopying/Printing/Scanning**

In the use of the photocopying/printing machines/scanners in the Libraries, care must be taken to avoid any breach of copyright. Users are warned that they are fully responsible for any legal consequences concerning copyright that might arise from use of the Libraries' self-service copying/printing machines/scanners.

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**L 11 General**

- (a) The Librarian may make special regulations regarding admission to and use of particular areas of the Libraries.
  - (b) Defined food and drink can be consumed inside the Library Corner (G/F, Main Library) and Level 3 Break-out zone (3/F, Main Library).
  - (c) Phototaking or video-recording may not be allowed in the Libraries without the permission of the Librarian.
  - (d) Smoking is prohibited by law in the Libraries.
  - (e) All mobile phones and pagers must be turned off or switched to vibrate/silent mode before admission to the Libraries. Use of mobile phones and pagers are restricted to designated areas in the Libraries.
  - (f) Keep a low voice at all times in the Libraries. Discussion is only allowed in the designated areas.
  - (g) No games of any form are allowed in the Libraries.
  - (h) All computer use inside the Libraries must comply with the 'Statement of Ethics on Computer Use' of the University of Hong Kong.
  - (i) Readers are required to sit in the places provided, and tables and chairs may not be moved to new positions.
  - (j) Personal belongings should not be left unattended. The Libraries will not be responsible for any loss or damages of personal belongings.
  - (k) Rule breakers may be subjected to disciplinary actions.
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**L 12 Exclusions**

- (a) Borrowers who refuse to pay for books lost while on loan to them or who consistently refuse to pay fines accrued on overdue books will be excluded from the Libraries and their access to library electronic resources will be suspended.

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- (b) Lending university identity cards or facilities access cards to others to gain access to the Libraries or borrowing library cards from students of other UGC institutions to access their libraries may result in exclusion from the Libraries and suspension of access to library electronic resources.
  - (c) The Librarian or the most senior member of staff on duty may temporarily exclude from the Libraries any person who infringes any of the Library Regulations or who acts in any way which may interfere with the convenience of other users of the Libraries or the work of the Library staff. Breach of any Library Regulations may result in temporary exclusion or permanent deprivation of the use of the Libraries and its electronic resources as the case applies.
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### **L 13      Waiving of the regulations**

The Librarian has discretion to waive any of the above regulations in special circumstances if he/she believes that this is desirable in order to meet the particular requirements of an individual library user and will not have a detrimental effect on the facilities offered to any other library user or the library services as a whole.