New Loan Rules

Effective from 27 June 2022 (Monday), the new loan rules will be implemented. If a loaned item is held or recalled, the original loan period will be shortened.

Please login to **My Library Record** to check the due date of your loaned item(s) and look out for e-notices about the status of your loans.

Browse by Category

- **Academic and Administrative Staff**
- **General and Support Staff / Temp Part-time (Academic Staff, General and Support Staff)**
- **Full-time and Part-time Students**
- **CAPS Students**
- **Graduates**
- **CCHES / Retired Staff**

Academic and Administrative Staff

Loan Quota

Collection	Loan Quota	Loan Period	Maximum Renewal Period	Overdue Fine (per item per day)		Loan Recallable	Minimum Loan Period	Reloan Limit
				Normal	Recall			
General	60 items	90 days	360 days	$1	$3	Yes	14 days	/
Media	6 items	7 days	/	$3	/	/	/	1 day
Reserve	6 items	3 days	/	$3	/	/	/	1 day

General and Support Staff
Temp Part-time (Academic Staff, General and Support Staff)

Loan Quota

Collection	Loan Quota	Loan Period	Maximum Renewal Period	Overdue Fine (per item per day)		Loan Recallable	Minimum Loan Period	Reloan Limit
				Normal	Recall			
General	15 items	30 days	120 days	$1	$3	Yes	14 days	/
Media	3 items	7 days	/	$3	/	/	/	1 day
Reserve	3 items	3 days	/	$3	/	/	/	1 day

Full-time and Part-time Students

Loan Quota

Collection	Loan Quota	Loan Period	Maximum Renewal Period	Overdue Fine (per item per day)		Loan Recallable	Minimum Loan Period	Reloan Limit
				Normal	Recall			
General	30 items	28 days	120 days	$1.5	$3	Yes	14 days	/
Media	3 items	7 days	/	$3	/	/	/	1 day
Reserve	3 items	3 days	/	$3	/	/	/	1 day

CAPS Students

Loan Quota

Collection	Loan Quota	Loan Period	Maximum Renewal Period	Overdue Fine (per item per day)		Loan Recallable	Minimum Loan Period	Reloan Limit
				Normal	Recall			
General	20 items	28 days	120 days	$1.5	$3	Yes	14 days	/
Media	3 items	7 days	/	$3	/	/	/	1 day
Reserve	3 items	3 days	/	$3	/	/	/	1 day

Graduates

Loan Quota

Collection	Loan Quota	Loan Period	Maximum Renewal Period	Overdue Fine (per item per day)		Loan Recallable	Minimum Loan Period	Reloan Limit
				Normal	Recall			
General	3 items	14 days	60 days	$1.5	$3	Yes	14 days	/
Media	3 items	7 days	/	$3	/	/	/	1 day

CCHES / Retired Staff

Loan Quota

Collection	Loan Quota	Loan Period	Maximum Renewal Period	Overdue Fine (per item per day)		Loan Recallable	Minimum Loan Period	Reloan Limit
				Normal	Recall			
General	6 items	14 days	60 days	$2	$3	Yes	14 days	/
Media	3 items	7 days	/	$3	/	/	/	1 day