

**Pao Yue-kong Library – Media Service Section
AV Loan Policy**

AV Materials – Loan Quota & Loan Period

	Movies & drama series	Other AV materials
Loan Period	3 days	7 days
Request	No	Yes
Renewal	No	2 times
Overdue Fine	<ul style="list-style-type: none"> ▪ \$5 per item per calendar day (1st - 6th day) ▪ \$10 per item per calendar day (7th - 15th day) <i>[Library closing days are also subject to overdue fines.]</i>	
Loan Quota (total)	<ul style="list-style-type: none"> ▪ Postgraduate students, Academic & Academic Equiv. staff: ▪ Other Users: 	<p style="text-align: center;">5 items</p> <p style="text-align: center;">2 items</p>

Note:

1. Other user categories include undergraduate students, general grade staff, graduate borrowers, special borrowers, retiree card holders, JULAC card holders, etc.
2. Reader ticket and temporary pass holders are allowed to use AV materials only inside the Library for up to 3 hours.
3. Certain AV items are provided for in-house use only due to very high demand, copyright restriction, technical limitation or at the request of lecturers.
4. Renewals are available only when no one is requesting for the same item.
5. All notices on AV loans including the pickup notices will be sent to users via email only.

Use Inside the Section

- Users can also request to borrow an AV item for use inside the Media Services Section as well as an AV carrel for up to 3 hours.

Online Request & Materials Booking

- All users can now place holds/requests in the Library Online Catalog on AV items that have been loaned out or being held for a requestor (except movies, drama series, and in-house use items due to their very short loan period).
- Academic staff who need to use an AV item for teaching on a specific date can make reservation in advance at the Media Services Counter or by phone at ext. 6870 / 6884 / 6880.

Lost & Damage

- Most AV materials are expensive.
- To avoid damages, all AV materials should be returned directly to the Media Services Counter, and NOT to any Library Book Drop.
- As specified in Library Regulation 5.13, borrowers will be held responsible for any loss, mutilation or damage of library materials including audiovisual materials.

- Borrowers in such cases are required to pay the full cost of replacing or repairing the item plus a service charge per item as determined by the Library.

Using Own AV Materials

- Users cannot use their own AV materials in the Media Services Section unless with written endorsement from their lecturer concerned. An endorsement form for such purpose is available from the Media Services Counter.
- Academic staff who need to use their own AV materials in the MS Section for teaching or presentation are required to fill in a declaration form at the Media Services Counter.
- Users using their own materials are fully responsible for any infringement of copyright that may arise.

Borrowing Slides

- The Slide Collection on the third floor of the Library is available for browsing by all users during the following hours: Mon – Sat: 8:30 am to 6:00 pm
- Users can view the slides in the Slide Collection or on the slide projectors available in designated AV carrels.
- Users can borrow single slides and slide sets for use outside the Library within the campus.

Using PC Workstations

- Users (except reader ticket holders & temporary pass holders) can borrow those PC carrels that are installed with MS Office applications for use up to 3 hours.
- Queuing tickets for next available PC carrel will be distributed to requestors when all PC carrels are full. The ticket will become invalid if its holder does not respond to counter staff's calling of the number.
- If users do not return the carrel key to the MS counter after 3 hours and leave the carrel unattended, the Library reserves the right to remove the unattended belongings in the carrel as according to Library Regulation clause 4.8. The PC workstation will also be shut down or loaned to another user. The Library will not be responsible for any loss or damage of personal property or PC files.
- Internet users should not use public library computers and printers to display or print materials that might be considered harassing or obscene. The University Librarian or his designated representative shall have the authority to relocate or remove such users, as according to Library Regulation clause 4.16.

Enquiries

You may contact the followings for assistance or further information regarding the Library's AV loan policies.

Ms. Lisa Kwan, Media Services
Librarian

Tel: 2766-6869

email: lbms@polyu.edu.hk

Media Services Section

Tel: 2766-6870 / 6880 / 6884