

SEPTEMBER 2013 | Issue 31

LIBRARY NEWSLETTER

ACCESS SERVICES

• Loan Policy Update

To better support the educational needs of student and staff, the loan quota for AV items and hold quota have been increased starting from the new semester.

	Undergraduate & Sub-Degree Students General Staff	Postgraduate Students Academic, Research, and Administrative Staff of Equivalent Status
Loan Quota of AV Items	5	8
Hold Quota (including PolyU books, AV items, and HKALL books)	10	15

In addition, the loan period of general movies has been extended to 7 days while popular movies remain as 3-day loan. Check the details of [update loan privileges](#) here.

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• Library Signage

Having difficulties to find books inside Library? To clearly denote the two wings of the building, the Library is now divided into **red** and **blue** zones. Signage and book shelves labels have been updated to improve user awareness of the locations. You can now easily find the books and serials by the [Call Number Locations](#).



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• Membership for Secondary School Teachers

To support teachers' continuing education needs, the Library has offered a new membership for secondary school teachers. The Library card will allow you to have a maximum of 15 books charged out at any one time and remote access of selected Library e-resources. [Application forms](#) can be obtained at the Library website or Circulation Counter on the P/F.

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