

Library Card Regulations

A. Use of Library Card

1. The library card is the property of the Council and the cardholder shall return the card upon request.
2. A library card is not transferable.
3. The cardholder shall report to the Council in writing as loss of the library card issued to him. Unless the Council receives such a written report, the cardholder has the full liability for the library material on loan to a person using the library card.
4. The library card shall no longer be valid if any unauthorized alteration is made.
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B. Borrow of Library Materials

1. A card holder may borrow such library materials not bearing restriction as follows:
 - a personal cardholder can borrow 2 books;
 - a corporate cardholder can borrow 2 books and 2 video tapes or discs; and a corporate cardholder whose corporate is a member of the Green Cross Group can borrow 3 video tapes or discs.
2. A borrower shall, before leaving the library, examine that any library material on loan to him is complete and undamaged.
3. A borrower shall ensure all library materials on loan to him is returned within specified period
 - books within 14 days;
 - video tapes or discs within 7 days.
4. When a borrower fails to return library material within the time allowed, he shall pay each day or part of a day HK\$5 for a material, with a maximum fine of HK\$100 per item. Unless a borrower has returned all library materials and settled all overdue charges, he shall not borrow any library material.
5. A borrower may reserve a library material by paying HK\$10 and shall collect the reserved item within 3 working days (excludes the day of notification) upon notification by phone or fax.
6. A borrower may reserve a library material by paying HK\$10 and shall collect the reserved item within 3 working days (excludes the day of notification) upon notification by phone or fax.

C. Renewal of Library Materials

1. Unless already reserved by another cardholder, each loan item may be renewed for up to two consecutive times with a period of 14 days for each renewal.
2. Library materials can be renewed in person, by telephone, or through the Internet.
3. Since the loan item may have been reserved by another card holder or cannot be renewed for other reasons, it is recommended that renewal by telephone or through the Internet be made at least one working day before the due date to allow time for the prompt return of the loan item in case renewal is unsuccessful.

D. Reporting Loss or Replacement of Library Card

The card holder is suggested to report loss of his library card by telephone or in person in order to prevent the unauthorized use of the lost card. Applicant apply for a replacement library card at a cost of HKD 50.