

Library Regulations

Introduction

If you have a valid Library Card or Reader's Ticket, you may use the Library resources and services. However, you must observe the Library rules and regulations.

1. Silence & No Food

Please keep quiet in the Library. No food is permitted in the public areas of the Library in order to protect the collections, furnishings and equipment of the Library. Water is permitted which is consumed from spill-proof containers.

2. Library Admission

You must show your Library card or Reader's Ticket at the counter. Your parcels, brief cases, bags, etc. should be deposited in the Stack Area at the main entrance. The Library is not responsible for any property loss.

3. Library Privileges

Your Library privileges cannot be transferred to or used by others. Loss of your Library card or Reader's Ticket must be reported to the Library immediately. A charge of \$50 will be made for replacement.

Privileges include the following:

3.1. Borrowing

If you have a Library Card, you may borrow books.

3.2. Reading

Clergy, Scholars and Alumni of this College may use library materials in the Library, upon application to the College Librarian.

3.3 Reserved Books for courses

Only students and teaching staff may borrow the Reserved Books relating to courses.

3.4 Borrowing Limits & Charges

<i>Your Category</i>	<i>Max. No. of Volumes</i>	<i>Loan Period</i>	<i>Annual Fee</i>	<i>Access to subscribed library electronic resources</i>
HKSKH Ming Hua Theological College (including joint program with other universities/colleges)				
Students : (degree)	20	21 days	Free	Campus/remote access
Students: Full Course (diploma)	5	14 days	Free	Campus/remote access
Students: Individual Course	2	14 days	Free	Campus access only

Academic Staff	20	28 days	Free	Campus/remote access
Regular Staff	5	14 days	Free	Campus/remote access
Alumni	2	14 days	HK\$50	Campus access only
(1) SKH				
Provincial Clergy	10	14 days	Free	Campus access only
Evangelist Officers	5	14 days	Free	Campus access only
*Christian Community /Laity	2	14 days	HK\$100	Campus access only
(2) Other Churches				
**Other Clergy	5	14 days	HK\$200	Campus access only
**Christian Community /Laity	2	14 days	HK\$200	Campus access only

* If you are Christian Community/Laity of SKH, please fill in the [application form](#) and submit it to the library together with your recent photo, annual fee and authorization signed by a member of your church clergy. The membership is annual and can be renewed annually by payment of the annual fee.

* * If you are Clergy/Christian Community/Laity of other churches, please fill in the [application form](#) and submit it to the library together with a recent photo, the annual fee, an authorization signed by a member of your church clergy and an explanation indicating the reason for your application . The membership is annual and can be renewed annually by payment of the annual fee.

***Due to the restriction of license agreements, only current enrolled students, faculty members and staff of Ming Hua can remote access the subscribed resources. Users of other categories can access these resources within the Ming Hua campus (such as by the library computers or by wifi).

3.4 All books taken from the Stacks must be checked out at the Circulation Counter. Reserve books must be charged out at the Circulation Counter: there are varying borrowing limits on these books.

3.5 Reference Books, Journals and Rare books are non-circulating.

4. Renewals

You may renew a book for two additional periods. However, no book may be renewed if it is requested by another person. Renewal must be made on or before the last date of the initial loan period, otherwise, overdue fines will be charged. After two renewals, a book must be returned to the library to make it available to others.

5. Recall

Circulating books put on reserve for courses are subject to recall at any time. All other books are subject to recall after one week. You must promptly respond to a recall notice.

6. Overdue

The last date of the loan period is stamped on the book's date due slip. You are responsible for returning your loans on or before the due date. An overdue fine is immediately calculable from the date following the due date.

7. Fines

7.1 The following fines rates for all categories of borrowers. If any fine of an individual reaches the maximum fine, your borrowing privileges of all library materials will be suspended until you pay the fine.

Library Materials	Fine Rate	Maximum Fine
Normal Loans	HK\$ 1/calendar day (1-100 days) *After 100 days when the maximum overdue fine is reached, the borrowed item will be assumed lost, and the borrower will be required to pay the maximum overdue fine and the lost book charges as stated in Regulation 8 below.	HK\$100 per book
Reserve books	HK\$ 10/calendar day (1-20 days) *After 20 days, when the maximum overdue fine is reached, the borrowed item will be assumed lost and the borrower will be required to pay the maximum overdue fine and the lost book charges as stated in Regulation 8 below.	HK\$200 per book
Recall books	HK\$ 10/calendar day (1-20 days) *After 20 days when the maximum overdue fine is reached, the borrowed item will be assumed lost and the borrower will be required to pay the maximum overdue fine and the lost book charges as stated in Regulation 8 below.	HK\$200 per book

8. Losses

If you fail to return books, or return books damaged beyond repair, in addition to a handling charge of \$50.00 and any accumulated fine, you will be charged the replacement cost (including binding) of up to two times the current market price. If you find books are damaged or contain marked pages, you should report this to the Librarian as soon as possible.

9. Photocopying and duplication

You must observe the law regarding copyright when using the photocopying machines in the library. The production or duplication of any audio-visual materials or computer software is strictly prohibited.

10. Use of library e-resources

10.1 Excessive downloading is prohibited.

10.2 Please comply with licensing restrictions and copyright laws.

10.3 Authorized users may only download, copy, save and print a reasonable portion of the content of e-resources in order to comply with licensing restrictions and copyright laws.

10.4 Authorized users may only use the content of e-resources for private study, research or teaching purposes.

10.5 You must not share your login and password with others.

10.6 Use of computer facilities and Internet. The library is fully in favor of intellectual freedom. However, users should act responsibly and bear in mind that some materials may be objectionable to others when computer facilities are being used in public areas.

11. Control Counter

When you leave the Library, all your books, etc., would be inspected.

12. Loss of Privileges

A gross breach of these regulations may lead to withdrawal of your library privileges.