

Borrowing Policy

all you need to know



LOAN LIMITS BY USER TYPE:

USER TYPE	LOAN LIMIT	RENEWALS	PERIOD LIMIT
 Students	 8 items	Up to 3 consecutive times	 30 days
 Faculty	 8 items	Up to 3 consecutive times	 90 days
 PhD & DBA	 Unlimited	 Unlimited	 90 days
 Staff	 Unlimited	 Unlimited	 90 days
 Recent Graduates	 8 items	 No renewals	 30 days



*Consecutive renewals are allowed based on the User Type Loan Policy, provided that:

- The user does not have overdue items.
- The material has not been requested by another user.

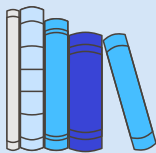
The period limit for **Games are **7 days** for **all users**.

OTHERS:

MANDATORY

LIBRARY USE ONLY MATERIALS:

Compulsory books, Reference Books, and serials can not be taken out of the library. They are only for on-site consultation.



DEPARTMENT BOOKS

Department books have extended loan periods to support departmental research.



SANCTIONS

Sanctions days are applied for overdue items and unclaimed reservations.