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

Sanction days are applied for overdue items and unclaimed reservations.

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