

Lingnan Institute of Further Education
Books and learning materials lending regulations

1. Loan Quota and Period: The borrowers are required to observe the loan quota and period of different items as follows:

Items	Loan Quota	Loan Period	Renewal
Books	3	14 days	2 times
Notebook, Kindle and Tablet	1	1 day	No

2. Borrowers are requested to check books before they borrow. Missing or torn pages should be reported immediately. Borrowers shall be held responsible for any loss, mutilation, damage or disfigurement of their loans.
3. **Return:** All loan items/equipment should be returned to the LRC Counter on or before the due dates. Borrowers are required to back-up and delete your own file(s) after use of notebook computer.
4. **Overdue fines:** An overdue fine calculable immediately from the day following the due date (excluding days when the LRC and SALC are closed) will be charged at the following rates:

Overdue Items	Fine	Maximum Fine
Books	\$2 per item per day	\$120
Kindle and Tablet	\$50 per item per day	\$500
Notebook computer	\$50 per item per day	\$500

5. The overdue fine, if any will continue to accumulate until the items are found or confirmed lost by the borrower. All fines should be settled when overdue loans are returned.
6. **Non-payment of fines or non-return of overdue items:** Students are responsible for returning all loans and settling any outstanding fines before withdrawal or graduation from LIFE. Non-payment of fines or non-return of overdue items will lead to suspension of further borrowing. Non-payment of outstanding fines will also lead to

the withholding of students' study transcripts, award certificates and related certification by LIFE.

7. **Long overdue loan:** Any loan that has reached the maximum overdue fine will be assumed lost. The borrower will have to pay for a replacement cost, which is stipulated in the Regulation 8.
8. **Replacement Cost:** The cost of replacement with an additional processing fee (HK\$100) plus any accumulated or maximum fine will be charged. If the cost of replacement cannot be verified (e.g. gift or out of print title), an average book price of HK\$500 will be charged. Damaged or lost items shall remain the property of LIFE and borrowers may not keep the damaged items even if the replacement costs have been paid.

**嶺南大學持續進修學院
書籍及學習資源借用守則**

1. 借用限額和期限: 借用者需注意以下不同物品的借用限額和期限:

種類	借用限額	借用期限	續借
書籍	3 本	14 日	2 次
手提電腦、平板電腦和 Kindle	1 個	1 日	不提供

2. 借閱者在借閱書籍前需檢查書本，如發現書籍有頁面丟失或遭損毀，應立即通知服務櫃檯職員。借用物品如有任何遺失、損壞或塗污，借用者須負上責任。
3. **歸還:** 所有借用物品需在到期日或之前於學習資源中心服務櫃檯歸還。請同學在交還手提電腦前備份和移除個人資料檔案。
4. **逾期罰款:** 逾期罰款將在到期日後的第二天按以下款項開始計算 (不包括 LRC 和 SALC 關閉的天數):

逾期種類	罰款	最高罰款額
書籍	每項每天 HK\$2	HK\$120
Kindle 和平板電腦	每項每天 HK\$50	HK\$500
手提電腦	每項每天 HK\$50	HK\$500

5. 如有逾期罰款，款項將會繼續累積直至借用者歸還物品或確認物品已遺失。繳交逾期款項時應付清所有罰款。
6. **未歸還的逾期物品或未繳交的逾期罰款:** 學生應按時歸還借用物品，並在退學或畢業前清還所有罰款。如學生有未清還的罰款或逾期物品，中心將暫停其借用服務。如學生未繳交所有罰款，本院將不會發出任何證明文件，如在學證明信、學業成績報告等的相關證明。
7. **長期逾期的罰款:** 如借用物品已達到最高逾期罰款額，該物品將被視為遺失。借用者將須支付守則第八條規定下的重購費用。

8. **重購費用：**借用者需支付重購費用、手續費（HK\$ 100）以及累積或最高的罰款額。如果遺失的物品無法核實更換費用（例如禮物或已停止出版書籍），則平均定價為 HK\$500。損壞或遺失的物品仍為本學院的資產，即使已支付重置費用，借用者也不得保留該損壞的物品。