

Periodical Special Loan Request Form

Title: _____

Issue: Vol.: _____ No: _____ Year: _____

Title: _____

Issue: Vol.: _____ No: _____ Year: _____

Requestor's Name: _____

Staff No.: _____ **Faculty:** _____

Telephone: _____ **E-mail:** _____

Date: _____ **Time:** _____

Rules for checking out periodicals

1. This service is applicable only for academic members.
2. The loaning quotas are two bound or non-bound volumes of journals could be checked out each time for a maximum duration of two library opening days and no renewal is allowed.
3. Checking out of journals is restricted to twice a week per academic member.
4. Borrowings of journals are restricted to 100 units per day.
5. No journal holding request is entertained.
6. Checked out item(s) not returned on the fourth day will be charged as missing.
7. Penalty for journal overdue is calculated at MOP 50.00 per item for each overdue day and borrowings will be suspended until the items are returned.
8. Penalty for missing journal is calculated at three times of its original price.

** The rules derive from the "University Library Rules" 4L.*

Requestor's signature: _____

Returned:

Requestor's signature & date

Library staff & date