

New Measures of the Library Circulation Services (02/09/2009)

Dear All,

Welcome back to the new academic year!

In order to further enhance the library circulation service, the Library will adopt the following new measures **starting from 7 September 2009**:

1) Loan period for audio-visual materials

The loan period for all audio-visual materials will be reduced to 10 days. However, if any user needs to have these materials for a loan period longer than 10 days, he/she may submit special requests and the Library will consider them on a case-by-case basis. Please note that this new loaning rule will not apply to the multimedia kits which may still be borrowed for 120 days by teaching members.

2) Email and SMS notices

In order to economize on the use of paper and to protect the environment, the Library will no longer send circulation related reminders/notices (e.g., overdues, book requests on hold) to our users through postal mails. Instead, all such reminders/notices will be sent by emails only. Your default UM emails will be used as the email accounts for receiving these reminders/notices. Please also note that mobile phone messages (SMS) will be adopted to deliver courtesy and overdues reminders, to ensure our users return / renew the loan items on time. However, at the initial stage, this service will be provided to students only.

3) Self-Check system

Self-Check system is newly installed for borrowing general library books by users themselves, and it is located at the G/F (Library Lobby). Please also note that the Self-Check system is not applicable for AV materials or for book renewals.

Thank you for your kind attention.

Regards,
UM Library