

Borrowing & Returns

HKCT / CTIHE staff and students are entitled to enjoy library facilities and services with their valid staff / student identity (SID) cards. Please show the valid SID cards for borrowing library materials.

Notice:

For the first time of borrowing library materials, staff needs to submit a completed “Borrower Registration Form” and agree abide by the library regulations. A print-out form can be obtained at the Library Lending Services Counter or downloaded from the [library web page](#). Please hand in the completed form and show the valid SID cards for registration process.

Borrower Type	Type of Material	Quotas	Periods
Students of Sub-degree & Below	Books	15	14 days
	7 Days Loan Books		7 days
	Audio-Visual Materials	5	7 days
	Reserve Materials	3	2 hours
	Serials/ Bound	2	7 days
	Serials/ Current	N/A	N/A
	Reference Materials	N/A	N/A
Students of Degree & Above	Books	20	14 days
	7 Days Loan Books		7 days
	Audio-Visual Materials	5	7 days
	Reserve Materials	3	2 hours
	Serials / Bound	2	7 days
	Serials / Current	N/A	N/A
	Reference Materials	N/A	N/A

Borrower Type	Type of Material	Quotas	Periods
Staff	Books	25	30 days
	7 Days Loan Books		7 days
	Audio-Visual Materials	5	7 days
	Reserve Materials	3	2 hours
	Serials / Bound	2	7 days
	Serials / Current	Request	Request
	Reference Materials	Request	Request

Borrowers can return the items at the Lending Services Counter during library opening hours or use the Book Drop to return books outside library opening hours.