

External Membership (Annual) Loan Rules

Loan Entitlement

Collection Patron Category	Book				Media	
	Open Shelf		Red Spot		*Restricted Loan	
	Loan Limit (items)	Loan Period (days)	Loan Limit (items)	Loan Period (hours)	Loan Limit (items)	Loan Period (days)
• TAR UC Alumni	2	14	1	4	2	14
• TAR UC Retiree						
• General Public						

*Book's accompanying electronic materials (CDs, etc.)

Fines

Fines are imposed on all library materials returned after the due date.

Collection	Rate
Open Shelf	50 sen per item per day
Red Spot	50 sen per item per hour
Restricted Loan	50 sen per item per day

User who has overdue item is blocked from borrowing or renewing any library materials until the overdue item is returned and fines are cleared.

Renewals

Users can renew library materials, provided:

- i. The item is not overdue;
- ii. The user has no overdue items or unpaid fines in his/her account;
- iii. The item has not been reserved by another user or recalled by the Library Management.

Recalls

All loaned-out items are subject to recall by the Library Management. The recalled items must be returned within five (5) days from the recall date.

Circulation Notices

It is the user's responsibility to keep track and to return borrowed library materials on time. The Library will send circulation notices as a courtesy to remind users of their circulation activities. However, non-receipt or late receipt of circulation notices does not exempt the user from paying overdue fines.