

## ALS Library Card Users Collection Checkout & Usage Privileges

Users (All users can borrow items for 28 days)	Total Loan Quota for each user categories (different kinds of collection – sorting by location)				
Students	6	1	Reference (Library In house Use -- if you have any need for using outside, please contact the Librarian)]	Course Reserves, Periodicals, Bibles & Special Collections (Library In house Use)	EBSCO E-books (via ALS campus network & off campus using -- password needed)  Logos, Kindle & other e-resources (Library In house Use)
General Staff	(General Stacks and Media with 3 renewal allowed if no user making hold request per time)	(Kindle Reader -- not including in the total loan)			
Academic Staff	20 (General Stacks and Media with 3 renewal allowed if no user making hold request per time)				
Alumni & Previous or retired ALS staff & Friendly Christian Organisation User Card	3 (General Stacks and Media with 3 renewal allowed if no user making hold request per time)				EBSCO E-books* (via ALS campus network & off campus using -- password needed) * Friendly Christian Organisation Card Users are needed to approve by the Academic Dean  Logos, Kindle & other e-resources (Library In house Use)