

## Conditions of Use for Library

1. A borrower shall use his/her own library card issued by Asia Lutheran Seminary Library for library purposes for borrowing or pick-up of reserved library materials at the library.
2. A registered seminary student may borrow a maximum of six library items together with accompanying library materials. ALS alumni may borrow a maximum of three library items together with accompanying library materials. All library materials borrowed from library shall be returned within 28 days after the day upon which it was borrowed. Unless already reserved by another reader, each loan item may be renewed for up to three consecutive times with a period of 28 days from the date of each renewal.
3. Self-renewal can be made online via the Electronic Library under their own borrower records. Library materials cannot be renewed if:  
You have overdue items; or  
You have outstanding fines; or  
Maximum renewal limit has been reached; or  
Items are being reserved by other users.
4. Immediately upon check-out of any library material, a borrower shall ensure that the library material issued to him/her on loan is complete and undamaged. Should the borrower has any question about the library material issued to him/her, he/she shall contact the library staff as soon as possible.
5. An overdue fine is imposed on each and every loan item and accompanying library material returned late. The charge is HK\$0.5 per day or part of a day for each loan item. For lost or damaged items, borrowers are liable for the cost of replacement plus the shipping and processing fees.
6. Cost of replacement for the Library Card each HK\$20
7. Library provides electronic delivery of articles and book chapters available in the library collections. Faculty, teaching staff, administrative staff, and students are welcome for these services. Users need to submit their requests via email to [library@als.org.hk](mailto:library@als.org.hk) (Flat rate per A4 size paper HK\$1)
8. The Reserve Collection consists of course materials, course set textbooks, supplementary materials provided by teaching staff. Most of the reserve materials are available for reading in the library only.
9. New books are put on display for one month at the New Book Display Shelf. New books will be returned to shelves for loan after the display. Readers can browse the list of the newly catalogued materials at the online Library Catalogue.
10. All library notices, including coming due alert, hold pick-ups, recalls and overdue, are sent via email. Overdue emails are sent to borrowers as a courtesy reminder, and non-receipt of a notice does not exempt from overdue fines.
11. ALS Librarian offers a variety of services such as answering users' enquiries, introducing library collections, providing guidance on using library resources. Users may also call the Counter at 21906216 or email to [library@als.org.hk](mailto:library@als.org.hk) for enquires.

