

Lending Library Student Quick Guide

Borrow. Use responsibly. Return on time.

This is a short-term lending trial. Please help it succeed by following these key rules:

Borrowing

- Available to **currently enrolled students** with valid student ID
- Maximum **3 items at one time**
- Short-term loans only:
 - **Up to one week.**

Returns

- Return items **by the agreed due date**
- To the **original campus** during opening hours.
- Late returns affect access for everyone
- Overdue items may lead to **temporary borrowing suspension**

Taking Care of Books

- Keep books **clean, dry, and safe**
- **No writing, highlighting, or marking**
- Do not lend books to others or leave them unattended
- Report any damage or loss **immediately** to library staff

If the Policy Is Not Followed

- Late, lost, or damaged items may result in:
 - Loss of borrowing privileges
 - Requirement to return items immediately
 - **Library borrowing ban for the remainder of the trial** in serious or repeated cases

Important to Know

- This is a **trial service** and may change or be withdrawn
- Student behaviour during the trial will help decide whether lending continues in future

By borrowing a book, you confirm that you have read and agree to the Lending Library Trial Policy. The full policy is available on the library webpage.

Thank you for helping keep library resources fair and accessible for everyone.