

Regulations of the use of the Special Collections (revised Oct, 2006)

(All users of the Special Collections are requested to familiarize themselves with the following Regulations. Ignorance of any clause will not be accepted as an excuse for a breach of the Regulations.)

1. Opening Hours

The opening hours are determined from time to time by the Director of the Centre of Buddhist Studies in the light of demand of use and staff availability. Details of opening hours are posted on the Homepage of the Special Collections, and at the entrance of the Special Collections.

2. Admission and Use

2.1 Only eligible users are allowed to use the Special Collections. A list of eligible users is maintained by the Centre of Buddhist Studies for identification purpose.

2.2 Admission to the Special Collections is conditional upon the presentation of a valid University Identity Card. The Director of the Centre of Buddhist Studies or his designated representative shall have the authority to request a user to produce his/her University Identity Card or user ticket for identification.

2.3 The following persons are eligible to use the Special Collections:

(i) honourable members and their delegates;

(ii) the full-time / part-time academic staff, administrative staff, research / project fellows, associates and assistants and of the Centre of Buddhist Studies;

(iii) research degree students of the Centre of Buddhist Studies;

(iv) taught master degree students of the Centre of Buddhist Studies;

(v) undergraduate students enrolled for courses offered by the Centre of Buddhist Studies;

(vi) members of the Centre of Buddhist Studies Alumni Association;

(vii) such other persons approved by the Director of the Centre of Buddhist Studies or his delegate from time to time for a specified period or purpose.

3. Conduct of Users

3.1 All eligible users should follow the instructions on the proper use of the Special Collections as displayed in the venue or given verbally by the staff of the Special Collections.

3.2 The venue of the Special Collections is a place for all eligible users to pursue their studies and research in a congenial atmosphere free from unnecessary disturbance. To this end, any misuse of facilities or any behaviour considered by the Director of the Centre of Buddhist Studies to be unseemly is not permitted. The Director of the Centre of Buddhist Studies or his designated representative shall have the authority to exclude those who have ignored verbal warning from the Special Collections for the remainder of the day. Serious offences will be liable to further disciplinary action.

3.3 Books and other items which are the property of the Special Collections must not be mutilated or defaced. Replacement cost in accordance with the Regulation 4.8 will be charged for any damage caused by users.

3.4 Anything in the opinion of the staff of the Special Collections which may interfere with the proper use and management of the Special

Collections is not permitted. Examples include: wet umbrellas, food or drink. Audio, video and photographic equipment may not be used in the Special Collections without the express permission of the Director of the Centre of Buddhist Studies.

3.5 Users are strictly prohibited from using pagers, mobile phones, etc. in the Special Collections. These devices should be deactivated before entering the Special Collections. Any person using such devices in the Special Collections may be excluded.

3.6 Users are required to sit in the places provided. Tables and chairs should not be misused or moved to new positions.

3.7 Personal property should not be left unattended anywhere in the Special Collections. The Special Collections will not be responsible for any loss or damage of personal property.

3.8 Smoking is not permitted in the Special Collections.

3.9 No games of any form are allowed in the Special Collections.

3.10 At the request of a staff member of the Special Collections, all Special Collections materials and personal belongings must be shown for inspection at the exit. Users may also be asked to show the contents of their bags, cases or other kinds of receptacles.

3.11 Silence must be observed in the Special Collections. Any user causing disturbance to others and ignoring the verbal warning of the staff member of the Special Collections is liable to be excluded for the remainder of the day.

3.12 All materials of the Special Collections must be kept clean.

3.13 The use of Internet resources in the Special Collections is for the interest and information of the user community. The Special Collections advocates a policy on intellectual freedom and thus will not proscribe, censor, or remove information or web sites because of partisan or doctrinal disapproval. However, Internet users in the Special Collections have a responsibility to be aware of materials that may be objectionable to others when using computer facilities in public areas. Internet users should not use public computers and printers to display or print materials that might be defined as harassing or obscene.

3.14 The Director of the Centre of Buddhist Studies may from time to time make special regulations regarding admission to and use of particular areas of the Special Collections.

4. Borrowing Regulations

Eligible users of the Special Collections may borrow books according to the following conditions:

4.1 Loan records: Borrowers are responsible for all loans recorded through the use of their Student and Staff Identity Cards.

4.3 Loan quotas: Without the express permission of the Director of the Centre of Buddhist Studies, the maximum number of books in any period that a borrower may have on loan to him/her at one time are as follows:

Category of eligible users		Quotas
(i)	honourable members	5
(ii)	full-time / part-time academic staff, administration staff of academic equivalent status, managerial staff, research / project fellows and associates	5
(iii)	full-time / part-time research / project assistants	3
(iv)	research degree students	5
(v)	taught master's degree students*	5
(vi)	undergraduate degree students*	3
(vii)	Members of the Centre of Buddhist Studies Alumni Association	3

* Occasional students of the Centre of Buddhist Studies have NO borrowing privileges.

4.4 Borrowing procedure: No materials shall be removed from the Special Collections until their issue has been properly recorded at the appropriate counter. Any infringement of this clause may lead to disciplinary action or prosecution.

4.5 Loan periods: All circulating materials can be borrowed for 22 days and with no renewal. Borrowers are responsible for returning their loans on or before the due date.

4.6 Notices: All notices of the Special Collections are emailed to users by their Webmail accounts. Attempts will be made to send overdue notices to borrowers.

4.7 Staff members are responsible for returning all loans before leaving Hong Kong on long leave and on cessation of employment at the University. Students must return all loans on withdrawal or on graduation from the University.

4.8 Loss and damage of materials: Borrowers shall

be held responsible for any loss, mutilation, damage or disfigurement by writing or other marks and shall be required to pay the full cost of replacing or repairing such materials. The cost of replacement will be **three times** the estimated price of the materials plus a service charge per item as determined by the Director of the Centre of Buddhist Studies. The book replacement cost may be waived if the lost item is found and returned, or identical replacement copy of the lost/damaged items are to be provided within four weeks or the issuance of the reminder. Lost books or materials will continue to remain the property of the Special Collections even if replacement costs have been paid. All sums paid are non-refundable.

4.9 Return procedure: All borrowers must return all loans to the appropriate counter in the Special Collections of the Centre of Buddhist Studies. Returned items may not be borrowed for the remainder of the day.

4.10 Non-circulating materials: Under exceptional circumstances, staff may obtain special permission from the Director of the Centre of Buddhist Studies to borrow materials that are not normally allowed to be charged out.

4.11 Special restrictions: The Director of the Centre of Buddhist Studies may restrict or preclude the loan or use of any book, class of books and other materials of the Special Collections.

4.12 Special rules: Notwithstanding anything in the above, the Director of the Centre of Buddhist Studies shall have the discretion to make special rules on use and borrowing as deemed appropriate for the proper management of the facilities of the Special Collections.

4.13 Breach of any Regulations may result in the cancellation of borrowing privileges granted.