

Library Borrowing Regulations

Book to Borrow

1. All books must be borrowed with the campus card.
2. The number of books borrowed includes the total number of books borrowed in the libraries of each campus of the university.
3. When borrowing books, please check the books. If there is any painting, damage, or incompleteness, please explain to the staff immediately.
4. All documents that are "for reading only" (such as tapes, discs, video tapes, periodicals, newspapers, etc.) are not within the scope of borrowing.
5. It is strictly forbidden to take books out of the library without going through the borrowing procedures.

Limits of Borrowing Authority

Reader	Loan period (days)	Books Limit
3-year Diploma	30	30
Undergraduate	30	40
Graduate	60	50
PhD	60	60
Teacher	180	60
Retired Teacher	90	20

Book Renewal

1. Readers can renew online based on their needs according to the regulations.
2. Book renewal procedures must be completed before the borrowed books expire, and the renewal period starts from the date of renewal.
3. The borrowed books can only be renewed once, and the renewal period is 30 days.
4. Books that are overdue or reserved by others cannot be renewed.

Book Return

1. Readers should return all kinds of books and documents borrowed by the due date.
2. All books can be returned in different libraries of campuses.
3. Those who fail to return the borrowed books will be suspended until the books are returned.
4. The due date of the borrowed books coincides with the winter and summer vacations, and they must be returned within 14 days after the start of semester. If the books exceed 14 days, they will be treated as overdue.
5. All readers must return the borrowed books and go through corresponding procedures before leaving school.