

Borrowing Privileges for Staff

Academic Staff / Part-time Teaching Staff / Administrative Staff / Research Staff	Loan period
Books & Conference proceedings	84 days (Academic staff & part-time teaching staff) 28 days (Administrative staff & Research staff)
Periodicals (Current and back issues)	7 days
Reference books	7 days
Reserve books	1 day, max 1 item (Academic staff & part-time teaching staff) Use in Library only (Administrative staff & Research staff)
Abstracts	7 days
AV: - Blu-ray Disc, DVD, LD, VCD - Audio CD, CD-ROM, DVD-ROM - Video cassette, Audio cassette & Music CD with accompanying materials	7 days * (Maximum 5 items for each item type)
AV Reserves	4 hours (1 item only; use in library)
AV Media-Box	4 hours (use in library)
Calendars	7 days
Cards, Charts, Kit, Transparency	7 days
Maps & Microforms	Use in Library
Project reports	7 days
Standards	7 days
Loan Limit	40 items

*There will be exceptions to the loan duration for (a) titles whose access is restricted, (b) popular titles which carry the default 4 hourly loan or (c) items which must be viewed within the Library's premises.

NTU Library

Office of Information, Knowledge and Library Services