

LIBRARY BOOK LOAN FORM

Student's Name: _____ Contact No: _____

Email: _____ Student Card No.: _____

1. Book Title: _____ Book Code: _____

Date of (RT /RN): _____ Received by: _____

2. Book Title: _____ Book Code: _____

Date of (RT /RN): _____ Received by: _____

3. Book Title: _____ Book Code: _____

Date of (RT /RN): _____ Received by: _____

*(RT: Returned RN: Renewal)

Book Loan on: _____ Due Date (weeks from loan date): _____

Student's Signature: _____

Program: Please circle	MBA	M.CA	M.CAF	MPM	BCompSc	MEd
	MAcctgFin	BIE	BN	BCOM		

For Official Use Only: Loan Date: _____ Issued by _____

Library Policy

Loans

- Students may borrow up to a maximum of 3 books for a period of 14 days.
- Books may be loaned in person at the Student Service Centre.
- Student must produce Student Card, upon loan.

Reservation

- Books may only be reserved for a period of 3 working days; thereafter it shall be released for loan.
- Reservation can be done through email or via telephone.

Renewal

- Renewal will be subjected to availabilities of books.
- Renewal period may be extended for only 14 days from due date.
- Students may renew their books personally through email or via telephone.

Due/Overdue Items

- All loans should be promptly returned, unless renewed.
- Books may be returned at the Student Service Centre during operating hours; or at Security Counters, Level 1, during non-operating hours.

Operating Hours

Mon - Thurs: 10.00am - 7.00pm

Fri: 9.00am - 10.00pm

Sat: 9.00am - 8.00p

Sun: 9.00am - 5.00pm