

Book Borrowing Service Policy (As of 2025/01/15)

1. The usage of the borrowing service is limited to ACA's members only. The membership card may not be transferred to others.
2. The borrowing periods are as follows: Comics 14 days and 13 nights; new comics (red dot ●) 7 days and 6 nights; light novels 21 days and 20 nights; new light novels (red dot ●) 14 days and 13 nights (based on working days).
3. Please note the following when borrowing:
 - a. Borrowing and returns can only be made during the society room's opening hours.
 - b. Membership card must be presented when borrowing.
 - c. Each membership card can be used to borrow up to five books.
 - d. Magazines and reference books are for in-house reading only and may not be borrowed.
 - e. Wait for the librarian to complete all borrowing and return procedures before leaving the library.
 - f. Books with yellow dots ● on the spine may be borrowed only by members over 18 years of age.
4. The fine for each overdue book is \$2 per item per open day and \$5 per item per open day for new books (red dot ●); up to a maximum of \$70 per item (or the MSRP of the book if it is higher).
5. If a member has overdue books, their membership rights will be frozen until the books are returned and the fine is imposed.
6. If a member damages a book, the library will reference the following procedures regarding penalty and fines for the member.
 - a. If the damage is not serious (e.g. bumped edges or other types of damages which do not impact the readability of the book), the member will not be fined.

- b. If the damage is serious (e.g. rips and tears on the pages, liquid damage, writings and doodles, missing pages and other types of damages which impact the readability of the book), the member will be fined \$70 (or the MSRP of the book if it is higher) or a deposit of \$70 (or the MSRP of the book if it is higher). If a deposit is paid, the borrower is required to purchase and return the damaged books to the ex-co member on duty within 2 weeks (starting from the date of return), and membership rights will be frozen during this period. Violators of this will not have their deposit refunded.
- 7. If a member loses a book, they must notify the librarian immediately. Please refer to the following procedure:
 - a. Immediately notify the ex-co member on duty.
 - b. Pay an administrative fee of \$30.
 - c. Pay a fine of \$70 (or the MSRP of the book if it is higher) or a deposit of \$70 (or the MSRP of the book if it is higher).
 - d. If a deposit is paid, the borrower is required to purchase and return the lost books to the ex-co member on duty within two weeks (starting from the date of notification), and membership rights will be frozen during this period. Violators of this will not have their deposits refunded.
- 8. ACA, HKU reserves the right to interpret the Book Borrowing Service Policy.

Note: Membership rights include the right to borrow and order books.