

CEGLOC Media Library Borrowing Rules and Guidelines

- The materials in the Media Library are shared resources for the university community. Please use them carefully.
- The maximum number of items that can be borrowed is five per person, for 2 weeks.
- You may request an extension of the borrowing period once per person through email, phone, or in-person visit. The new due date will be two weeks from the date of the extension request.
- Please return the materials by the due date.
- If you have any overdue materials, you will not be able to borrow or extend the borrowing period.
- Illegal reproduction, resale, or any other unauthorized activities are strictly prohibited.
- Please take sufficient care to avoid loss or damage materials. Some items may be difficult or expensive to obtain.
- Borrowed materials cannot be returned through the library's book drop. Please make sure to return them directly to the Media Library counter.