

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.
- All materials are available for loan except DVDs, dictionaries, and the latest editions of subscription books.
- You may request an extension of the borrowing period once per person through email, phone, or an 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 or the Media Library return box located at the entrance.