

POLLARD RESOURCE CENTRE

PART-TIME FACULTY / STAFF – LENDING RULES

RESOURCE CLASSIFICATION	NO OF ITEMS	LOAN PERIOD	RENEWALS
New Acquisitions			
Main Collection	3 maximum	30 days	2 Renewals
Audio Visual Collections	3 maximum	15 days	NO Renewal
Main [CIRCULATION] Collections			
Curriculum Resources Collection General / Business Collection English/Communication Collection	5 maximum	1 term maximum	
Audio Visual Collections	3 maximum	30 days	1 Renewal
Periodical Collection	2 maximum	15 days	1 Renewal
Short Loan Period Collection	2 maximum	30 days	1 Renewal
Reference and Reserve Collection	2 maximum	PRC Use Only	

NOTE:

- **RESERVATION IS APPLICABLE TO ANY ITEM ON LOAN.**
- **RENEWAL CANNOT BE DONE IF AN ITEM BORROWED HAS BEEN PLACED ON RESERVE.**