

**POLLARD RESOURCE CENTRE****STUDENT BORROWING – LENDING RULES**

<b>RESOURCE CLASSIFICATION</b>	<b>NO OF ITEMS</b>	<b>LOAN PERIOD</b>	<b>RENEWALS</b>
<b>New Acquisitions</b>			
<b>Main Collection</b>	<b>2 maximum</b>	<b>7 days</b>	<b>2 Renewals</b>
<b>Audio Visual Collections</b>	<b>2 maximum</b>	<b>7 days</b>	<b>NO Renewal</b>
<b>Main [CIRCULATION] Collections</b>			
<b>Curriculum Resources Collection General / Business Collection English/Communication Collection</b>	<b>2 maximum</b>	<b>14 days</b>	<b>2 Renewals</b>
<b>Audio Visual Collections</b>	<b>2 maximum</b>	<b>7 days</b>	<b>1 Renewal</b>
<b>Periodical Collection</b>	<b>2 maximum</b>	<b>7 days</b>	<b>1 Renewal</b>
<b>Short Loan Period Collection</b>	<b>2 maximum</b>	<b>7 days</b>	<b>1 Renewal</b>
<b>Reference and Reserve Collection</b>	<b>2 maximum</b>	<b>PRC Use Only</b>	

**NOTE:**

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