

A Summary Table of Library Circulation Services

Library Services			Users		Student				Academic Staff #				Retired UM staff		Admin. Staff	VIP Card Holder	Outside User		Remarks
					Under-graduate	Honors College	Master / Postgraduate certificate	Ph.D.	Full-time members of the teaching staff #	Non-regular full-time members of teaching staff #	Non-regular non-full-time members of teaching staff #	Research staff	Visiting professors	Retired Staff			Retired Staff with the title of Professor Emeritus/Emerita	With Library Card	
Loaning Services	Loan Quotas		20 + 10 (Multimedia)	30 + 10 (Multimedia)	40 + 10 (Multimedia)	60 + 10 (Multimedia)	60 + 10 T + 10 (Multimedia)	60 + 10 T + 10 (Multimedia)	20 + 10 T + 10 (Multimedia)	60 + 10 (Multimedia)	60 + 10 (Multimedia)	30	60 + 10 (Multimedia)	40 + 10 (Multimedia)	3	3	N	"T" : Text Book # If necessary, Academic Staff are allowed to use their quotas of Multimedia and Text books for loaning general books.	
	Loan Period		21/10*	21/10*	90/10*	120/10*	120/10*	120/10*	120/10*	120/10*	120/10*	120/10*	120/10*	90/10*	21/10*	21/10*	N	* The 10 days' loaning period is applicable for all Multimedia materials, however: (1) The multimedia kits will have loan period of 120 days by teaching members, (2) Any user can apply to the Library for longer loan period than 10 days if he/she has such a need and any such application will be considered on a case-by-case basis.	
	No. of Renewal		3	3	3	3	6	6	6	6	6	3	6	3	3	3	N	Renewal can be placed in Circulation Counter with books or via Library WebPAC. Items overdue or on-hold by other readers could not be renewal.	
	No. of Books on Hold		3	3	3	3	3	3	3	3	3	3	3	3	3	N	N	N	Items that has been checked out can be requested for hold either at Cirucaltion Counter or via Library WebPAC.
Loaning Materials	General Collections		A	A	A	A	A	A	A	A	A	A	A	A	A	A	Y	2/F - 4/F.	
	Macau Official Bulletin		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	Reserve Materials (Teaching Members' Reserve)		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	Located at the Circulation Counter, loan for 3 hours and 1 item each time.	
	Text Books for Students		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	UM Dissertations		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Library Use Only.	
	International Organizations Collection		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	Reference Collection		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Reference collecton area, 1/F.	
	Macau Collection		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Macau Corner, 1/F. For the UM publications, please inquire the Reference Desk, G/F.	
	Rare Books and Author Signed Books		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Rare Book Room, 1/F. Library permission needed.	
	Periodicals	Current Month	Y	Y	Y	Y	A *	A *	A *	A *	A *	Y	Y	Y	Y	Y	Y	Y	*Academic staff can borrow 2 items for 2 library working days without renewal and will be fined for overdue, one item MOP50 per day.
		Back Issues	Y	Y	Y	Y	A *	A *	A *	A *	A *	Y	Y	Y	Y	N	N	N	
	Newspapers	Current Month	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Casual Reading and Reserve-Book Area, G/F.
		Back Issues	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	For the Retrospective Newspaper, please inquire at the Reference Desk.
	Other Governments' Publications, Company Reports, Exhibition Catalog, Index Lists, etc.		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	
Special Materials	Microforms		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Special Collection Area, 1/F.	
	Maps & Globes		Y	Y	Y	Y	A	A	A	A	A	Y	Y	N	N	N	N		
	Posters		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N		
	Teacher's Materials		N	N	N	N	A	A	A	A	A	N	N	N	N	N	N		
	Slides		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N		
Multi-media resources	Computing Facilities, Electronic Resouces: CD-ROMs, On-line Databases, Internet		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	Fees are charged for outside users (except for members of UM Alumni Association).	
	Multimedia Materials	Records, Cassettes, Multi-media Toolkits, Diskettes etc.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	N	Multi-media Collection Area, 2/F.	
		Video Casssetes, CD, VCD	A	A	A	A	A	A	A	A	A	A	A	A	A	A	N		
	Locker		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	For current day usage only.	

Other Facilities	Study Rooms	Individual / Group	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	For enquiries, please contact I.T. Service Counter (G/F).
	Photocopy Services		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	For enquiries, please contact I.T. Service Counter (G/F).
	Wireless Laptop Computer, Headphone, Power Cord, AC Adapter, Remote Control		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	For enquiries, please contact I.T. Service Counter (G/F).
Interlibrary Services	Hong Kong Libraries Reader's Card		N *	N *	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	Request at the Circulation Counter. Every application is max. 3 cards for 7 days and can be reserved. Rearder Cards include: The University of Hong Kong, The Education University of Hong Kong, Hong Kong Baptist University, The Open University of Hong Kong, City University of Hong Kong, The Chinese University of Hong Kong, Tung Wah College & Hong Kong Nang Yan College of Higher Education. <i>*Year 3 or above students can use this service.</i> The Hong Kong Polytechnic University (Only applicable for Academic Staff and make reservation)
	Macau University of Science and Technology Library Card		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	Request at the Circulation Counter. Readers can borrow books from the library and will be fined for overdue, please inquire the Circulation Counter for details.
	Kiang Wu Nursing College of Macau Library Card		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	
	City University of Macau Library Card		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	
	University of Saint Joseph Macao Library Card		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	
	Macao Institute for Tourism Studies Library Card		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	
	Macao Polytechnic Institute Library Card		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	
	Macao Public Library Card		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	

"Y" Service available - Non circulation
 "N" Service unavailable
 "A" For circulation