

# Guidelines on Book Drop Service

## 1. Opening hours of Book Drop Service:

Opening hours	<b>Whole day</b>	
Location	Ma On Shan Undergraduate Campus - Academic Pavilion	Mong Kok East Campus - Knowledge & Information Centre
	Ma On Shan Campus - G/F	Ma On Shan Undergraduate Campus - Learning Commons

2. The Book Drop is for returning books of the HKCT/CTIHE only. The borrowing record of patrons will be updated within 24 hours (except Public Holiday).
3. Patrons are able to check their borrowing records in the "My Account" through the Online Catalogue.  
**Website: <http://library.hkct.edu.hk>**
4. Books should be placed inside the Book Drop. If the Book Drop is full, please try another one or returning books to the library directly. Please do not force books into or leave them outside the Book Drop.
5. **Overdue books and all non-printed library materials (e.g. DVDs, CDs, etc.) must be returned at the Lending Services Counter of the library.**

HKCT Academic Pavilion

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