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## 2. Where to borrow library books?

Library materials are borrowed and returned at the administration desk, which is located in the corridor down from the Resource Centre.

## 3. Hours of Resource Centre Opening

Monday to Friday: 8.30 AM to 5.00 PM

Saturday & Sunday: Closed

Any change in library hours are posted in advance

## 4. Who may borrow?

Upon presentation of library card and registering at administration desk, any student of IHNA can borrow books from the Resource Centre.

## 5. Borrowing Period

Books may be borrowed for 2 days. Renewal of these items will be permitted, unless they are requested by other users. A limit of two books is allowed per person

## 6. Overdue Fine

The fine for late return of book is 25 cents on each book, per day per week

## 7. Recall/ Hold & Renewal

If the book you are searching for is loaned, you can place a recall/ hold online or you can report at the administration desk. Once the book is returned by the user, you will be notified by e-mail or by phone. (what is the system used in Melbourne to do this part? So that we can also implement it here)

## 8. Lost and Found

Lost and found books have to be returned at the administration desk.