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Opening Hours

1. Academy Library

Teaching Period	Monday – Friday	(8:45 a.m. – 9:00 a.m.)**
		9:00 a.m. – 9:00 p.m.
	Saturday	9:00 a.m. – 5:00 p.m.
	Sunday	2:00 p.m. – 6:00 p.m.
	Public Holidays	Closed
Non-Teaching Period	Monday – Friday	(9:45 a.m. – 10:00 a.m.)**
		10:00 a.m. – 6:00 p.m.
	Saturday	9:00 a.m. – 1:00 p.m.
	Sunday & Public Holidays	Closed

Circulation Counter will close 15 minutes before the Library closing hour.

**Partially open for borrowing and/or returning library materials only from Monday to Friday.

2. Film and Television Library

Teaching Period	Monday, Wednesday, Friday	9:30 a.m. – 12:00 nn & 1:00 p.m. – 7:00 p.m.
	Tuesday	9:30 a.m. – 12:00 nn & 1:00 p.m. – 4:00 p.m.
	Thursday	2:00 p.m. – 6:00 p.m.
	Saturday, Sunday & Public Holidays	Closed
Non-Teaching Period	Monday – Friday	2:00 p.m. – 6:00 p.m.
	Saturday, Sunday & Public Holidays	Closed

3. Music Library

Music Library is a closed stack library. Staff and students can visit the Library by appointment only. Materials from the Music Library can be brought to the Academy Library for use upon request.

Learning Resources Room (Wanchai Campus) & Learning Resources Area (Bethanie Campus): opens daily from 9:00 am to 11:30 pm and from 9:00 am to 11:00 pm respectively.

Details about libraries' opening hours are posted on the Library webpage (http://library.hkapa.edu) and at the entrance to the Libraries.

Staff Directory

Name	Title	Contact Number
Yeung, Constance	Librarian	2584-8508

Reader Services Section

Cheng, Frankie	Assistant Librarian I (Reader Services)	2584-8763
Lau, Veronica	Assistant Librarian II (Reference and Instruction Services)	2584-8526
Vacant	Branch Library Officer	2584-8927
Leung, Kathy	Library Officer	2584-8520

Systems Section

Fan, Ken	Assistant Librarian I (Systems)	2584-8525
Fu, Hau Lam	Library Officer	2584-8509
Vacant	Library Officer	2584-8586

Technical Services Section

Tsui, Heidi	Assistant Librarian I (Technical Services)	2584-8873
Pok, Daniel	Assistant Librarian II (Acquisition & Resources)	2584-8519
Fung, Idy	Library Officer	2584-8307
Leung, Iris	Library Officer	2584-8581
Wong, Kira	Library Officer	2584-8566

1. Service Points

	Telephone
Academy Library	2584-8510
Film and Television Library	2584-8921
Interlibrary Loan / Document Delivery Services	2584-8520
Library Information Systems	2584-8525
Library Materials Acquisitions	2584-8581

2. Subject Liaisons

School / Department	Liaison Staff	Telephone
School of Chinese Opera	Ms. Lau, Veronica	2584-8526
School of Dance	Ms. Leung, Kathy	2584-8520
School of Drama	Ms. Fung, Idy	2584-8307
School of Film and Television	Mr. Cheng, Frankie	2584-8763
School of Music	Mr. Cheng, Frankie	2584-8763
School of Theatre and Entertainment Arts	Ms. Fu, Charlotte	2584-8509
Complementary Studies	Ms. Leung, Iris	2584-8581

Libraries and Collections

1. The Academy Libraries

1.1 Academy Library

The Academy Library is located on the Ground Floor of the Academy Block; and is the focal point of user activities due to its central and convenient location. It was opened in 1986 with a collection of about 25,000 items. Many of the items were from notable donations: the HK Conservatory of Music, the Ernest Read Orchestral Collection, the Lady Kotewall Collection and the Leathlean Collection of phonodiscs. Since its inception, the Library has built up a sizeable collection of performing scores, plays, motion pictures, audio recordings and videos.

1.2 Film and Television Library

The Library at the Béthanie campus aims to serve the School of Film and Television and houses the books and audio-visual materials relevant to the School. With the permission of the School of FTV, the Learning Resources Area, which opens daily until 11 pm, has been extended in February 2022 to provide more study area, audio-visual equipment and computers for students to use.

1.3 Music Library

The Music Library is a closed stack library housing performing music scores and parts, including the unique Ernest Read Orchestral Collection.

2. Collections

2.1 Print & Physical Collection

As of June 2026, the Library offers a total collection of over 28,800 volumes of Chinese books, nearly 54,400 volumes of books in English or other languages, 28,200 music scores and parts, 46,200 audio-visual items, 1,100 computer files on CD-ROM and DVD-ROM.

2.2 Electronic Collection

The Electronic Collection has been developed to allow information access anytime anywhere beyond the physical boundary. As of June 2026, the libraries subscribes to 93 reference and aggregator databases, offering access to over 77,000 electronic plays, 1,320 electronic filmscripts, 357,500 electronic books, 181,000 electronic scores, 17,000 electronic journal titles, 64,600 electronic videos and 201,900 online music albums.

2.3 Academy Archives

The Academy Libraries has been collecting publications of the Academy and works created and/or performed by the staff and students of the Academy in the process of teaching and learning. The purpose is to preserve creative experiments of different generations of staff and students and their end products for future scholars and practitioners.

Materials collected include programme diaries, production files and video-recordings of performances and thesis of Master students and materials from local performing arts group.

With the emergence of digital technologies, the Academy Libraries has started preserving the archival materials in digital format and has developed the Digital Performing Arts Repository (DPAR) since 2013. The repository was renamed as HKAPA Digital after the data and system migration in 2020 and now contains more than 149,900 digital files. Staff and students can access this digital archive anytime anywhere.

2.4 Digital Audio Collection

The audio collection provides access to 282,270 sound effect files and 45,300 production music tracks of which students can search from the Audio*Miner* platform and use in their works for educational purpose. 357,000 sound files are also available for access in a web-based sound effect platform.

Library Facilities and Services

1. Library Information System

Primo@Lib, HKAPA Digital and AudioMiner are the integral components of the Library Information System to provide access to a wide range of resources to support teaching and learning of the Academy.

1.1 Primo@Lib

The Library has migrated to the new integrated system and provided the new discovery platform, Primo@Lib, since 2018, allowing users a one-stop search for information resources. It is widely used by academic libraries overseas and all UGC libraries in Hong Kong. It offers the option of searching within the Library Collection or extending their search to online contents from the Library's subscribed e-resources and selected open access databases. Instant retrieval of fulltext articles and multimedia resources is made possible through the platform.

1.2 HKAPA Digital – Library Digital Repository

The Library strives to preserve the Academy archive and relevant local resources in its digital repository, namely HKAPA Digital (formerly known as Digital Performing Arts Repository. After the repository was migrated to integrated with the Library system in 2020, the digital materials can be searched with all other library materials on Primo@Lib and are available for browsing in the HKAPA Digital platform. Staff and students can access the repository online for learning, teaching and research. Video previews and some resources are provided for open access, where copyright permits.

1.3 Audio*Miner*

Audio*Miner* was implemented in 2013. Users can search, retrieve and download sound effects and production music tracks from within the Wanchai and Bethanie campuses for educational use. A number of 5.1 surround sound effects libraries are available for HD productions. In 2021, the Library has subscribed to a web-based sound effect platform, ProSound Effects ® which provides access to 357,000 sound files.

1.4 Library Webpage

Information about the Academy Libraries and links to resources are posted in the Library Website. It not only provides users with general library information, news about library activities, new additions, and library workshops but also connects users to the library resources and services.

2. Facilities

2.1 General Facilities

2.1.1 The Academy Library and the Film and Television Library are covered by wireless network for users to access information on the Internet.

2.1.2 Wi-Fi printing service is offered in both libraries, allowing users to print from their laptops or mobile devices to the designated multi-function photocopier.

2.1.3 Quick battery charging for mobile devices is available in the Academy Library. Re-charging accessories are available for loan in both libraries.

2.1.4 An UV+Ozone book sterilizer is available in both the Academy Library and the F/TV Library for users to sterilize the books after checkout.

2.15 Scanning can be performed by the photocopiers in the Learning Resources Room of the Academy Library and in the Learning Resources Area of the F/TV Library. Scanned files can be saved to email or USB.

2.2 Facilities in the Academy Library

2.2.1 There are 6 PCs in the Information Commons. Some are installed with software such as Finale, Sibelius and Adobe Creative Cloud. All of them are connected to an A3 size flatbed colour scanner and multi-function photocopiers for network printing. Additionally, a book scanner is available and connected to a dedicated PC.

2.2.2 The Research Consultation Room is designed for providing users one-on-one Research Consultation Service.

2.2.3 The Learning Commons was created for collaborative learning in 2015. It provides 26 seats and 10 mobile tables that can be turned into various shapes to meet different study needs.

2.2.4 The Learning Resources Room is designed to provide individual study space for the staff and students until 11:30 pm daily. It is equipped with AV carrels, study carrels, PC/iMac workstations and group study tables. All PCs are connected with a multi-function photocopier and a scanner. A variety of AV equipment is installed in the AV carrels for users to play different kinds of AV material in the library collection.

2.2.5 Two Solo Pods are provided on the Ground Floor, equipped with adjustable lighting and power supplies. On the Upper Ground Floor, 3 Seminar Rooms are available, each fitted with PC/laptop and advanced educational equipment Bookings can be made online via Seminar Room & Solo Pods Booking System.

2.3 Facilities in the Film and Television Library

Extending the concept of the Learning Resources Room of the Academy Library, the Learning Resources Area located in the Film and Television Library opens daily from until 11:00 pm. It is equipped with 8 PC/iMac workstations, 2 4K Ultra HD Blu-ray players, 1 scanner and 1 multi-function photocopier.

3. Services

3.1 Orientation programmes for staff and students and library workshops are scheduled to familiarize users with different library services and electronic resources.

3.2 Reference services are provided by professional librarians and para-professional library staff by phone or email on weekdays and on WhatsApp on weekday afternoons.

3.3 Technical assistance on the use of computers, equipment and mobile devices is provided on request by library staff in both libraries.

3.4 The Libraries collaborates with local university libraries to provide inter-library loan service through which users can borrow materials or obtain journal articles from other academic libraries. Institutional reader's cards are also available for loan for entering the libraries of selected higher education institutions.

3.5 The Library also provides inter-campus loan service between the Wanchai campus and the Béthanie campus.

3.6 A team of library staff is designated to serve as the Subject Liaisons to work with Schools and Departments on the development of library collection and services. They are the first points of contact for Schools and Departments.

3.7 The Library provides online request service for library materials. Staff and students can request off-site items and Music Library materials through the Library System. Email notifications will be sent to users when the requested title is ready for pickup.

3.8 The Library provides online request service for available items to allow users to place request on Primo@Lib for the circulating books and AV items regardless of whether they have been loaned out.

3.9 The Library Guide platform offers comprehensive subject, database and research guides to help staff and students get the most out of library resources, services, and facilities. Additionally, topic guides offer a quick, focused starting point on timely themes and emerging fields of study.

3.10 Staff and students are allowed to pay overdue fines by Octopus, AliPay and WeChat Pay. Users are encouraged to use this new e-payment method instead of paying cash.

Classification Scheme and Material Location

Library materials are arranged by subject according to the Library of Congress Classification Scheme and shelved by the Library of Congress call number.

Outline of the Library of Congress Classification Scheme

Classes	Subjects
A	**General Works**
B	**Philosophy, Psychology, Religion**
C	**History: Auxiliary Sciences**
D	**History: General and Old World (Eastern Hemisphere)**
E-F	**History: America (Western Hemisphere)**
G	**Geography, Anthropology, Recreation**
GT 505 - 2343	*Costume*
GV 1580 - 1799	*Dance*
H	**Social Sciences**

Classes	Subjects
J	**Political Sciences**
K	**Law**
L	**Education**
M	**Music**
M 1 – 3.3	*Music (Collections)*
M 5 – 1490	*Instrumental Music*
M 1497 -2198	*Vocal Music*
M 1807	*Chinese Opera*
ML 1 - 3930	*Literature on Music*
MT 1 - 950	*Musical Instruction and Study*
MT 955 – 956	*Musical Theatre*
N – ND	**Visual Arts, Architecture, Sculpture, Drawing, Design, Painting**
NE - NX	**Print Media, Decorative Arts, Arts in General**
P	**Language and Literature**
PE 1065 - 3721	*English Language*
PL	*East Asian, African and Oceanian Languages and Literature*
PL 1004 – 3166	*Chinese Language and Literature*
PN	*Literature (General)*
PN 1560 - 1590	*Performing Arts, Show Business*
PN 1601 - 3307	*Drama, Theatre*
PN 1991 - 1992	*Radio and Television Broadcasting*
PN 1992.7	*Television Authorship, Technique of Script Writing*
PN 1992.75	*Television Production and Direction*
PN 1992.77	*Television Programmes*
PN 1993 - 1999	*Motion Pictures*
PQ	*French, Italian, Spanish and Portuguese Literature*

Classes	Subjects
PR	*English Literature*
PS	*American Literature*
PT	*German, Dutch and Scandinavian Literature*
Q - S	**Science, Medicine, Agriculture**
T	**Technology**
TR 845 - 899	*Cinematography*
U - V	**Military Science, Naval Science**
Z	**Bibliography, Library Science**

How to Read Call Numbers

Call numbers are the unique codes used for locating Library materials. Two kinds of call numbers are used in the Library, namely the *Library of Congress call numbers* and the *local call numbers*.

1. Library of Congress Call Numbers

Majority of Library materials are shelved by the *Library of Congress call numbers*, which consist of letters and numbers.

e.g. PR
2807
.A25
H78
1983

To locate Library materials, start with the leading letter(s) in alphabetical order and the numbers in numerical order.

e.g.	**B**	**BC**	.....	P	PR	PR	.....	Z
	51	51	.....	90	**2802**	**2807**	.....	25

Then, read the following letter in alphabetical order and the numbers as decimals.

e.g.	PR	PR	PR	PR
	2807	2807	2807	2807
	.A25	**.A3**	**.H35**	**.R656**

If another set of letter and number(s) appears, the letters are read in alphabetical order and the numbers are treated as decimals.

e.g.	PR	PR	PR	PR
	2807	2807	2807	2807
	.A25	.A25	.A25	.A25
	H78	**P45**	**S55**	**S7**

A publication date may appear in a call number. Call numbers without publication dates are shelved before those with dates. Call numbers with publication dates are shelved in chronological order.

e.g.	PR	PR	PR	PR
	2807	2807	2807	2807
	.A25	.A25	.A25	.A25
	H78	**H78**	**H78**	**H78**
		1983	**1991**	**1995**

2. Local Call Numbers

The local call numbers are used for temporarily catalogued material. They consist of two parts. The first part has two letters, i.e., ZZ and the second part is a 7-digit number. Material with local call numbers are shelved in numerical order.

e.g.	ZZ	ZZ	ZZ
	0514 342	0514 350	0514 368

Library Regulations

1. Libraries' Opening Hours

1.1 The opening hours are determined by the Librarian according to the demand for Libraries use and the availability of staff and other relevant resources. The Libraries' opening hours are displayed at the entrance to the Libraries, on the Library web page, and in this Handbook.

2. Admission to the Library

2.1 Admission to the Library is conditional upon the presentation of a valid Academy Identity Card, a Reading Card, a Borrowing Card or The Society of The Academy for Performing Arts (SAPA) Life Member's Card.

2.2 Academy Identity Cards for staff members are issued by the Human Resources Office while Academy Identity Cards for students are issued by the Registry.

2.3 The following persons are eligible to apply for a Reading Card or a Borrowing Card by completing the registration procedure at the Circulation Counter of the Library:

(a) Academy Council members and SAPA life members;
(b) Former full-time staff of long service, Director Emerita and Professor Emerita;
(c) Students enrolled in the Junior Programme;
(d) Academy graduates;
(e) Academy visiting artists and guest lecturers;
(f) Other persons who wish to use the Academy Library for a specified period or purpose.

Each application shall be considered under one category only.

3. Library Registration and Fee

3.1 Council members listed in Regulation 2.3(a) will be issued with a Borrowing Card free of charge for the duration of his/her service. SAPA life members listed in Regulation 2.3(a) may apply for a Reading Card free of charge or a Borrowing Card by paying a deposit of HK$500.

3.2 Persons listed in Regulation 2.3(b) who had served the Academy for more than 10 years may apply for a Reading Card free of charge or a Borrowing Card by paying a deposit of HK$500. Persons listed in Regulation 2.3(b) who are conferred by the Academy with the title "Director Emerita" or "Professor Emerita" will be issued with a Borrowing Card free of charge.

3.3 Persons listed in Regulation 2.3(c) who are over 16 or currently enrolled in the Advanced Musicianship may apply for a Reading Card free of charge. They are also eligible to apply for a Borrowing Card by paying a deposit of HK$500.

3.4 Persons listed in Regulation 2.3(d) may apply for a Reading Card free of charge for the first three years after graduation. Thereafter, a non-refundable annual fee of HK$100 shall be charged. These persons are also eligible to apply for a Borrowing Card by paying a non-refundable annual fee of HK$200 and a deposit of HK$500.

3.5 With the support of the relevant Dean of School or Head of Academic Units, persons listed in Regulation 2.3(e) may apply for a Reading Card.

3.7 Persons listed in Regulation 2.3(f) may apply for a Reading Card by paying a non-refundable annual fee of HK$1,000 or a Borrowing Card by paying a non-refundable annual fee of HK$3,000 and a deposit of HK$500. Their applications must have the support of either an Academy Council member or a member of the Academy's full-time academic staff. The Library reserves its right not to grant permission to this category of persons to use the Library.

3.8 Deposits shall be used to settle fines and charges for the loss of or damage to Library materials. The balance shall be refunded upon return of the Borrowing Card.

4. Borrowing Regulations

4.1 A valid Academy Identity Card, a Borrowing Card or a SAPA Life Member Card must be presented when borrowing Library materials. Loaned items are not transferable, and may not be used on behalf of another person. Cardholders are responsible for all checked-out items.

4.2 No Library materials shall be removed from the Library until their issue has been properly recorded at the Circulation Counter. Any infringement of this regulation may lead to disciplinary action or prosecution.

4.3 Loss of Academy Identity Card, Reading Card or Borrowing Card must be reported to the Circulation Counter without delay. A processing fee shall be charged for obtaining a replacement card issued by the Library.

4.4 Borrowers are responsible for returning all loans, clearing all unsettled fines and charges prior to expiry of their eligibility.

4.5 Loan Quota and Loan Period

<table>
<tr><td rowspan="2">Category of Borrower</td><td>Loan Quota</td><td colspan="5">Loan Period</td></tr>
<tr><td>Circulating Book, AV Material, Periodical, Special Material & Course Reserves Material[1]</td><td>Circulating Book</td><td>AV Material[2]</td><td>Periodical Back Issue and Computer File</td><td>Periodical Current Issue</td><td>Special Material[3]</td></tr>
<tr><td>Academy Council Member</td><td>30</td><td rowspan="9">30 days</td><td rowspan="9">7 days</td><td rowspan="9">4 days</td><td rowspan="9">Overnight</td><td rowspan="4">4 days</td></tr>
<tr><td>Full-time Academic Staff</td><td>30</td></tr>
<tr><td>Postgraduate Students</td><td>30</td></tr>
<tr><td>Part-time Academic Staff</td><td>20</td></tr>
<tr><td>Undergraduate Degree Programme Students</td><td>20</td><td rowspan="2">4 hours & Library Use Only</td></tr>
<tr><td>Post-secondary Programme Students[4]</td><td>20</td></tr>
<tr><td>Full-time Non-Academic Staff</td><td>10</td><td>4 days</td></tr>
<tr><td>Former Full-time Staff of Long Service, Director Emerita and Professor Emerita</td><td>10</td><td>4 hours & Library Use Only</td></tr>
<tr><td>Academy Graduates</td><td rowspan="3">4</td><td rowspan="3">14 days</td><td rowspan="3">4 hours & Library Use Only</td><td rowspan="3">4 days</td><td rowspan="3">Library Use Only</td><td rowspan="3">4 hours & Library Use Only</td></tr>
<tr><td>Junior Programme Students</td></tr>
<tr><td>SAPA Life Members, Non-Academy Borrowers</td></tr>
</table>

1. *Loan period for Course Reserves material is 3 hours or overnight.*
2. *Including video, audio and the accompanying material.*
3. *Including slide, kit, microform, filmstrip, items in the Special Collection and Academy Archives.*
4. *Including students pursuing Diploma, Advanced Diploma, Professional Diploma, and Certificate Programmes, as well as Visiting and Exchange Students.*

4.5.1 Overnight loaned items should be returned within the first hour of service on the next Library opening day.

4.6 Return Procedure

4.6.1 All borrowers must return all loans to the Circulation Counter and should wait to ensure that records of loans are cancelled before leaving the Counter.

4.6.2 Book Returns are available at the entrance of the Academy Library and the Writing Room (G37) at Béthanie. Items returned will be recorded as if they were returned on the last Library opening day.

4.7 Overdue Fines

4.7.1 Borrowers are responsible for returning their loans on or before the due date/time. Due date/time is listed under the "My Library Record" option of Primo@Lib. An overdue fine will be calculated immediately from the day/hour following the due date/time. The following charge rates shall apply:

Loan Type	*Material Type*	*Overdue Fine*
Daily Loans	*Printed Material*	*HK$1 per day*
	AV Material, Special Material and Computer File	*HK$3 per day*
Hourly and Overnight Loans	*HK$1 per hour*	

4.7.2 Overdue notices will be sent to those who do not return the borrowed materials after the due date/time. Non-receipt of overdue notices will not be accepted as an excuse for waiving or reducing overdue fines. If the materials are not returned within 28 days after the due date or 48 hours after the due time, borrowing privileges may be suspended, and the borrower will be charged for the replacement costs of the items and the overdue fine. The materials will continue to remain the property of the Library after the replacement costs have been settled by the borrower.

4.8 Reservations

Readers may reserve up to 5 loaned items through Primo@Lib or at the Circulation Counter. Academic staff and students may reserve any library materials except hourly loan items such as Course Reserves. Other borrowers may reserve books only. When the item is returned to the Library, the requester will be notified. If the item is not collected within 7 days, it will be passed to the next requester or returned to the shelf.

4.9 Renewals

Borrowers may renew loans for 2 additional loan periods. They may renew loans either online through Primo@Lib or at the Circulation Counter by presenting all loans to the Library staff. No item may be renewed if it has been requested by another Library user.

4.10 Recalls

4.10.1 Academic staff and students are entitled to recall items that have been on loan for over 2 weeks. Recalled items must be returned within 7 days. Late return will be treated as an overdue and the borrower is liable to a fine.

4.10.2 If the recalled item is not returned within 28 days after the new due date, borrowing privileges may be suspended and the borrower will be charged for the replacement cost and overdue fine. The item will continue to remain the property of the Library after the replacement cost has been settled by the borrower.

4.11 Loss or Damage

4.11.1 Loss of or damage to Library materials must be reported to the Library immediately. Materials not returned within 28 days (4 days for hourly and overnight loans) after the due date will be treated as lost items. Borrowers are responsible for the overdue fine and the replacement costs of these items. The cost of replacement will be the estimated price of each item plus a processing fee of HK$40 per item. Lost or damaged Library items will continue to remain the property of the Library after the replacement costs have been paid.

4.12 Payment of Fines and Charges

All fines and charges should be paid to the Library or the Accounts Office promptly. Users' borrowing privileges will be suspended when their overdue fines accumulate to a certain level as determined by the Library Committee. Students may not be cleared for registration, withdrawal, or graduation until all Library charges have been settled and all loans have been returned. Unsettled fines will be deducted from caution money of students or deposits of other types of Library borrowers.

4.13 Waiving the Regulations

4.13.1 The Librarian has discretion to waive any of the above regulations under special circumstances. This discretion is exercised only if there is no detrimental effect on the facilities or services offered to Library users as a whole.

5. Conduct of Library Users

5.1 If requested by a Library staff member on duty, all Library materials and bags must be presented for inspection at the Library exit.

5.2 All items borrowed must be checked out properly at the Circulation Counter. Users' borrowing privileges will be suspended if they are found to have removed items from the Library.

5.3 In the use of photocopiers, the Copyright Law must be observed. Users are fully responsible for any legal consequences concerning copyright that may arise. When in doubt about copyright issues, users should consult the Library staff.

5.4 Unauthorised reproduction or duplication of audio-visual materials and computer software is strictly prohibited.

5.5 Using Library equipment to play audio-visual materials that do not belong to the Library shall not be permitted. However, permission shall be granted to those who can present written support from their teachers indicating that the audio-visual materials are related to the curriculum.

5.6 Mobile devices must be switched to silent mode in the Library at all times.

5.7 No games of any form are allowed in the Library.

5.8 Smoking, eating or drinking is not permitted in the Library.

5.9 Talking is not permitted in the reading area and must be kept to a minimum elsewhere within the Library.

5.10 Personal property should not be left unattended anywhere in the Library. The Library is not responsible for any personal belongings left in the Library.

5.11 No seats may be reserved by placing materials on desks or chairs. Books or personal belongings left unattended in carrels or desks may be removed without prior notice to the owner.

5.12 All users should follow the instructions on the proper use of the Library facilities as displayed in the Library or given by members of the Library staff.

5.13 Breach of Library regulations may result in the withdrawal of Library privileges and may be reported to the Academy authorities or the Police.