



Rules at Language and Culture Resource Centre (LCRC), Confucius Institute

1. Access to Resources

All University staff, students, and members of the wider community (including schools and individuals) can access the resources at the LCRC.

LCRC Loans Service

2. To borrow materials from the LCRC, users must be registered.
 - University staff and students can use their U-card.
 - Other users will receive a special LCRC card.
3. A valid U-card or LCRC card is required to borrow any items.
4. The borrowing limits depend on your member status, with up to 10 items for staff and up to 5 items for students and public users.

Borrowing Rules

5. Some materials, such as magazines, newspapers, reference books, and textbooks in use for teaching, cannot be borrowed.
6. Borrowers are responsible for the safe return of all items.
7. Items can be renewed either in person or online unless:
 - The item is needed for teaching or learning activities.
 - Another user has reserved the item.
8. Items on loan must be returned to the LCRC before taking out new ones.