

**The Hong Kong Society of Financial Analysts**  
**Library Regulations**

**Opening Hours**

**Monday to Friday                    9:00 a.m. - 5:30 p.m.**  
**Saturday, Sunday and Public Holidays – Closed**

1. The HKSFA Library is maintained for the use of HKSFA members and CFA candidates only. Visitors can gain access only with prior approval of the Society.
2. Library users will be requested to produce identification to HKSFA staff before they are allowed to enter the Library.
3. Loan service is provided to members only.
4. Each member can only borrow up to 2 books at one time for 14 days. Borrowers have to pay a refundable deposit \$150 for each borrowed book. Books must be returned to HKSFA Library by the end of the loan period. The late return penalty will be HK\$5.00 per day (Saturday, Sunday and public holidays inclusive) for each book.
5. Loan period can only be extended once (i.e. 7 days), this can be done by email at least 3 working days before the expiry of the loan period.
6. The \$150 deposit per book will be refunded to borrower when books are returned to HKSFA Library in good condition before the expiry of the loan period, otherwise for any damages or lost, the said deposit will be used to pay for the cost of replacement.
7. No books can be taken away from the Library without the permission of HKSFA staff.
8. Borrowers may reserve books at a charge of HK\$5.00 per book (to be paid at the time of reservation). The reservation fee is nonrefundable and will be forfeited if the borrower does not pick up the reserved book within 3 working days.
9. Smoking, eating and drinking are not allowed in the Library.
10. The Library user should take good care of their own personal belongings. The Society shall not be responsible or liable for any claims of loss or damage of their personal belongs.
11. HKSFA Library services will be withdrawn from any library user who fails to comply with the Library Regulations stated above.