

Circulation Policy in the Shanghai Information Resource Center

Information Resource Center Membership

Information Resource Center freely opens to the general public. While anyone can visit the Center, attend programs, and view the materials, our members have the privileges to borrow materials, to receive program alerts and to access databases. Membership is free and available to anyone who visits the Center.

Individuals can become members by filling out the [Information Resource Center Sign-up Form](#).

Membership Responsibilities

A member is responsible for all the items he/she borrowed from the Center. He/she is requested to comply with all rules and policies, return materials on time, report lost or stolen materials, and update his/her contact information pending any changes to address and/or phone number, etc.

Lending Services

I. Lending:

- Members can borrow up to two books for two weeks; and one DVD for one week.
- Members are able to borrow most of the books in the IRC collection with a few exceptions (i.e. dictionaries).

II. Renewals:

- The books may be renewed for an additional one week, only if the borrowed items are not in demand.
- DVDs are not renewable.
- Requests for renewals must be made before the due date by telephone, email, or in person by specifying the item identification number, title and due date.

Loan Period for Materials:

Materials	Loan Period	Limit	Renewals
Books designated for circulation	2 weeks	2	Renewable for an additional one week
DVD	1 week	1	Non-renewable

III. Overdue Items:

The borrower will receive a notice by email when there is overdue item. There are no fines for overdue materials, but members who have overdue materials will be denied borrowing privileges until the materials are returned or accounted for.

IV. Lost or Damaged Items:

When an item that has been checked out to a member is reported lost or damaged beyond further use, the member shall either provide an exact replacement of the item or will lose their borrowing privileges.