

Retrieval Services Schedule and Circulation					
Time Schedule and Rules	3 Volumes at a time		5 Volumes for Books Kept in the Remote Repository (Online Application Should be done before 16:00)		
Name of Collections/ Rooms	Reference Collections/ closedStacks/ WestLanRefClosedStacks/ Government & Law Information Reading Room at 5 th Floor	Center for Chinese Studies at 6 th Floor	Remote Repository		
Time for Placing Request Application	Tue. –Sat.: 00:00-20:30	Tue. – Sun.: 00:00-16:30	No. Request Application	Time for Placing	Time for Picking up the Requested Books
			1	00:00 - 09:30	10:20 -- Before Closing of the Library
			2	09:31 - 10:30	11:20 -- Before Closing of the Library
			3	10:31 - 11:30	12:20 -- Before Closing of the Library
	Sun.: 00:00-16:30		4	11:31 - 12:30	13:20 -- Before Closing of the Library
			5	12:31 - 13:30	14:20 -- Before Closing of the Library
			6	13:31 - 14:30	15:20 -- Before Closing of the Library
			7	14:31 - 16:00	16:30 -- Before Closing of the Library
Location to Pick up the Requested Books	General Information and Circulation counter at 2 nd Floor	Tue. – Sun.: 09:00-17:00 Service counter	General Information and Circulation counter at 2 nd Floor		

		in the Center for Chinese Studies at 6 th Floor	
		Tue. – Sat.: 17:00-21:00 General Information and Circulation counter at 2nd Floor	
Volumes Allowed to Request/to Pick up	It is allowed to Request/to Pick up 3 Volumes from Different Rooms/ Branch Libraries respectively.		
Order Number of Request	Please check your Order Number of Request by scanning the barcode of your NCL Library Card at the workstation located at both sides of the General Information and Circulation Counter, then present your NCL Library Card and inform the Library staff your Order Number of Request to receive the books you have requested.		
Important Notes	<ol style="list-style-type: none"> 1. During opening days from Tuesday to Saturday, online retrieval request for books kept in the closed Stacks/ Law Coll in Chinese closed Stacks should be completed before 20:30. 2. Online retrieval request for books kept in the Remote Repository should be completed before 16:00. 3. NCL Library Card holders can place online retrieval request prior to his/ her visit of the Library to minimize waiting time. 4. Books requested online should be picked up on the day the request application is placed. If need to cancel the placed retrieval request, it is possible to do cancellation either by informing the Library's staff at General Information and Circulation counter, or by telephone (telephone number: 02-23619132 Ext. 214). 		