

# GUIDING FOR USING HANOI UNIVERSITY LIBRARY

## 1. Locker:

All kinds of bags must have been kept at the Locker

## 2. Scanning your library card:

Your library card must have been scanned at “ Scanning your library card” sign on the 1<sup>st</sup> floor before coming in. *(if you have any trouble with that, please contact with security staffs).*

## 3. Circulation:

**Borrowing rights:** 3 books for 14 days

**Please check out at the Circulation desk!**

Borrowing items can be renewed maximum two times at the due date.

- **Attention:** red marked books, magazines and newspapers can be only read in the library

*Overdue: 1000 VND per day.*

## 4. Opening hours

- Monday-Friday: **7.30- 19.00**
- Saturday: **7.30- 17.00**  
*(In May, July and November, December: 7.30- 20.30)*

## 5. Services:

- Searching information
- Photocopy, print, copy disk
- Cafeteria: level 4

# HANOI UNIVERSITY LIBRARY

## LEVEL 1:

- Vietnamese material collections
- **Foreign collections:** *English, France, Germany, Russia, Korea, Japanese, Chinese, ...* **Information desk.**
- **Photocopy, print, copy disk ...**

## LEVEL 2:

- **Subject collections:** *management and tourism; international studies; computer science*
- **Audio files.**

## LEVEL 3:

- **Computer lab.**
- **Training and meeting.**
- **Room for group study**
- **Technic support.**

## LEVEL 4:

- **Dictionary, Almanach...**
- **Room for group study**
- **Foreign magazines.**
- **Thesis and research collections.**
- **Cafeteria:** *coffee, fastfood...*