

LIBRARY RULES AND REGULATIONS

1. These library rules are established to support efficient services to all users. They ensure that all Library resources and facilities are used properly for the common good of all. Library users are expected to be considerate and responsible.

Please read and note these rules and regulations governing privileges. Any user who breaches these rules and regulations is liable to fines as well as suspension of membership. Serious breaches are also submitted to the relevant authorities including Sunway University, Sunway College KL and Sunway Le Cordon Bleu (SLCB) Administrations for further appropriate action.

- 1.1 Ordinary members and External Members must show their student ID or Library membership cards upon entering the library.
- 1.2 IDs and Membership cards are non-transferable.
- 1.3 Loss of student or staff cards should be reported to the Library immediately. Failure to do so will lead to users being held responsible for loans made by others using their cards.
- 1.4 All library materials taken out of the Library must be properly checked out at the Service Counter or at the Self-Check Machine.
- 1.5 Library staff on duty reserves the right to check books, files and bags that are being taken out of the Library.
- 1.6 Eating, drinking, playing games, littering, playing cards and talking loudly are strictly prohibited in the Library.
- 1.7 Foods, drinks, helmets, umbrellas, raincoats and packages are not allowed in the Library. They should be kept in the Baggage area at the Library entrances.
- 1.8 Library users must treat library materials with due care and consideration. Library users will be held responsible for items that are damaged, mutilated or lost while on loan to them.
- 1.9 Library users are expected to take care of all personal belongings brought into the Library. The Library will not be responsible for any loss of or damage to library users' personal belongings.
- 1.10 Library users may not photocopy more than 10% of a publication that is specifically copyrighted.
- 1.11 Library users, who photocopy materials, are fully responsible for any action contravening the **COPYRIGHT ACT**.
- 1.12 Users are not allowed to remove library furniture and equipment from their original places.
- 1.13 Any user, whose behaviour may be deemed to be disturbing the peace of the Library, may be asked to leave the premises.
- 1.14 Children who are below 12 years of age are not allowed into the Library.

- 1.15 Talking on mobile phones in the library is not allowed. Phones must be put on silent mode.
- 1.17 Reservation of seats or computers is strictly forbidden. Belongings left unattended on tables and chairs for more than 30 minutes will be removed by the Library staff. The Library will not be responsible for any loss or damage to these removed belongings.
- 1.18 Violation of Library Rules & Regulations can result in the following penalties being imposed on users:
 - 1.18.1 Being asked to leave the Library
 - 1.18.2 Not being allowed to enter and use the Library facilities for a specified period of time
 - 1.18.3 Having their borrowing eligibility being suspended
 - 1.18.4 Being referred to the Disciplinary Authorities of Sun-U, SCKL and SLCB.

2. **LOANS**

General Rules

- 2.1 Academic staff preparing to go on study or sabbatical leave outside the country for a period of more than 3 months are required to return all materials borrowed from the Library.

3. **BORROWING PRIVILEGES FOR STAFF AND STUDENTS OF SUNWAY UNIVERSITY, SUNWAY COLLEGE KL AND SLCB**

Click on Link: <http://thol/?q=services/loaneligibility>

PENALTIES FOR BREACH OF LIBRARY RULES & REGULATIONS

I **General Penalties**

| | | |
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| 1. | No valid membership ID or student identification | Not permitted to use Library facilities and services except with prior permission from Chief Librarian |
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| 2. | Lending of Library Membership ID to non-members | First offence: Warning For 2 nd offence and onwards: Fine of RM25.00 |
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II **Library Fines for Overdues, Lost and Mutilated Items :**

Students and staff are fined for overdue items. Fines are incurred on late returns (Saturdays, Sundays and Public Holidays inclusive) of borrowed items, lost and damaged library materials. Fines are as follows:

| Category | | Fines |
|----------|---|---|
| A | Late Returns of Library materials | |
| | 1. Reserve Collections (from 1 st hour until 7 th day) | RM0.20 per hour |
| | 2. Reserve Collections items overdue for more than 7 days will be considered lost | As per "Lost items" |
| | 3. Open shelf items (from 1 st day until 30 th day) | RM1.00 per day |
| | 4. Open shelf items overdue for more than 30 days will be considered lost | As per "Lost items" |
| B | Lost Items | |
| | Library materials from any collection reported as lost or not returned to the Library within stipulated time stated above | Minimum fine of RM60 for loss of library items - plus overdue fines - plus actual cost of replacing the item (price of item, freight charges, etc.) |

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| C | Others | | |
| | 1. | Damaged items (repairable) | Cost of repair |
| | 2. | Damaged items (beyond repair) | RM10.00 (processing charges) + actual cost of replacing the item |
| | 3. | Loss of Library membership card | No charge. A new membership card will be replaced. |

Notes on renewal of loans

This can be done online via Library Catalogue, from "My Account". Please refer to the Library Guide for Online Renewal instruction.

III **Serious Breach of Library Rules**

A **Library Materials**

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| 1. | Theft of Library Materials | Fines of RM200.00 Suspension of membership for at least one month Reported to Sun-U, SCKL and SLCB Authorities for further disciplinary action. |
| 2. | Mutilation of Library Materials (a) <u>Repairable</u> | Fine of RM50.00 Actual cost of book repairs RM20.00 processing fee |

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| | (b) <u>Non-Repairable</u> | Fine of RM100.00 Actual cost of latest edition of a new copy of the book RM50.00 processing fee Reported to Sun-U, SCKL, and SLCB Authorities for further action. |
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5. Non-Payment of Fines

Users must clear library fines as soon as they are incurred. Members whose arrears are in excess of RM100 may have their loans privileges temporarily suspended, until their fines are cleared.

Students' fines that are not cleared will be deducted from deposits, at the end of every year or after they have completed or quit their course. Fines owed by staff will be deducted from their salaries when they leave.

The Library reserves the right to amend these rules and regulations from time to time.

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