

I APPLICATION

1. Application Forms are available (a) from the Library HomePage (b) at the Service Counter.
2. Applicants must provide two passport /IC size photographs with completed Application Form.
3. Library cards are processed within three working days.
4. Collect the library card at the Service Counter.
5. All applications must be approved by Sunway University Research Staff upon submission of application form to the Library.

II PRIVILEGES

Research Assistants are allowed the following privileges:

1. Entitled to borrow only 5 books from the Open Shelf collections.
2. Access to E-databases subscribed by the Library.
3. Document Delivery, upon payment of relevant charges and fees.
4. *Gratis* : All Library Services such as Help Desk, Reference services.

Facilities closed to Research Assistants

1. The IT Facilities.
2. Restricted Collections : AV, Reserve and Theses Collections
4. Reciprocal Borrowing Programme with Monash University Malaysia Library.

III LIBRARY RULES AND REGULATIONS

Comprehensive Rules and Regulations are displayed in the Library Homepage at < library.sunway.edu.my>.

All Rules & Regulations, except those that relate to loans, apply to Research Assistants. The rules are:

1. Food and drinks (except plain water) are not allowed to be brought into the Library.
2. Library users may not photocopy more than 10% of a publication that is specifically copyrighted. Library users who photocopy materials are fully responsible for their own action. They must ensure that they do not contravene the Copyright Act.
3. Talking on mobile phones is not allowed. Phones must be put on silent mode.
4. Membership cards are non-transferable.
5. Loss of library membership 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 library cards.
6. Library staff on duty reserves the right to check books, files and bags that are being taken out of the Library.
7. Ordinary members and External members must show their Library membership cards upon entering the Library.
8. All library materials taken out of the Library must be properly checked out at the Service Counter or Self-check machine.
9. Eating, drinking, playing cards, littering and talking loudly are strictly prohibited in the Library.
10. Library users must treat library materials with due care and consideration.
11. Library users will be held responsible for items that are damaged, mutilated or lost while on loan to them.
12. Reservation of seats or computers is strictly forbidden.
13. For library members who fail to clear their fines or return library materials on leaving Sun-U, the Library reserves the right to deduct their fines and cost of materials deemed to be lost, from their deposits or salaries.
14. Violation of Library rules and regulations can result in the following penalties imposed: (i) being asked to leave the library; (ii) Not being allowed to enter and use the Library facilities for a specified period of time.

V. TERMINATION

1. Library reserves the right to terminate membership of Research Assistants who are in flagrant breach of library rules.