

RULES & REGULATIONS OF THE RECIPROCAL BORROWING PROGRAM BETWEEN SUNWAY UNIVERSITY/SUNWAY COLLEGE KL AND MONASH UNIVERSITY MALAYSIA LIBRARY

Membership : Membership is open on application to academic and administrative staff and registered students from both Sunway University/Sunway College KL and Monash University Malaysia, as well as exchange students from Monash University. The following categories will be excluded: external members, part-time research assistants and alumni. No fees or deposits will be required. Reciprocal borrowing membership is for 6-month periods, January-June, and July-December. All membership expires on 30 June and 31 December respectively.

Definitions:

Home Library: the library of the institution to which a user belongs.

Host Library: the library which is visited and which provides the service.

Registration

Users will be registered in the Program upon completion of a membership registration form and any other documentation which may be required by the Library. Registration will take place at the Home Library. By the act of registration and the signing of the membership registration form, users agree to abide by the rules and regulations of the Host Library in addition to those of the Program.

Reciprocal Borrower Privileges

Category	No of books	Loan Period
Academic staff	5	1 month
Administrative staff	5	1 month
Students	5	2 weeks

No items can be loaned from the Reserve (4-hour loans), Short-Term (Monash 7-day loans) or AV Collections. Only two renewals will be allowed for reciprocal borrowers.

Reciprocal borrowers may have access to the subscribed databases of the Host Library through the visitor's terminal only. Priority will be given to use of facilities in the Host Library by the Host institution's staff and students. Some facilities at the Host Library will also not be available to reciprocal borrowers as decided by the Host Library.

Fines & Penalties

Fines of RM1 per book per day will be imposed for late returns of library materials (from 1st to 30th day) by all reciprocal borrowers. After 30 days the item is deemed lost, and the user will be blocked from borrowing library materials or renewing loans. The user will be requested to pay fines as listed below.

Fines will be imposed for lost items (either reported by the borrower or deemed lost as above)

- Minimum fine of RM60.00 per book
- Plus overdue fines
- Plus actual cost of replacing the item (price of item, freight charges)
- Bill will be sent to borrower

In cases of overdue items the Host Library will inform the user's Home Library when the user is delinquent. The Home Library will block its own delinquent users until all outstanding items/fines have been paid.

In cases of overdue items and fines owed by its own institution's users, the Home Library will inform the Host Library to also block these users until all outstanding items/fines have been paid.

In cases of alleged breaches of behavioral requirements, the Host Library shall be entitled to withdraw privileges extended to the user and to report the breach to the Home Library. Privileges may remain withdrawn until the matter has been resolved to the satisfaction of the Host Library.

Clearances

A clearance is generated when the user has resolved the matter for which they were suspended by returning overdue items and/or paying outstanding fines and associated charges, or resolving disciplinary breach.

Clearance Standard

(i) User resolves suspension Monday to Thursday = clearance generated within 24 Hours

(ii) User resolves suspension Friday to Sunday = clearance generated by the following Monday

Termination of Membership

Termination of reciprocal borrowing membership of reciprocal borrowers will be effected by the Host Library upon:

- A request for withdrawal of membership by the reciprocal borrower
- Expiry of reciprocal membership for more than 6 months
- Being informed by the Home Library of the withdrawal of students from the Home Institution
- Resignation by or termination of employment of staff of the Home institution

The Host Library will check the members' account for outstanding fines and library items and notify the Home Library.

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