

Monash University Malaysia, Reciprocal Membership

Membership

The Reciprocal Borrowing Scheme is a resource sharing scheme that allows students and staff of Monash University Malaysia to borrow books from Sunway University's library collections without additional fees or deposits. Monash University Malaysia Reciprocal Membership is open to all registered staff and students of Monash University, including exchange students at Monash University Australia.

Monash University Malaysia students and staff are eligible for [reciprocal borrowing scheme](#) for a term of 6 months (January-June and July-December). Unless it is renewed at Sunway University Library, the reciprocal membership will expire after 6 months, on 30 June and 31 December respectively.

The following groups of users are not eligible for the reciprocal membership scheme: external visitors, part-time research assistants and alumni.

Loan privileges are extended to registered members as below:

Item / Member	Staff	Student
Book	5 items, 30 days, 2 renewals	5 items, 2 weeks, 2 renewals

Library fines and penalties

Fines will apply when registered members return the borrowed item(s) after the due date. Borrowed books should be returned before the due date and placed in the 24/7 Book Return located outside the library.

Reciprocal membership privileges (borrow, renew, place a hold) will be suspended in the event of lost items or unpaid fines. For lost items, registered members should contact library staff at the Information Services counter.

Charges for overdue and lost library materials:

Category	Penalty
Standard loans	RM1.00 per item per day
Lost or damaged book	Current cost of the item plus RM10.00 processing fee and outstanding fines

Library fines will accrue for overdue items for all library users. To avoid accruing fines:

- Checking your due date slip for items borrowed.
- Regularly checking your [My loans](#) in [Search](#).

Library notices

Library notices will be sent to users via their Sunway University email accounts. Users should check their email regularly for library notices.

- A **courtesy notice** will be sent 3 days before an item is due.
- An **overdue reminder** will be sent 1 day after the due date.
- A **final reminder** will be sent 30 days after the due date.
- For **hold** items, a notice will be sent to inform the user that the item is available for collection. Library materials must be collected within 3 days at the Information Services Counter, Level 1.
- An **item available notice** will be sent to users who requested the purchase of a new title, when the item is available.

Termination of Membership

Termination of the reciprocal borrowing membership will take place when:

- Withdrawal of membership is requested by the reciprocal borrower
- Reciprocal membership expired for more than 6 months
- Student withdrawal communicated by Sunway University library staff
- Staff resignation or termination of employment communicated by Sunway University library staff