

BORROWING PROCEDURE FOR ODL REGISTERED STUDENT

Request mode:

By telephone or by email to Main Library (SPC)

Tel : **03-2105 2264/2374**

Email : library@mahsa.edu.my

Contact person : **Mr. Md Roslan Osman (Sr. Lib. Exec.) / Mr. Wan Azmay Mustapha (Lib. Exec.)**

By email: the students are requested to fill up the form as below:

<u>Users Info:</u> Learning Center: Name requestor: IC number: Student ID: Home address: Mobile no: Email address:	<u>Book Info:</u> Title: Author(s): Year: ISBN:
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Delivery of materials:

- Delivery of books by courier is free.
- Library will inform student the material has been sent out (by phone/email).
- Student must send acknowledgment upon receiving the materials (by email)

Loan Regulation:

- Only three (3) books are allowed to be borrowed for duration two (2) weeks.
- Open shelf collection can be borrowed by all registered members according to the Library circulation policy. Reference, journal and closed stack collection are not available for loan.
- Books can be renewed three (3) times unless they have been reserved by other users. Renewals can be done by telephone or email
- A fine of RM0.50 per book per day is imposed for books that are returned later than the date stated on the due slip. For books that are returned via post, fines imposed are based on the date of postage.

Returning of materials:

- Send reminder and inform student the due date via phone & email for returning materials.
- If the library does not receive the materials due time frame we consider are not retrievable.
- The library will inform the program coordinator to retain their certificate until clearance of outstanding dues.

Fines compounded to lost or damaged materials:

- The patron will be required to pay the price of the lost or damaged material. The payment amount is based on the highest amount between the current prices for the material verses the price that the library pays for it during acquisitions. In addition to that, he/she will have to pay the reprocessing fee of RM30.00 per item.