

LIBRARY SERVICES AND RULES



MON – FRI	8.00 am – 10.00 pm
SATURDAY	9.00 am – 5.00 pm
SUNDAY & PUBLIC HOLIDAY	CLOSED

NAME TAG (STUDENT ID) MUST BE WORN WHEN ENTERING THE LIBRARY



PATRONS INTENDING TO USE THE LIBRARY FACILITIES ARE REQUIRED TO HAVE THEIR NAME TAGS PROMINENTLY DISPLAYED AT ALL TIMES FOR RANDOM CHECKS BY LIBRARY STAFF

STUDENT ID MUST BE PRESENTED TO COUNTER STAFF FOR THE FOLLOWING LIBRARY FACILITIES



**BORROWING BOOKS
BOOKING DISCUSSION ROOMS AND
OBTAINING LOCKERS**

BORROWING PRIVILEGES

ALLOWABLE NUMBER OF BOOKS & DURATION OF HOLDING		
EACH STUDENT	3 BOOKS	TOTAL LOAN DURATION = 6 WEEKS
	14 DAYS	
	3 TIMES RENEWAL	

STUDENTS ARE EXPECTED TO TAKE CARE OF BOOKS BORROWED.



BOOKS MAY BE BORROWED OVER THE COUNTER OR



VIA SELF CHECK MACHINE



BORROWERS ARE REQUIRED TO RETURN OR RENEW THEIR BORROWED RESOURCES ON OR BEFORE THE DUE DATE.



BOOK RENEWALS CAN BE DONE OVER THE COUNTER, VIA PHONE OR VIA EMAIL

FAILURE TO RETURN OR RENEW



FAILURE TO RETURN OR RENEW THEIR BORROWED RESOURCES ON OR BEFORE THE DUE DATE WILL RESULT IN FINES BEING IMPOSED.

FINE CHARGES

RM 0.50 CENT PER DAY EXCEPT ON SUNDAYS & PUBLIC HOLIDAY

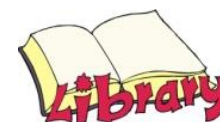


PENALTY FOR LOST BOOKS,

USER IS REQUIRED TO REPLACE THE BOOK OR PAY THE CURRENT PRICE OF THE BOOK PLUS RM 30 PROCESSING FEE PLUS THE OUTSTANDING FINES (IF ANY).



PENALTY FOR BOOKS LOST UNDER THE INTER-LIBRARY LOAN SCHEME



USERS ARE REQUIRED TO PAY ACCORDING TO THE RULES AND REGULATIONS SET FORTH BY THE LENDING LIBRARY

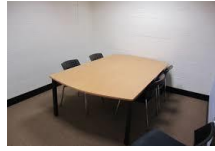
LIBRARY SERVICES AND RULES

**REFERENCE BOOKS
(RED/YELLOW DOT)**



REFERENCE BOOKS MUST BE USED WITHIN THE CONFINES OF THE LIBRARY; THEY CANNOT BE BORROWED OUT

**BOOKING DISCUSSION ROOMS
3 (min) - 6 PERSONS/ROOM**



PATRONS USING THE DISCUSSION ROOMS MUST SUBMIT THEIR IDs TO FRONT DESK PERSONNEL AND COLLECT THEM AFTER USE OF THE FACILITY. ONLY 4 CHAIRS ARE PROVIDED IN THE ROOMS, THUS EXTRA CHAIRS TAKEN INTO THE ROOMS MUST BE REMOVED TO THEIR ORIGINAL LOCATION AFTER USE.

**18 COMPUTERS WITH
INTERNET FACILITIES ARE
PROVIDED**



PATRONS ARE EXPECTED TO USE THESE FACILITIES IN AN APPROPRIATE MANNER

PHOTOSTAT SERVICE AVAILABLE



FROM
9AM -1PM
2PM – 9.30 PM

OPEN READING AND STUDY AREAS



PATRONS ARE REQUIRED TO BE CONSCIOUS OF OTHER USERS IN THE LIBRARY AND BE DISCREET IN BEHAVIOUR. PICK UP WASTE PAPERS AND REPLACE CHAIRS IN AN ORDERLY MANNER BEFORE LEAVING THE PREMISES.

OPEN DISTANCE LEARNING



AVAILABLE FOR DEGREE IN NURSING

**ONLINE DATABASE
RESOURCES**



PROQUEST AND IJ PUBLISHING

NO BAGS ALLOWED IN LIBRARY



PATRONS ARE REQUIRED TO PLACE THEIR BAGS/PERSONAL ITEMS IN THE LOCKERS PROVIDED.

ANY BAGS/ITEMS PLACED ON THE FLOOR AROUND THE PERIMETER OF THE LIBRARY WILL BE REMOVED BY ENFORCEMENT STAFF

NOISE LEVEL IN LIBRARY (NO 2)

Voice volume level		
5	Yelling	
4	Outside voice	
3	Inside public voice	
2	Inside private voice	
1	Whisper	
0	No Talking	

ENSURE YOUR NEIGHBOUR IS NOT DISTURBED BY YOUR TALKING/DISCUSSIONS

THE FOLLOWING ACTIVITIES ARE NOT ALLOWED IN THE LIBRARY



CONDUCT YOURSELF IN AN ORDERLY MANNER WHEN IN THE LIBRARY



NO HUGGING AND ROMANCING
DO NOT ARGUE WITH LIBRARY STAFF WHO ENFORCE LIBRARY DISCIPLINE

INTER LIBRARY LOAN

