

KDU PENANG UNIVERSITY COLLEGE LIBRARY

RULES AND REGULATIONS

1. ENTRY TO THE LIBRARY

KDU Penang University College Students who are currently registered as Library Members are allowed access to the Library and used the Library facilities.

2. LIBRARY OPENING HOURS

Monday - Tuesday	9:00am to 7:00pm
Wednesday	9:00am to 9:00pm
Thursday - Friday	9:00am to 7:00pm
Saturday	9:00am to 5:00pm
Sunday/Public Holidays	Closed

* All transactions (borrowing & returning of books, etc) shall be closed 15 minutes before closing time.

* The operating hours may change if there is any Library or University College activity that requires the Library to be closed. Changes will be posted at the Library Notice Board and in the library website.

3. DEPOSIT OF PERSONAL BELONGINGS

Personal belongings such as bags, briefcases, umbrellas, and food are prohibited in the Library. The Library shall reserve the right to remove personal belongings of readers that are left elsewhere in the Library and shall not be held responsible in the case of loss of such belongings. Students are advised to keep their valuables in the lockers outside the Library. The University College will not accept responsibility for the loss of any such item.

4. LIBRARY MEMBERSHIP

Currently registered students who have paid the Caution Fee can apply to be library members by filling the "Library Membership Registration" form which is available at the Circulation Counter. Students are advised to inform the library on any changes of their personal particulars.

5. PHOTOCOPYING

Photocopying is allowed for the reproduction of Library materials needed for ACADEMIC PURPOSES ONLY. However, reproduction must be exercised within the limits of the Copyright Law. Photocopying of an entire book is NOT allowed.

6. CIRCULATION RULES

Users are required to present their Smart cards at the Circulation Counter for all the library transactions. They are not allowed to use smart card belong to other user. Each user is responsible for every item he/she borrows.

i. Borrowing Privileges

Type of membership	Books				Audio Visual Materials			Renewal*
	Open Shelf	Loan Period	Short Loan	Loan Period	CD	DVD	Loan Period	
Academic Staff (Full-time)	10 items	1 month	3 items	1 week	5 items	1 item	1 month	No limit
Academic Staff (Part-time)	5 items	1 month	3 items	1 week	5 items	1 item	1 month	No limit
Admin Staff (Full-time)	5 items	1 month	3 items	1 week	5 items	1 item	1 month	No limit
All Students	3 items	1 week	1 item	4 hours	In library		2 hours	Once

* provided no one else has reserved the item.

ii. Fines policy

Library users are responsible for knowing the Library's Fines Policies. Failure to understand these policies will not excuse you from payment of late return fines. Please refer to the Fines information below, or consult with staff for fine or billing amount.

Collection type	Fine
Open shelf	RM1/day
Short loan	RM10/day
Audio visual materials	RM1/day
4-hour/2-hour loan	RM1/hour

iii. **Lost Books**

Borrowers must inform the Library Staff immediately of any book lost. As the item will be considered lost, and you will be blocked from borrowing library materials. If you return the fined item, the lost book fine will be waived, but you will be held liable for the overdue fine incurred. If you choose to replace an item yourself, the item must be the same edition or newer. If the lost item was hardcover, it must be replaced with a hardcover.

Calculation of cost for lost books includes:

- a) Current price of the book (for the replacement copy)
- b) Overdue fines, if any.

iv. **Loss of Student Cards**

Students will not be allowed to have any transactions in the library until he/she get the new replacement card.

v. **Damaged / Mutilated Books**

If the book is returned:

- a) Damaged (i.e. cover loose or removed, pages loose), the borrower will be charged for the cost of binding the book.
- b) Mutilated (i.e. pages torn /cut or full of markings, pages /sections missing), the borrower will be charged the cost of the book. He /she may choose to replace the book and pay overdue fines, if any.

vi. **Unreturned Books**

Books unreturned by the borrowers at the end of their course will be charged to their Caution Fees during clearance. Calculation of the cost will be the same as that for books declared lost.

vii. **VIRTUA System Reminder**

Review letters (email notifications or reminders) will be emailed automatically to all library users who borrowed / check out items prior to the expiry dates. This is a courtesy service provided by the library VIRTUA system. However, please do not rely solely on this computer-generated reminder service.

Library users should **occasionally refer to the due date slips** pasted at the back of the items **and ensure that every book or item borrowed from the library be returned on time** to avoid any unnecessary inconvenience.

7. OFFENCES RELATING TO THE MISUSE OF LIBRARY MATERIALS / PROPERTY:

- a. Mutilating Library printed and non-printed materials (books, magazines, bound periodicals, pamphlets, thesis, etc.) will incur the imposing of strict disciplinary measures as well as payment of fines and the costs of the materials. All Library Users are to inform the Library Staff immediately of any mutilated materials borrowed or found in the Library.
- b. Stealing Library materials and destroying property will incur immediate suspension from the Library as well as other appropriate disciplinary actions.
- c. Students who talk loudly, behave in a rowdy manner or engage in indecent activities will be turned out of the Library. Students who persist in misbehaving will be barred from entering the Library permanently.
- d. All hand phones must be put on silent before entering the library.
- e. Students are not allowed to reserve seats, shift or remove library furniture and equipment's from their original place.
- f. After using/reading the books, students are requested to leave them on the TROLLEYS provided to enable others to find them easily and for easy shelving by the Library staff.
- g. Students who are caught hiding, defacing or damaging library property will be subject to disciplinary action.
- h. Installing or customizing any computer programs in Library's OPAC computers is strictly prohibited.

Section below applicable for Staff only.

8. RESIGNATIONS, STUDY LEAVE, ETC

Academic and Non-Academic Staff who resigned, on study or sabbatical leave are required to return all materials borrowed from the Library. They must fill up the **Staff Clearance Form** and to submit it to the Librarian for verification.

9. Part-Time Staff may also borrow books from the Library. But a deposit of RM500.00 shall be imposed. This deposit is refundable when he / she resigns and provided all books borrowed are returned.