

LIBRARY INFORMATION

SERVICES

1) BOOK LOAN

CATEGORY	BOOK LOAN	RED SPOT
Student	7 Days (5 items)	7 Days (5 items)

RETURN

- Materials can be returned at the Service Counter before or by returned date.

RENEWAL

- The book can be extended duration of borrowed before or by the returned date.

PAYMENT FOR DAMAGED OR LOST ITEM

- Payment for damaged or lost items is to be made during office hours at the Library.
- For more assistance please contact **Ms. Hikmah at 017-2601495.**

2) PRINTING

PRINTING PRICE

A4

B&W= RM 0.10

COLOR= RM 0.50

A3

B&W= RM1.00

COLOR= RM1.50

**PLEASE CONTACT MS. HIKMAH FOR
ASSISTANCE @ 017-2601495**

**PS: THERE IS NO BINDING SERVICE PROVIDED
HERE**

LIBRARY RULES

- Do not eat or drink in the library.
- Return books when due.
- Return books to respective place after use.
- Speak quietly, respect other user.

FINES

LIBRARY RULES BREACH	FINE
Vandalism	<ul style="list-style-type: none"> • Prohibited to enter the library for one semester • Fine not more than RM 200.00 • Recommend more stringent penalty to student affairs
<ul style="list-style-type: none"> • Eating • Vandalizing and moving library furniture • Making noise • Bring in large file and bag • Moving collection to other collection 	Suspension of membership for one month
Misplacing library material	Replace lost item with similar or latest edition of item + RM 50.00 processing fee

MISPLACING OR VANDALISM OF LIBRARY MATERIALS

- Users who did not return items will be subject to penalties such as barred from using libraries facilities.

OVERDUE FINES

COLLECTION	OVERDUE	FINE
GENERAL	1 DAY	RM 0.50
	4 WEEKS	Current item price
RED SPOT	1 Day	RM 0.50
	4 Weeks	Current item price
MAGAZINE	1 Day	RM 0.50
	1 Week	Current item price

Thank you