### Contents

**Rules and Regulations**

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RULES AND REGULATIONS

The Sunway JB Library & Learning Commons collections are available for use by users during service hours. Loan of materials from the general collections is restricted to users with proper identification following the appended guidelines:

LOAN ELIGIBILITY

<table>
<thead>
<tr>
<th>Users</th>
<th>Open Shelf, Accompanied Materials (DVDs, CDs) Qty (Items)</th>
<th>Loan Period</th>
<th>Lecturer’s Copy Qty (Items)</th>
<th>Loan Period</th>
<th>Reserve Collection Qty (Items)</th>
<th>Loan Period</th>
<th>References Qty (Items)</th>
<th>Loan Period</th>
<th>Exam Papers Qty (Items)</th>
<th>Loan Period</th>
<th>Magazines Qty (Items)</th>
<th>Loan Period</th>
<th>Audiovisual Materials Qty (Items)</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Staff</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Full Time</td>
<td>10</td>
<td>30 days</td>
<td>10</td>
<td>180 days</td>
<td>3</td>
<td>7 days</td>
<td>1</td>
<td>4 hours</td>
<td>1</td>
<td>4 hours</td>
<td>2</td>
<td>7 days</td>
<td>5</td>
<td>14 days</td>
</tr>
<tr>
<td>Part Time</td>
<td>5</td>
<td>14 days</td>
<td>5</td>
<td>180 days</td>
<td>3</td>
<td>7 days</td>
<td>1</td>
<td>4 hours</td>
<td>1</td>
<td>4 hours</td>
<td>2</td>
<td>7 days</td>
<td>5</td>
<td>14 days</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>5</td>
<td>14 days</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>4 hours</td>
<td>1</td>
<td>4 hours</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>7 days</td>
<td>5</td>
<td>7 days</td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time</td>
<td>3</td>
<td>7 days</td>
<td>1</td>
<td>4 hours</td>
<td>1</td>
<td>4 hours</td>
<td>1</td>
<td>4 hours</td>
<td>Use in library</td>
<td>Use in library</td>
<td>1</td>
<td>3 Days</td>
<td>1</td>
<td>4 hours</td>
</tr>
</tbody>
</table>

Note: 5 times renewal for student and staff

RULES AND REGULATIONS

1. The Library & Learning Commons is exclusively for staff and students of Sunway College Johor Bahru.
2. Membership cards are not transferable. Members who lend their Library Membership Cards to others will be issued a warning letter. If this is repeated, a fine of RM 25.00 will be imposed.
3. Loss of Library Membership Cards / Student Cards should be reported to the Library & Learning Commons immediately. Failure to do so will lead to users being held responsible for loans made by others using their Library Membership Cards / Student Cards.
4. All materials taken out of the Library & Learning Commons must be properly checked out at the Circulation Counter.
5. Library & Learning Commons staff on duty reserves the right to check books, files and bags that are taken out of the premise.
6. Playing cards or games, eating, littering, sleeping, seat-hogging, talking loudly and inappropriate behavior are strictly prohibited in the Library & Learning Commons.
7. Foods, carbonated / sweetened drinks, helmets, umbrellas and raincoats are not allowed in the Library & Learning Commons.
8. Mobile phones must be put on silent mode when in the Library & Learning Commons.
9. Users must handle Library & Learning Commons materials with due care and consideration.
10. Users will be held responsible for items that are damaged, mutilated or lost while on loan to them.
11. Users who photocopy materials are fully responsible for any action contravening the COPYRIGHT ACT.
12. Users are not allowed to remove Library & Learning Commons furniture and equipment from their original places.
13. Any user, whose behavior may be deemed to be disturbing the peace in the Library & Learning Commons, may be asked to leave the premises.
14. Violation of Library & Learning Commons Rules and Regulations can result in the following penalties being imposed on users:
   ➢ Being asked to leave the Library & Learning Commons
   ➢ Not being allowed to enter the Library & Learning Commons and use the facilities for a specified period of time
   ➢ Having their borrowing eligibility suspended
   ➢ Being referred to the Disciplinary Authorities of Sunway College Johor Bahru

15. Academic staff preparing to go on study or sabbatical leave outside the country for the period of more than three months is required to return all materials borrowed from the Library & Learning Commons.

16. Students who postpone, withdraw or have completed their studies must return all borrowed materials to the Library & Learning Commons.

17. For members who fail to pay their fines or return Library & Learning Commons materials on leaving Sunway College Johor Bahru, the Library & Learning Commons reserves the right to deduct their fines and cost of materials deemed to be lost, from their Library & Learning Commons deposits or salaries.

18. Theft of Library & Learning Commons materials:
   ➢ Fines of RM 200.00
   ➢ Suspension of membership for at least one month
   ➢ Reported to Disciplinary Authorities of Sunway College Johor Bahru for further disciplinary action

19. Fines are incurred on late returns (exclusive of Sunday and Public Holidays) of borrowed items, lost and damaged Library & Learning Commons materials. Fines are as follows:

A. LATE RETURN OF ITEMS BY STAFF AND STUDENTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Fine Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open shelf items</td>
<td>RM 1.00 per day</td>
</tr>
<tr>
<td>Reference and Reserve collections</td>
<td>RM 0.20 per hour</td>
</tr>
<tr>
<td>All overdue items (for more than 30 days)</td>
<td>As per “lost items”</td>
</tr>
<tr>
<td>from any collection will be considered</td>
<td></td>
</tr>
</tbody>
</table>

B. LOST ITEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Fine Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials from any collection reported as lost or not returned to the Library &amp; Learning Commons within stipulated time stated above</td>
<td>Fine of RM 50.00 for loss of Library &amp; Learning Commons items - plus overdue fines - plus actual cost of replacing the item (price of item, freight charges, etc.)</td>
</tr>
</tbody>
</table>

C. OTHERS

<table>
<thead>
<tr>
<th>Item</th>
<th>Fine Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damaged item</td>
<td>Actual cost of replacing items - plus RM10.00 processing charges</td>
</tr>
<tr>
<td>Loss of Library &amp; Learning Commons items supported with a police report</td>
<td>Waived</td>
</tr>
<tr>
<td>Mutilation of Library &amp; Learning Commons materials</td>
<td>Fine of RM 100.00 - plus actual cost of replacing the item (price of item, freight charges, etc.) - plus RM 50.00 processing fee</td>
</tr>
</tbody>
</table>

NON-PAYMENT OF FINES:

Members must clear Library & Learning Commons fines as and when they are incurred, failure to do so may result in the temporary suspension of their loan privileges.

THE LIBRARY & LEARNING COMMONS RESERVES THE RIGHT TO AMEND THESE RULES AND REGULATIONS FROM TIME TO TIME

(Updated on 3 January 2019)
RULES AND REGULATIONS FOR THE USAGE OF FACILITIES AND EQUIPMENT IN THE AUDIO VISUAL CORNER

1. Usage will be on a first-come-first-serve basis. Reservation of Audio Visual Corner is allowed.

2. Borrowing and returning of AV materials and auxiliaries equipment (e.g. headphone, remote control and etc.) should be done at the Library Counter. Each session is limited to a maximum of 3 hours. Users are required to complete a request form for each session.

3. A maximum of 5 users are allowed to use the Audio Visual Corner per session. Valid student cards must be left at the Library Counter during the session. Users must leave the Audio Visual Corner after use, or when the 3 hours is over.

4. Users must use the wireless headphones during the viewing session.

5. Users are allowed to use Audio Visual Corner for discussion and should vacate the place when there are users who want to use the facility.

6. Users should maintain a quiet environment so as not to disturb or interrupt other users at the Learning Commons.

7. All AV equipment should be maintained and must remain in good condition during borrowing and returning at the Library Counter. Any damages incurred during the use of facilities shall be charged to the person responsible. Intentional misuse, damage or vandalism of facilities are strictly prohibited.

8. Users are not allowed to shift or remove the equipment in the Audio Visual Corner without permission from the staff in-charge at the Library and Learning Commons.

9. Only AV materials borrowed from the library are allowed to be viewed at the Audio Visual Corner.

(Updated on 21th Dec 2017)
DAY LOCKERS POLICY

The Library & Learning Commons provides day lockers solely for the convenience of students during Library opening hours.

- Students must register with a valid Student Card.
- A key will be provided to the student.
- The following categories of fines apply:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. 1 day late</td>
<td>RM 10.00</td>
</tr>
<tr>
<td>b. 2 days late</td>
<td>RM 20.00</td>
</tr>
<tr>
<td>c. More than 2 days late</td>
<td>Considered lost</td>
</tr>
</tbody>
</table>

- A fine of RM30.00 will be charged for lost or damaged key.
- Students must empty the locker before returning the key. Items left in the lockers will be confiscated the following day.
- The Library & Learning Commons reserves the right to amend the policy above from time to time.

(Updated on 19 April 2018)
RULES & REGULATIONS FOR USE OF LOCKERS

1. Rental Fees are stated as below:
   a) Deposit : RM40.00
   b) Rental for 6 months : RM30.00
   c) Rental for 12 months : RM60.00
   *Deposit is for new application only.

2. Students are prohibited from storing the following items in the lockers:
   a) Pornographic materials in all forms
   b) Drugs or poison
   c) Stolen articles/items
   d) Any other item prohibited by law

3. Any damaged to the locker should be reported to the Library & Learning Commons immediately. Charges will be borne by the student, if it is assessed that the damage is caused by the student.

4. Students are advised not to store valuable items in the lockers. The Library & Learning Commons will not be responsible for any loss or damage to items stored in the lockers under any circumstance whatsoever.

5. Students must ensure that their lockers are kept clean and tidy at all times.

6. Students are responsible for the safekeeping of their own locker keys. Students who have forgotten to bring their locker keys may request for assistance to open their lockers by showing proof of identity as well as pay a charge of RM2.00 each time the locker is opened for them.

7. Replacement charge of RM 20.00 will be imposed on users for lost or damaged key.

8. The full deposit of RM40.00 will be refunded to the student when the key is returned on or before the rental expiry date and the locker is found to be in good condition after verification by Library & Learning Commons staff. There will be no refund on rental fees.

9. The full deposit of RM40.00 will be forfeited if a student fails to return the locker key more than one month after the expiry date.

10. The Library & Learning Commons reserves the right to conduct spot checks on the lockers.

11. The Library & Learning Commons reserves the right to impose and amend conditions including charges to the rental of lockers.

(Updated on 3rd August 2020)
RULES & REGULATIONS FOR USE OF PROJECT ROOM

1. The use of project rooms will not be permitted within 30 minutes from closing time.

2. These rooms are only available to groups of four to ten students for the purpose of quiet discussion. Booking for use by individual student is not allowed.

3. Students must leave their Student Cards at the library Counter throughout the session.

4. A group representative will be held responsible for holding the room key, air-conditioner remote control and other equipment.

5. Booking may be made for up to 2 hours per group/session per day and can be made 1 week beforehand.

6. If the group does not arrive within 15 minutes of booked time, the booking will be cancelled automatically.

7. The booking will be canceled, if incomplete information is provided during booking.

8. Please do not leave books or other materials in the project rooms and be sure to lock the door, switch off lights, air-conditioner etc. before returning the key to the Library Counter.

9. Users are expected to use the loan equipment responsibly, fines are chargeable for lost and damaged items. All members of the group will also be barred from using any project room facility for three months.

10. Library & Learning Commons staff have the right to request groups which are noisy to vacate the project rooms after a second warning and the group concerned will be barred from using the project room facilities for two weeks.

11. Strictly no pasting display on wall.

12. No eating, drinking and smoking are allowed in the project rooms.

13. Mobile phones must be switched off or switched to silent mode.

14. Furniture in the project rooms must not be moved out of the rooms or from one room to another.

15. Users must clear the room at the end of the loan period and leave the room clean and tidy.

16. Users should not leave any valuable belongings in the room unattended. The Library & Learning Commons will not be responsible for any loss or damage to personal belongings.

(Updated on 23 August 2019)
LIBRARY EQUIPMENT LOAN POLICY

1. The Library & Learning Commons provides equipment loan solely for the convenience of students during Library opening hours.

2. Equipment is available on a first-come-first-serve basis at the Library Counter (ground floor) and the equipment must be returned before the Library closes for the day.

3. A valid student ID is required to check out the equipment.

4. Students have to ensure that the loan equipment is returned in good condition to avoid fines.

5. If an equipment is faulty, kindly return and report the problem to the counter staff.

6. Library staff will verify that the equipment is returned in good condition and that no accessories are missing.

Penalty charges:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day late</td>
<td>RM10.00</td>
</tr>
<tr>
<td>2 days late</td>
<td>RM20.00</td>
</tr>
<tr>
<td>More than 2 days late</td>
<td>Considered lost</td>
</tr>
<tr>
<td>Lost or damaged equipment</td>
<td>A RM50.00 fine plus a replacement fee will be charged for missing pieces, broken items or lost items.</td>
</tr>
</tbody>
</table>

* Locker key is subject to Day Locker Policy.

The Library & Learning Commons reserves the right to amend the policy above from time to time.
LOST AND FOUND POLICY

1. The Sunway JB Library and Learning Commons will not be responsible for missing items or items that were left unattended.

2. Lost and found items will be recorded and left with the Library Counter on Ground Floor for 2 weeks. Thereafter, all unclaimed items will be disposed appropriately. However, perishable items will be discarded immediately.

3. Valuable items such as personal identification documents, laptop, mobile phone and wallet will be handed to the Administration Office before 5pm daily (Monday to Friday).

Library and Learning Commons

14 February 2020