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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**

Users		Open Shelf, Accompanied Materials(DVDs, CDs)		Lecturer's Copy		Reserve Collection		Exam Papers & References		Magazines		Audiovisual Materials	
		Qty (Items)	Loan Period	Qty (Items)	Loan Period	Qty (Items)	Loan Period	Qty (Items)	Loan Period	Qty (Items)	Loan Period	Qty (Items)	Loan Period
Academic Staff	Full Time	10	30 days	10	180 days	3	7 days	1	4 hours	2	7 days	5	14 days
	Part Time	5	14 days	5	180 days	3	7 days	1	4 hours	2	7 days	5	14 days
Administrative Staff		5	14 days	-	-	1	4 hours	1	4 hours	2	7 days	5	7 days
Student	Full Time	3	7 days	1	4 hours	1	4 hours	1	4 hours	1	3 Days	1	4 hours
	Part Time												

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 place.
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:

<b>A.</b>	<b>LATE RETURN OF ITEMS BY STAFF AND STUDENTS</b>	
	Open shelf items	RM 1.00 per day
	Reference and Reserve collections	RM 0.20 per hour
	All overdue items (for more than 30 days) from any collection will be considered lost	As per “lost items”
<b>B.</b>	<b>LOST ITEMS</b>	
	Materials from any collection reported as lost or not returned to the Library & Learning Commons within stipulated time stated above	Fine of RM 50.00 for loss of Library & Learning Commons items - plus overdue fines - plus actual cost of replacing the item (price of item, freight charges, etc.)
<b>C.</b>	<b>OTHERS</b>	
	Damaged item	Actual cost of replacing items - plus RM10.00 processing charges
	Loss of Library & Learning Commons items supported with a police report	Waived
	Mutilation of Library & Learning Commons materials	Fine of RM 100.00 - plus actual cost of replacing the item (price of item, freight charges, etc.) - plus RM 50.00 processing fee

**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 14 June 2017)

## **RULES AND REGULATIONS FOR THE USAGE OF FACILITIES AND EQUIPMENT IN THE AUDIO VISUAL CORNER**

1. Audio Visual Corner operation hours are from 8.00am to 6.30pm (Monday-Friday), except Saturday and public holidays.
2. This facility is available only to the staff and registered students of Sunway College Johor Bahru.
3. Usage will be on a first-come-first-serve basis. Reservation of Audio Visual Corner is allowed.
4. Borrowing and returning of AV materials and auxiliaries equipment (e.g. headphone, remote control and etc.) should be done at the Circulation Counter. Each session is limited to a maximum of 3 hours. Users are required to complete a request form for each session.
5. A maximum of 5 users are allowed to use the Audio Visual Corner per session. Valid student cards must be left at the Circulation Counter during the session. Users must leave the Audio Visual Corner after use, or when the 3 hours is over.
6. Users must use the wireless headphones during the viewing session.
7. 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.
8. Users should maintain a quiet environment so as not to disturb or interrupt other users at the Learning Commons.
9. All AV equipment should be maintained and must remain in good condition during borrowing and returning at the Circulation 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.
10. 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.
11. Only AV materials borrowed from the library are allowed to be viewed at the Audio Visual Corner.

**DAY LOCKERS POLICY**

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

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

<b>Category</b>	<b>Fine</b>
a. 1 day late	RM 20.00
b. 2 days late	RM 30.00

- There will be a replacement charge of RM 20.00 for lost or damaged key.
- Student must empty the locker before returning the key. Items left in the lockers will be sent to Student Services Department the following day.
- The Library & Learning Commons reserves the right to amend the policy above from time to time.

(Updated on 27<sup>th</sup> April 2015)

**RULES & REGULATIONS FOR USE OF PROJECT ROOM**

1. Project rooms are available from 8.00am to 6.30pm (Monday-Friday), except Saturday, Sunday and public holidays.
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 Circulation 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 Circulation 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. No eating, drinking and smoking are allowed in the project rooms.
12. Mobile phones must be switched off or switched to silent mode.
13. Furniture in the project rooms must not be moved out of the rooms or from one room to another.
14. Users must clear the room at the end of the loan period and leave the room clean and tidy.
15. 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.