

RULES AND REGULATIONS

- Students are required to conduct themselves properly and give cooperation to create a pleasant atmosphere in the library conducive for study and research.
- SILENCE is to be strictly observed in the Library.
- Materials such as bags, umbrellas, parcels, crash helmets, etc., are not to be brought into the library. It must be left in the locker provided outside the Library. Library management accepts no responsibility for any loss of these items.
- Smoking, eating, drinking, sleeping, using loud personal stereo, shouting, running, and playing are strictly prohibited inside the library.
- Mutilating or stealing Library materials/properties are liable to strict disciplinary action
- Reservation of seat is NOT PERMITTED, and users are not allowed to remove or change the placement of chairs, tables, or any any other furniture in the Library.
- The Library accepts NO RESPONSIBILITY for loss of personal belonging(s) left unattended.
- Each student who are leaving the library MUST SHOW all library materials in possession to the library security guard at the exit point upon request.
- The Library officer on duty has the authority to ask any users, who causes disturbance in the Library to leave.
- All BORROWED AND RETURNED of books should be process at the counter with Library officer on duty.
- The readers should check the book thoroughly for missing pages, chapters, pictures etc., while borrowing the book. Mutilated or spoiled books will have to be replaced by the borrower.
- All books have been used must be returned to the trolley provided. Do not place them on the shelves again unless you know how to do the proper shelving. DO NOT leave used books on the table.
- When you are leaving the Library, PLEASE LEAVE THE TABLES AND CHAIRS AS YOU SEE IT.
- Any losses and damages to library materials must be replaced by the borrower. The charges will be as follows:

- A replacement copies at borrower's own expense or;
- borrower pays the price of the lost or damaged item and processing fee RM25.00 along with overdue fines.
- Library officers have the authority to bar any user from using library facilities for any infringement of the Library Rules and Regulations.
- Library Authority may amend Library Rules and Regulations as and when necessary.