

Rules and Regulations

Library

User Conduct

The Library is a common area and all patrons are advised to show respect and proper courtesy to other users in order to maintain a comfortable, conducive and pleasant environment.

The following are to be observed:

1. Switch off hand phones or put it on to silent mode;
2. Speak softly and avoid crowding around tables;
3. Avoid sitting on the floor and obstructing the walkway or preventing others from reaching the shelves;
4. Queue up at the counter or while waiting to use the photocopier;
5. No running;
6. Handle the Library materials and equipment with care;
7. Avoid messing up the books on the shelves;
8. Place books on the trolley after use;
9. Take only a few books at a time from the shelves;
10. Do not hide or intentionally misplace a library material in a different location;
11. Do not occupy the OPAC terminals more than 10 minutes each session;
12. Do not stack or leave books on the floor;
13. Be mindful of the power cords or cables when using the power sockets;
14. Photographs, video recording or conducting surveys are not allowed without permission from the library staff;
15. Safeguard your belongings;
16. Maintain a high standard of hygiene and cleanliness when using the restroom;

Borrowing

All registered students of SEGi College Subang Jaya are members/patrons of the Library. First time patrons must validate their membership before utilising the facilities.

The library system will verify eligibility to borrow if:

- i. There is no penalty
- ii. Loan limit not exceeded
- iii. Book is not reserved

Reference materials (Black Spot Sticker), Dictionaries and Encyclopaedias are non-circulation items.

Any loss of borrowed library materials or student ID card must be reported immediately to prevent accumulation of fines or fraudulent use of ID card by others.

Patrons are responsible for all items borrowed under their library account including the observance of the borrowed items.

Patrons are required to present their Staff ID or student ID card for all library transaction and are prohibited from borrowing on behalf of other users. Only registered users with active status are eligible for borrowing.

All borrowers must settle their overdue loans before they are permitted to borrow again.

Renewals

Patrons can renew all items they borrowed for one time only, provided there is no reservation made under that title and the patron does not have fines or other overdue books. Renewing can be done by dropping the request via email, phone call, online, or directly at the counter.

Request for renewal via email will only be processed if the email is received during the following hours:

Monday to Friday: before 5.00pm

Saturday: before 12.00pm

Otherwise it will be processed the next working day. No renewals will be done on Sunday and Public Holidays or when the Library is closed.

Fines and Penalties

A fine will be imposed for late returns. The penalty is as follows:

Material Type	Fines Per Day
Short Term Loan item (Red Spot)	RM2.00
Normal Item	RM1.00

Patrons will have their borrowing privileges suspended if they have outstanding fines or overdue items under their account. All patrons are responsible for the loaned books that are checked-out under their names and will be penalised for lost or damaged books.

The penalty for a lost book is:

- To replace the book with a new book plus processing fee, or
- To pay double the price* of the book plus processing fee.

* *Note: If the price of the book is not available, the price of a similar title will be referred.*

Patrons who had reported lost books must still pay the fines incurred, if any. A fine will be imposed if a returned book is damaged eg. soiled, torn, stained, defaced, etc. The amount of fine charged will be at the discretion of the authorised librarian.

The following are unacceptable reasons for waiving/reducing incurred fines:

- Ignorant of Library policy;
- Dissatisfied with the fine penalty structure;
- Unable to pay the incurred fine;
- Denial of borrowing book(s);
- Allowing others to use his/her student ID card to borrow book(s);
- Forgotten the book's due date;
- Busy during semester break, examination or industrial attachment.

System Interruption

There will be no loan transaction, or any other services related to the Library System during system interruptions and SCSJ is not liable in any manner whatsoever for such interruptions or inconvenience.

Email Notification

Email notifications for Advance item due notice, Item due notice or Overdue notice is a courtesy service and may not be available due to system failure, server hardware failure, power outages or any other unforeseen reasons. All patrons are to keep track of due dates of their loans. Failure to receive email notifications from our Library System is not a valid reason to waive overdue item fines.