

## Library Membership Terms and Conditions for SUKD/SCKD

### 1. Membership

- 1.1. Membership is open to all SUKD/SCKD registered students.
- 1.2. Membership is not transferable.
- 1.3. Membership for student is considered terminated once the 'Refund form' has been stamped and verified.

### 2. Borrowing Privileges & Fines

<b>Undergraduate Student</b>					
<b>Material Type</b>	<b>Loan Period</b>	<b>Loan Limit</b>	<b>Renewal</b>	<b>Reservation</b>	<b>Fine</b>
<b>Short-term loan items (Red Spot sticker)</b>	1 day	1 item	1 day	3 days	RM2.00/day
<b>Normal items (Open Shelf)</b>	14 days	4 items	14 days	3 days	RM1.00/day
<b>AV materials</b>	14 days	3 items	14 days	3 days	RM1.00/day

<b>Postgraduate Student</b>					
<b>Material Type</b>	<b>Loan Period</b>	<b>Loan Limit</b>	<b>Renewal</b>	<b>Reservation</b>	<b>Fine</b>
<b>Short-term loan items (Red Spot sticker)</b>	7 days	1 item	7 days	3 days	RM2.00/day
<b>Normal items (Open Shelf)</b>	30 days	4 items	30 days	3 days	RM1.00/day
<b>AV materials</b>	30 days	3 items	30 days	3 days	RM1.00/day

Reference materials (Green Spot sticker), bound journals, magazines and newspapers are non-circulation items to both undergraduate students and postgraduate students.

- 2.1. Students must produce their student card for loan transactions.
- 2.2. Students are allowed to renew all items they borrowed for one time only, provided there is no reservation made under that particular title and the patron does not have fines or other overdue books.
- 2.3. Renewals can be made via e-mail, phone call, online (<https://librarycatalogue.segi.edu.my>) or directly at the Circulation Counter during opening hours. Refer to the contact details below for

email and phone renewal requests:

SUKD patron:

E-mail: [librarykd@segi.edu.my](mailto:librarykd@segi.edu.my)

Phone: +60361451758

SCKD patron:

E-mail: [librarysckd@segi.edu.my](mailto:librarysckd@segi.edu.my)

Phone: +60361459811

Request for renewal via email will only be processed if the email is received one (1) hour before the closing time, otherwise, it will be processed the following day. No renewals will be done on Public Holidays or when the library is closed.

### **3. Reservation**

- 3.1. Reservation of books that are checked-out can be done at the Circulation Counter or online.
- 3.2. Reserved books shall be kept for three (3) days within the counter upon which will be sent for shelving or reserve for next borrower (if any).

### **4. Penalty**

- 4.1. Student will have their borrowing privileges suspended if they have outstanding fines or overdue item(s) under their account.
- 4.2. All students are responsible for the loaned books that are checked-out under their names and will be penalized for unreturned, lost or damaged books.
- 4.3. The penalty for a lost book is:
  - To replace the book with a new book plus a charge of RM5 processing fee, or
  - To pay double the price\* of the book plus a charge of RM5 processing fee.

\* Note: If the price of the book is not available, the price of a book of similar title will be referred.
- 4.4. Student who had reported lost books must still pay the fines incurred, if any.
- 4.5. A fines will be imposed if book is returned in a damaged condition e.g. spoiled, torn, stained, defaced, etc. The amount of fines to be charged will be at the discretion of the Chief Librarian (CL) or authorized librarian during CL absence.
- 4.6. 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 fines
  - Denial of borrowing book(s)
  - Allowing others to use his/her card to borrow book(s)
  - Forgot the book due date
  - Busy during semester break or examination