

# CIRCULATION POLICY

## Loan Privileges

Borrowing of any item is subject to the available copies and/or discretion of the librarian. Loans eligibility is based on the following table:

Categories	Open Shelf	Red Spot	Renewal
Foundation- Full Time Student	4 books/ 2 weeks	2 book/ 2 hours	2 times
Undergraduate- Full Time Student	5 books/ 2 weeks	2 book/ 2 hours	2 times
Lecturer/Staff	10 books/ 4 weeks	4 book/ 2 hours	2 times

## Returns

Items can be checked-in at the circulation counter of the library and any fines due may be paid at that time.

## Renewals

Any item borrowed may be renewed for the new extended period but this is subject to a request by another user or by the library for reserve purpose. Renewal can be made via OPAC or library counter. An item may be renewed up to two times after the original charge date to the user. Any renewal is not allowed if the items have been reserved or recalled.

## Reservations

Library users may reserve an item that is on loan to another user. Once the item is returned, they will be notified and the item on hold will be kept for 3 days, after which it will be given to the next person on the list or returned to the shelf. For red-spot

materials, it will be kept for 30 minutes after which they will be given to the next person requesting for it.

### Overdue Fine

Users with overdue items are blocked from borrowing other library materials until the overdue items are renewed, returned or until the fine is paid. Failure to receive an overdue notice does not free the user from the responsibility to return or renew the item by the due date or the recall due date, nor does it constitute grounds for reducing the fine. Overdue fine charges will be calculated as per below tabulation:

Categories	Open Shelf	Red Spot
Foundation- Full Time Student	RM 0.50/day	RM 0.50/hour
Undergraduate- Full Time Student	RM 0.50/day	RM 0.50/hour
Lecturer/Staff	RM 0.50/day	RM 0.50/hour