

LIBRARY MEMBERSHIP TERMS AND CONDITIONS FOR STAFF

1.0 Membership

- 1.1 Staffs are automatically registered as Library Member once they are officially registered as KIC staff.
- 1.2 Membership is not transferable.
- 1.3 Staff ID card is used for borrowing library materials.
- 1.4 Membership for staff will be terminated upon staff resignation or by termination of employment and the "Exit Form" has been stamped and verified.
- 1.5 All the Terms and Conditions also applicable for part-time lecturers.

2.0 Borrowing Privileges

STAFF LOAN PRIVILEGES				
Material Types	Loan Period	Loan Limit	Fine	Reservation
Open Shelf Book	30 Days	10 Items	RM1.00/Day	3 Days
AV Material	20 Days	5 Items	RM1.00/Day	3 Days
*Reference Material	30 Days	5 Items	RM1.00/Day	3 Days
PART-TIME LECTURER LOAN PRIVILEGES				
Material Types	Loan Period	Loan Limit	Fine	Reservation
Open Shelf Book	20 Days	5 Items	RM1.00/Day	3 Days
AV Material	20 Days	3 Items	RM1.00/Day	3 Days
*Reference Material	20 Days	5 Items	RM1.00/Day	3 Days

***NOTE:** For reference materials, ONLY book with copies are allowed to be borrowed. If the book has 1 copy only, loaning of the book will be at the discretion of the Librarian.

- 2.1 Reference materials (Red Spot items), journals, magazines and newspapers are not available for loan except for staffs.
- 2.2 Only staffs are entitled under the Staff Loan Privileges as stated above.
- 2.3 Staffs must use the staff ID card for loan transaction.
- 2.4 Staffs are allowed to renew all borrowed materials for one time only, provided there is no reservation made and the staff does not have fines or other overdue books.
- 2.5 Borrowing process can be made at the circulation counter during library opening hours.

Library Opening Hours

Monday to Friday : 8.30 am to 5.30 pm

Saturday & Sunday : Closed

Public holidays : Closed

2.6 Borrowing materials will be accepted during working days only. No borrowing process will be done on Public Holidays or when the Library is closed.

3.0 Reservation

3.1 Reservation of materials that are on loan status by other user can be done at the Circulation Counter, by email or phone call during opening hours.

3.2 The material must be picked up within three (3) days upon notification given. Otherwise, the material will be shelved or given to the next borrower, if any.

3.3 Staff will be placed in the waiting list if there are others who have requested for the same item before them.

4.0 Renewal Process

4.1 The materials renewal will take place when the item is already on loan status by the same user.

4.2 Only one time renewal is accepted for one user.

4.3 The material will be given new due date for renewal period starting from the current due date.

4.4 The material must be renewed at least one day before the due date. The renewal is denied if the material is overdue.

4.5 The material is not reserved by another user.

4.6 The material is returned in good condition.

4.7 The user has no unpaid overdue fines or unreturned overdue materials.

4.8 Staffs renewal privileges as follows:

STAFF RENEWAL PRIVILEGES				
Material Types	Renewal Period	Loan Limit	Fine	Reservation
Open Shelf Book	20 Days	7 Items	RM1.00/Day	3 Days
AV Material	15 Days	5 Items	RM1.00/Day	3 Days
*Reference Material	20 Days	5 Items	RM1.00/Day	3 Days

PART-TIME LECTURER RENEWAL PRIVILEGES				
Material Types	Renewal Period	Loan Limit	Fine	Reservation
Open Shelf Book	20 Days	7 Items	RM1.00/Day	3 Days
AV Material	15 Days	5 Items	RM1.00/Day	3 Days
*Reference Material	20 Days	5 Items	RM1.00/Day	3 Days

***NOTE:** For reference materials, ONLY book with copies are allowed to be renewed. If the book has 1 copy only, renewing of the book will be at the discretion of the Librarian.

4.9 Renewal can be made via email, phone call or at the circulation counter during library opening hours. Refer the details below for the renewal information:-

Renewal and reservation channel

Email : athirah.azemi@kompas.edu.my

Phone number : 05-210 9155

4.10 Please, provide the information below for the renewal process via email or phone call:-

- i. Name
- ii. ID number
- iii. Title
- iv. Accession number
- v. ISBN number
- vi. Series (If applicable)

4.11 Materials renewal will be processed during working days only. No renewal will be done on Public Holidays or when the Library is closed.

5.0 Penalty

5.1 Staffs will have their borrowing privileges suspended if they have outstanding fines or overdue materials under their account.

5.2 Staffs are responsible for the loaned materials that are checked-out under their names and will be penalized for unreturned, lost or damaged books.

5.3 The penalty for lost material are:-

- i. To replace with the new material at his/her own expenses plus a charge of RM5 for processing fee, OR
- ii. To pay the current price** of the material at his/her own expenses plus a charge of RM5 for processing fee.

****NOTE:** If the price of the material is not available, then the price of any material that contains the same title or subject will be referred.

5.4 Staffs who had reported lost material must still pay the fines incurred, if any.

5.5 Fines will be imposed if material is returned in damaged conditions e.g. spoiled, torn, stained, defaced, etc. The amount of fines to be charged will be at the discretion of the Librarian.

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

- Ignorant of Library Terms and Conditions
- Dissatisfied with the fine penalty structure
- Unable to pay the incurred fines
- Denial of borrowing items
- Forgot the material due date
- Busy during semester break or examination