

LIBRARY MEMBERSHIP TERMS AND CONDITIONS FOR STUDENT

1.0 Membership

- 1.1 Students of KIC are automatically registered as Library Member once the registration is done.
- 1.2 Students need to pay for library deposit, RM250 that entitled them to borrow books. Students may proceed with payment to Finance Department.
- 1.3 The library deposit will be refunded if there are no outstanding penalties or fines.
- 1.4 The deposit will be deducted if there are unpaid of any penalties or fines under the student ID and the balance will be returned before they graduate.
- 1.5 Students can use all facilities and services offered in the library.
- 1.6 Membership is not transferable.
- 1.7 Membership is considered terminated upon discontinuing or graduating from KIC.

2.0 Borrowing Privileges

STUDENT LOAN PRIVILEGES				
Material Types	Loan Period	Loan Limit	Fine	Reservation
Open Shelf Book	15 Days	5 Items	RM0.50/Day	3 Days
AV Material	3 Hours	1 Item	(Refer Penalty)	3 Days

- 2.1 Reference materials (Red Spot items), journals, magazines and newspapers are not available for loan. Those items cannot be borrowed out and can be used for internal reading and reference ONLY.
- 2.2 The borrowing privileges only applicable for FULLTIME and PART-TIME students.
- 2.3 Students are allowed to loan AV materials in the library only under the provision and discretion of the Librarian for maximum of 3 HOURS ONLY.
- 2.4 Students must use their student ID card for loan transaction.
- 2.5 For book loan, students must follow the Student Loan Privileges as stated above.
- 2.6 Students are allowed to renew all borrowed items for one time only, provided there is no reservation made and the user does not have fines or other overdue books.
- 2.7 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

2.8 Borrowing books 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

- 1.1 Reservation of books that are on loan status by other user can be done at the Circulation Counter, by email or phone call during opening hours.
- 3.1 The book must be picked up within three (3) days upon notification given. Otherwise, the book will be shelved or given to the next borrower, if any.
- 3.2 User will be placed in the waiting list if there are others who have requested for the same item before them.

4.0 Books renewal

- 4.1 The book renewal will take place when the book is already on loan status by the same user.
- 4.2 Only one time renewal is accepted for one user.
- 4.3 The book will be given new due date for renewal period starting from the current due date.
- 4.4 The book must be renewed at least one day before or on the due date. The renewal is denied if the book is overdue.
- 4.5 The book is not reserved by another user.
- 4.6 The book is returned in good condition.
- 4.7 The user has no unpaid overdue fines or unreturned overdue books.
- 4.8 Students renewal privileges as follows:

STUDENT RENEWAL PRIVILEGES				
Material Types	Loan Period	Renewal Limit	Fine	Reservation
Open Shelf Book	10 Days	5 Items	RM0.50/Day	3 Days

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:-
- Name
 - ID number

- iii. Title
- iv. Accession number
- v. ISBN number
- vi. Series (If applicable)

4.11 Book 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 Students will have their borrowing privileges suspended if they have outstanding fines or overdue items under their account.

5.2 Students are responsible for the loaned books that are checked-out under their names and will be penalized for unreturned, lost or damaged books. This is also applicable for AV materials.

5.3 The penalty for lost item is:-

- 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 Students 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 or Management.

5.6 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 books
- Forgot the material due date
- Busy during semester break or examination