

**SEAMEO Regional Language Centre
LIBRARY**

A. RULES AND REGULATIONS

- 1 The Library may be used by RELC personnel and by other persons approved by the Director of RELC or the Librarian. All persons entitled to make use of the full range of library facilities must be registered members and must be able to produce, on request, the membership card issued to them.**
- 2 Members may borrow only those materials which can be loaned for the designated periods of time.**
- 3 No books or materials may be removed from the library until they have been processed and issued on loan by the staff. Violators are subject to revocation of library membership.**
- 4 Books and materials may be loaned to another library for a period not exceeding one month if they are not in use at that time.**
- 5 Photocopying of library materials must comply with the Singapore Copyright Act.**
- 6 All materials and personal belongings taken out of the library must be shown to the staff.**
- 7 Smoking, eating, drinking and use of handphones in the library are not permitted.**
- 8 Library staff have the discretion to ask any one to leave the library for any reason whatsoever.**
- 9 The library shall be normally open at the following times:**

Monday to Thursday	0830 - 1800 hours
Friday	0830 - 1730 hours
Saturday	0830 - 1300 hours

The library shall be closed on Sundays and public holidays.

B. GENERAL LOAN RULES

- 1 A library membership card must be produced when books are borrowed. It should not be used by anyone else to borrow books.
- 2 Borrowers are responsible for all books charged to their cards.
- 3 Library materials may not be borrowed on behalf of others nor lent to others.
- 4 Borrowers must return or renew their loans when due. The date due is stamped on the date due slip.
- 5 Fines are payable on materials which are not returned on the date or at the time due. These are levied with effect from the first day/hour after the date/time due and include the day/time of return. However, fines will not be payable for days (Sundays and public holidays) and hours when the library is closed. Fines must be paid immediately when the book is returned and materials may not be borrowed until the total amount of the fine is paid. The rates of fines are the following:

Books and Other Materials except Reserve Books	50 cents per day after the date due
Reserve Books	\$1.00 per hour, or part thereof, after 1100 hours when the book is due
- 6 Loans may be renewed twice provided that the item on loan has not been requested by another person or is not overdue.
- 7 Any book or material may be recalled from loan at any time and must be returned immediately when recalled.
- 8 All library users shall be held responsible for any loss of or damage/mutilation/defacement to library materials on loan to them or being used by them and they will be required to pay the full cost of replacement as determined by the Librarian.
- 9 Books lost must be reported to library staff. If fines are payable, such fines will be calculated from the date due to the date when the book is reported lost. The cost of replacement for books lost, inclusive of fines, is not refundable.

- 10 Library material not returned within one month after the date due will be deemed lost and the cost of replacement will be charged to the borrower.
- 11 If any fines or costs of replacement for library materials are not fully settled within three months from the due date, the member will be disqualified from library membership which will be revoked without any prior notice to the member. Should the member wish to reinstate his membership, he would have to pay the following amounts in addition to all overdue fines and replacement costs:
- (i) S\$100 reinstatement cost;
 - (ii) S\$1,000 deposit (refundable); and
 - (iii) usual membership charges

Prevailing rate of Goods and Services Tax will be added to the above amounts.

- 12 The Library will refund the deposit of S\$1,000 less any amounts owing, including bank and postal charges, to the member after termination of the membership.
- 13 The rules and regulations shall be reviewed from time to time and revised without prior notice.
- 14 Members may borrow as follows:

<u>Types of Material</u>	<u>No. of Items</u>	<u>Loan Period</u>
Books and bound periodicals	10	2 weeks
Reference books	No loan	-
Reserve books	1	1200 - 1100 hours next day
Unbound periodicals	No loan	-
Latest issue of periodical	No loan	-
Non-book materials	No loan	-
Microforms	No loan	-