



SEGi College
Kuala Lumpur

INSPIRE • IGNITE • IMMERSE

BORROWING, RETURNING, RENEWAL AND PENALTY POLICY

SEGi College Kuala Lumpur Library

Abstract

This policy describes expectations for library users and staff in their use of our services and resources.

Document No.:
POLICY-LIB-01

Effective Date:
1 April 2022

Version No.:
01

1. PURPOSE

This policy has the objectives to provide guidance for circulation activities and other local documents on Library items and facilities available for borrowing from the library. This also includes expectations for users prior to, during, and after borrowing items from the library.

2. DEFINITION

These definitions relate to this policy only.

Terms	Definition
Borrowers	Registered users who borrow library materials.
User	Students and staff of the SEGi College Kuala Lumpur, and authorized users.
Library item/ material/ book(s)	Items in a collection that allowed for borrowing.
General stack/Open shelf	Category of collection that allowed for borrowing.
Due date	The date when the loaned materials has to be returned to the Library.

3. POLICY SCOPE

This service is offered to all students and staffs of SEGi College Kuala Lumpur. This policy applies to library items and facilities available for loan to users. It identifies users eligible to borrow the items, the length of time the items may be borrowed, and the assessment of applicable Library charges.

4. POLICY STATEMENT

4.1 Borrowing

4.1.1 The Library provides membership facilities to identify user groups that will enable the users to access the services and library items available in the library.

Group	
Students	Full time and part-time staff

4.1.2 Users are responsible for all items borrowed under their library account including the observance of the due date of the borrowed items.

4.1.3 Users must produce their staff tag or student ID for borrowing transactions.

4.1.4 Borrowers are prohibited from borrowing on behalf of other users.

4.1.5 Only registered user with active status are allowed for borrowing.

4.1.6 All borrowers must settle their overdue loans before they are permitted to borrow again.

4.1.7 All staff must get clearance for 'Exit forms' with the Library before their last day when they are no longer engaged as SEGi College Kuala Lumpur staff.

4.1.8 Borrowers are responsible for the safekeeping and return of Library materials issued under their name.

4.1.9 Books or Library materials may NOT be brought out of the Library until the loan has been recorded. Unauthorized removal of Library materials is regarded as a very serious offence.

4.2 Loan privilege

4.2.1 The loan privilege is in accordance with the borrower type, collection, and item type.

Group	Loan Period	Loan Entitlement		Renewal
		General Stack/Open Shelf	Red Spot	
Students	7 days	5 items	N/A	7 days
Full time and part-time staff	7 days	5 items	N/A	7 days

4.3 Returning items

4.3.1 Library materials borrowed must be promptly returned on or before the due date.

4.3.2 The Library reserves the rights to impose late penalty to borrowers as specified in the guideline.

4.4 Renewal

4.4.1 Borrowers 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.

4.4.2 Renewals can be made via e-mail (librarykl@segi.edu.my) or directly at the Circulation/Library Counter during opening hours.

4.5 Penalty and fines

4.5.1 A fine will be imposed for late returns. The penalty is as follows:

Group	Collection	Late penalty charges
Students	General Stack/Open Shelf	RM 1.00/day
Full time and part-time staff	General Stack/Open Shelf	RM 1.00/day

4.5.2 Late penalty capped at RM 200.00, if exceeds RM 200.00, the book declares as lost. The borrower needs to pay cost of the book plus RM 200.00 late penalty charge and plus with RM 20.00 for processing fee.

4.5.3 Patrons will have their borrowing privilege suspended if they have outstanding fines or overdue items under their account.

4.5.4 All patrons are responsible for the loaned books that are checked-out under their names and will be penalized for lost or damaged books.

4.5.5 A fine will be imposed if a book is returned in a damaged condition eg. soiled, torn, stained, defaced, etc. The amount of fine to be charged will be at the discretion of the authorized librarian.

4.5.6 Failure to receive any notice sent does not relieve a borrower from their responsibility to return Library materials by the due date.

4.5.7 The Library reserves the rights to impose and waive fines to borrowers as specified in the guideline. 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 fine
- Denial of borrowing book(s)
- Allowing others to use his/her student card to borrow book(s)
- Forgot the book due date
- Busy during semester break, examination or industrial attachment

4.6 Lost or damage items

4.6.1 Losses or damages must be reported promptly to the library. It is an offence to mutilate, damage, misplace or refuse to return library material.

4.6.2 The penalty for a lost book as follows:

- To replace the same or a new book plus a charge of RM20.00 processing fee OR
- To pay price of the book plus a charge of RM20.00 processing fee
- If the price of the book is not available, the price of a book of similar title will be referred.

5. IMPLEMENTATION AND COMPLIANCE

5.1 The Library holds the responsibility for the implementation of this policy and shall take the necessary actions in the event of violation of this policy.

5.2 This policy is applicable to the Library users and any infringement of the policy may be subjected to disciplinary actions and any other actions deem necessary.