

SMK Kuhara Library Rules and Regulations

1. General Conduct

- Maintain silence to ensure a conducive study environment.
- No eating, drinking, or chewing gum in the library.
- Keep your belongings tidy; bags may be inspected upon entry/exit.

2. Borrowing Privileges

- **Students:** 5 items for 2 weeks (2 renewals allowed).
- **Teachers:** 10 items for 4 weeks (3 renewals allowed).
- **Staff:** 3 items for 3 weeks (1 renewal allowed).
- Present your student/staff ID for all transactions.

3. Fines and Penalties

- Late returns:
 - Students: RM0.20 per day per item.
 - Teachers/Staff: RM0.50 per day per item.
- Lost/damaged items must be replaced or paid for (current market price).

4. Resource Usage

- Handle books and equipment with care.
- Computers are for educational purposes only.

- E-books/databases require library account login.

5. Prohibited Actions

- Writing/highlighting in library materials.
- Reserving seats for extended periods.
- Using mobile phones without silent mode.

6. Returns & Renewals

- Return items to the designated dropbox when closed.
- Renewals may be denied if items are overdue or reserved.

7. Discipline

- Violations may result in suspension of library privileges.
- Repeated offenses will be reported to school administration.

Contact: library@smkkuhara.edu.my | Follow us on social media for updates.

"Respect the rules, respect the learning space!"