

Guidelines for Borrowing Books

How to Borrow Books

1. Browse the book collection in the library or through the library website.
2. Choose the book you wish to borrow and take note of the call number.
3. Bring the book to the library counter or use the self-service borrowing machine.
4. Present your student/library ID card for verification.
5. The librarian will record the borrowing details and inform you of the due date.
6. You will receive a borrowing slip or digital confirmation.

Rules & Regulations

1. Each student is allowed to borrow up to 3 books at a time.
2. The loan period is 14 days. Late returns will incur a fine of RM0.50 per day.
3. Books must be returned in good condition. Damaged or lost books must be replaced.
4. Reference books, magazines, and newspapers are not allowed to be borrowed.
5. Maintain silence and discipline while in the library.
6. Borrowing privileges may be suspended if rules are repeatedly broken.