

Welcome to Vocational College Tawau Library – User Guide

1. Library Hours

- **Monday – Friday:** 8:00 AM – 5:00 PM
- **Saturday:** 9:00 AM – 1:00 PM
- **Sunday/Public Holiday:** Closed

2. Getting Started

- Sign up for a library card at the front desk (bring your student/staff ID).
- Keep your card safe – you’ll need it to borrow books or use library computers.

3. How to Borrow Books

1. **Search:** Use the online catalog or ask a librarian to find your book.
2. **Borrow:** Bring your chosen books and library card to the circulation desk.
3. **Loan Period:**
 - Books: 2 weeks
 - Magazines: 1 week
4. **Renew:** You can renew items in person, by phone, or online—unless reserved by someone else.

4. How to Return Books

- Return books to the ‘Returns’ counter or book drop at the entrance.
- Late returns may result in a fine (RM0.20 per day per item).

5. Library Zones

- **Quiet Study Area:** For silent, individual study.
- **Group Study Rooms:** Book at the counter; max 6 people per room.
- **Computer Area:** Log in with your student/staff ID. 1-hour sessions.
- **Children’s Corner:** For readers under 12.

6. Using Library Computers & WiFi

- Free WiFi: Ask at the counter for the password.
- Computers are for academic/research purposes only.

7. Online Resources

- Access e-books, online journals, and databases via the library website.
- Need help? Attend our ‘How to Use Online Resources’ workshop or ask a librarian.

8. Library Rules

- Keep noise to a minimum.
- No eating or drinking (except water).
- Take care of all library materials.
- Turn phones to silent mode.
- Respect others' need for quiet and space.

9. How to Get Help

- **Ask a Librarian:** At the desk or online chat.
- **Email:** vokasional199012@gmail.com
- **Suggestion Box:** Located near the exit.

10. Events & Activities

- **Reading Challenges**
- **Storytelling Sessions**
- **Workshops (e.g., citation tools, research skills)**
- **Book Review Contests**

Check the noticeboard or website for upcoming events!