

LIBRARY RULES AND REGULATIONS

Loans

- * Course participants can borrow all materials except:-
 - a) Latest issues of journals
 - b) Bound journals
 - c) Texts of speeches
 - d) Documents
 - e) Seminar papers
 - f) Project papers
 - g) Newspaper cuttings
 - h) IDFR publications
 - i) Lecture notes
 - j) Pamphlets

- * The number of books that a course participant can borrow depends on the duration of the course.

- * Borrowers are responsible and will be penalized for any loss or damage of the books borrowed. They have to pay double the cost of the books.

- * Borrowers cannot lend out books issued under their names to someone else.

- * Borrowers may be asked to return books borrowed, before the due date, if the need arises.

- * Course participants must settle all their loans at the end of their courses. If they wish to borrow library books after their courses, they may do so under the Interlibrary Loan Service.

Renew

- * Loans can be renewed once only when there are no reservations. After that, user must return the books first before make any new loans.

Overnight Loans

- * 'R' books can be borrowed overnight.
- * Overnight loans can be made on Monday – Friday at 4.45 pm and returned the next day by 8.30 am.

Overdue Loans

- * A fine of RM 10.0 cents. Per book per day will be charged for each overdue loan.
- * A maximum charge for an overdue loan is RM10.00.

Return of Books

- * All books borrowed must be returned to the library staff. Borrowers should not return books to the shelves themselves.
- * A borrower will have to pay double the cost of any item lost or damaged.

Red Spot Collection (Books recommended by lecturers)

- * This collection is located behind the Service Counter and is under staff control.
- * A user can refer to 1 book for 2 hrs. within the library at any one time.

Internet

- * The use of the Internet is confined only to IDFR staff and course participants.
- * Users can print from the Internet and are allowed to download into their own diskettes/thumb drive.

Photocopying

- * This service is provided free to IDFR staff only. Course participants pay 10 cents per copy for an A4 size print and 20 cents per copy for an A3 size print. Others pay 10 cents and 20 cents respectively.

Typing

- * The computers and printers in the library are not to be used for typing and printing. Course participants can use such facilities at the Computer Laboratory in Block C, 1st Floor

Inter-Library Loan (ILL)

- * This service enables libraries to borrow items on behalf of their clients from other library collections.
- * Users are required to access via Union Catalogue of Malaysia Portal (<http://kik.pnm.my/web/guest/html>) to search and identify book needed is available.
- * To place request must be done through library staff.

Online Databases & E-Journal

- * Library Online Catalogue (<http://opac.idfr.gov.my>)
- * EIU Country Report (<https://portal.eiu.com/>)
- * MyLib (<http://www.mylib.com.my/index.asp>)
Mylib provide 3 online databases—Emerald Insight, Nexis and Ebsco Host, which contain information on various subjects of interest.

- * NSTP Online Reference Service (<http://www.emedia.com.my/>)
Downloading and printing will be done by the library staff. (*RM2.00 will be charged.*)

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Extended Library Hours

- * Extended library hours (after normal office time) are provided when there are not less than 5 users at any one time.
- * Library staff will have to be informed 2 days in advance if there is a need for extended hours.

Others

- * Course participants must register themselves at the Service Counter.
- * All users should put on their name tags or visitors' passes when using the library.
- * Library staff has the right to check books, files and other materials taken out of the library.
- * Disciplinary action will be taken on users who are found taking out materials from the library without authorisation.
- * The use of mobile phones in the library is not allowed.
- * Users are not allowed to sleep, eat, drink or smoke in the library.
- * Users should not talk or make noise in the library to the extent of disturbing others.

