Universiti Tunku Abdul Rahman
Regulation X
LIBRARY BOOK LOANS

IN exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate, makes the following Regulation :-

1. **Short Title & Commencement**
   
   This Regulation may be cited as the **Library Book Loans** Regulation and shall come into force as from the date of incorporation of the University.

2. **Privilege**
   
   The borrowing of library books in accordance with this Regulation is merely a privilege granted to eligible members of the University which privilege may be revoked by the University at any time whether in accordance with this Rule or for any or without any reason or ground whatsoever.

3. **Eligibility**
   
   The privilege granted to eligible members to borrow books varies in accordance with their status as shown in the table below.

<table>
<thead>
<tr>
<th>Member’s Status</th>
<th>Open Shelf Books Loan Limit/Loan Period</th>
<th>Red Spot Books Loan Limit/Loan Period</th>
<th>Reference Books/ Serials (bound issues) Loan Limit/Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Students</td>
<td>3 books/2 weeks</td>
<td>1 book for 2 hours/overnight*</td>
<td>-</td>
</tr>
<tr>
<td>Undergraduates</td>
<td>4 books/2 weeks</td>
<td>1 book for 2 hours/overnight*</td>
<td>-</td>
</tr>
<tr>
<td>Postgraduates</td>
<td>10 books/2 weeks</td>
<td>1 book for 2 hours/overnight*</td>
<td>-</td>
</tr>
<tr>
<td>Non-Graduating Students</td>
<td>2 books/2 weeks</td>
<td>1 book for 2 hours/overnight*</td>
<td>-</td>
</tr>
<tr>
<td>Full-Time Academic Staff</td>
<td>15 books/30 days</td>
<td>1 book for 2 hours/overnight*</td>
<td>2 books/1 week</td>
</tr>
<tr>
<td>Part-Time Academic Staff</td>
<td>2 books/30 days</td>
<td>1 book for 2 hours</td>
<td>-</td>
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</tr>
<tr>
<td>Non-Academic Staff</td>
<td>5 books/2 weeks</td>
<td>1 book for 2 hours/overnight*</td>
<td>2 books/1 week</td>
</tr>
<tr>
<td>Alumni (with Borrowing Privileges)</td>
<td>2 books/2 weeks</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Retirees (with Borrowing Privileges)</td>
<td>2 books/2 weeks</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>General Public (with Borrowing Privileges)</td>
<td>2 books/2 weeks</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Note** *Overnight loans for red-spot books start at 4.00 pm during weekdays and 11.00 am on weekends. They must be returned on the following working day before 10.00 am.*

- Library patrons must produce their ID cards to borrow library books. ID cards are not transferable and under no circumstances may a book be passed on to another patron.
- Patrons are responsible for all books loaned for as long as the check-out record remains uncancelled. They will be penalised for any loss or damage to the book borrowed in their name and will be required to pay the cost of replacement or repair together with any fines incurred before reporting the loss or damage, plus a processing fee.
- Patrons are allowed to borrow book(s) from any of the Faculty/Institute libraries but they must return the borrowed book(s) to the library where the book(s) was/were checked-out.
- Patrons are not allowed to borrow other books (even if they have not exceeded the loan limit) or renew any borrowed book(s) if they have unpaid fines or have yet to return or replace overdue book(s) or lost or damaged book(s).
- Each patron has his/her own library account that can be accessed at any time at http://library.utar.edu.my. Through this account the patron can check his/her library activity and perform online renewal of book(s) or online reservation of book(s).

5. **Renewal of Books**

Library books can be renewed online twice through the UTAR Library OPAC, if there is no reservation by others and the books are not overdue.

6. **Reservation of Books**

Reservation for a checked-out book can be done on-line through the UTAR Library OPAC. A reserved book must be picked up within three (3) days from the date the notice is displayed (at or near the entrance of the library), after which the library cancels the reservation. Patrons will also be informed of the availability of the book through their UTAR email account.
7. **Recall of Books**
   
   (a) Any book on loan may be recalled by the Library in the event it is required either by another patron or for teaching purposes. Recalled books will normally be requested to be returned within seven (7) days of the recall being placed by the library.

   (b) A book that is simultaneously required by a number of patrons may be checked out for three (3) days only. If this book is kept beyond the due date, fines will be imposed.

8. **Non-circulating Materials**
   
   Only Academic Staff shall be entitled and upon request and applicable terms to borrow reference books, theses, periodicals, seminar papers and dissertations.

9. **Overdue Notices**
   
   Overdue notices are sent to patrons' UTAR email accounts. Failure to read e-mails will not be regarded as a valid excuse for non-receipt of overdue notices. Patrons are however advised to refer to the due date stamped in the book and not rely on e-mail reminders/overdue notices as they are merely courtesy reminders.

10. **Penalty for Late Return of Books**
    
    (a) Books must be returned by the date or time specified on the date due slip. Patrons who return books after the date or hour specified shall be liable to fines as shown in the table below. The decision of the Library to impose a fine and quantum thereof shall be final and not subject to any appeal, save where gross error can be shown.

    | Collection        | Fines (inclusive of holidays) |
    |-------------------|-------------------------------|
    | **Open Shelf Books** | Students - First 30 days: **RM 0.50** per book per day  
                          After 30 days: **RM25.00 + fines** incurred  
                          Staff - First 30 days: **RM1.00** per book per day.  
                          After 30 days: **RM25.00 + fines** incurred  |
    | **Red Spot Books** | Students - **RM 0.50** per hour or part of  
                          Staff - **RM 0.50** per day |
(b) Patrons must pay all fines incurred regardless of whether a notice was received. Patrons who fail to pay will have their borrowing privileges suspended. Patrons must retain the receipts for the paid fines as proof of payment.

(c) Patrons with debts due to the Library will not be allowed to attend convocation and their certificates will be withheld until such debts are cleared.

(d) The following will not be accepted as valid reasons for waiving/reducing library charges/fines:

- Lack of knowledge of library policy
- Disagreement with library fine structure/policy
- Inability to pay library fees or charges
- Book(s) loaned to a third party
- Non-receipt or late receipt of library reminder notices (notices of overdue books are sent as a matter of courtesy. It is the patron’s responsibility to ensure his/her current email address is in the Library's system)
- Out of town / back to home town
- Forgetting the due date
- Semester break, on leave, exams, industrial attachment
- Transportation problems

11. **Loss or Damage to or Replacement of Books**

   Any loss or damage to a library book must be reported to the Librarian. Fines, where imposed, will be determined in the following manner :-

(a) Payment equivalent to twice the current price of the lost or damaged book plus a processing fee of RM25.00 for each book. If the price is not available from reference sources, the price will be determined based upon the purchase price as indicated in the Library's acquisitions record. If such record is unavailable, patrons must pay double the *estimated price plus a processing fee of RM25.00 OR

(b) Replacement of the lost or damaged book plus a processing fee of RM25.00 for each book.
* Estimated price is calculated based on books written by the same author or similar titles written by different authors and approved by the Librarian.

11A. **Right of Set-off or Deductions to Staff Allowances**

(1) Where a fine has been imposed against an Academic Staff or a Staff pursuant to Sections 10 and 11 above and which fine remains due and unpaid for a period of 1 week from the date of its imposition, the University may upon written notice to such persons set-off or deduct from any or all allowances due to such persons such sum of moneys equivalent to the amount of fines imposed.

(2) The written notice stated in paragraph (1) above shall stipulate :-
   (a) the amount being the fines to be deducted;
   (b) identify the allowance from which the right of set-off or deduction shall be exercised upon; and
   (c) when the deducted will be effected,
and shall be given at least 7 working days to the Academic Staff or the Staff concerned prior to the effective date of deduction.

(3) The Academic Staff or the Staff upon whom the right of set-off or deduction is exercised upon may at time within 1 month from the receipt of the notice stated in paragraph 2 above, should he intend to do so, notify the Chief Librarian of his intention to dispute the imposition of the fine/s and where the Chief Librarian is satisfied that they are just grounds that the fine/s should not have been imposed earlier, the University shall –

   (a) where deductions have not been made, revoke the notice or the imposition of fine/s; or

   (b) where deductions have already been made, refund to the Academic Staff or the Staff concerned such sums which ought not be set-off or deducted.

(4) The decision of the Chief Librarian shall be final.

12. **Inter Library Loans**

Inter Library loans are available for materials not held by the Library. However, it is only available to the University staff, post-graduate and final year students. Requesters are billed for the cost of the materials plus a service charge determined by the supplying libraries.
13. **Inter-Faculty/Institute Library Loans**

Inter-Faculty/Institute library loans are available for books not held by the Faculty/Institute library but are found in other Faculty/Institute libraries. Library patrons requesting for such loans are required to fill a form at the Circulation Counter.

14. **Red Spot Books**

The following shall apply to “Red Spot” books :-

(a) Only one red spot book may be borrowed at any one time and the duration of loan shall be 2 hours;

(b) Overnight borrowing shall be after 4.00 pm during weekdays and 11:00 am on weekends and the book must be returned on the following working day before 10:00 am; and

(c) The Library has the full authority to recall any red spot book at any time.

15. **Systems Interruptions & Breakdowns**

There will be no book loan transactions in the event of interruption or breakdown in the Library’s processing system and the University is not liable in any manner whatsoever for such interruption or breakdown. Interruption to service may be due to any one or more of the events depicted hereinbelow which depiction is not by any means exhaustive :-

(a) Power failure experienced within or affecting the Library;

(b) Library system being down either at server’s or client’s end or being upgraded; and

(c) Hardware failure or connection problems.