

LIBRARY HANDBOOK
UNITAR, SABAH REGIONAL CENTRE

A	1	<p>OPENING HOURS</p> <p>MONDAY - THURSDAY 8.30 AM – 8.00 PM</p> <p>FRIDAY 8.30 AM – 11.30 AM 2.00 PM – 8.00 PM</p> <p>SATURDAY 9.00 AM – 1.00 PM</p> <p>SUNDAYS & PUBLIC HOLIDAYS CLOSED</p>
B	1	<p>LIBRARY LOAN REGULATIONS</p> <ul style="list-style-type: none"> ▪ Loan and other services may only be made to students who are registered at this institute ▪ Students' cards must be used when loan, reservations and renewals are made ▪ It is an offence to use other students' card to make a loan services. Strict disciplinary action will be taken against any students who are caught committing the act ▪ A Student is responsible for his or her loans until borrowed material has been returned

	2	<p>GENERAL RULES</p> <ul style="list-style-type: none">▪ All students should be appropriately attired and must not wear provocative and indecent attire▪ The use of hand phones in the library is strictly prohibited. All hand phones must be switched off or set to silent mode while in the library▪ Silence must be strictly observed▪ Students are not allowed to sleep in the library▪ Consumption of food and drink in the library are not permitted▪ All students are required to put their bags, umbrellas, helmet or any other package in the rack provided. The library management officials are not responsible for any loss of personal belonging (s)▪ Librarian has every right to ask users who break any rules and regulations to leave the library▪ Reservation of seats is not permitted▪ Any books and library materials left on the table for a long time would be taken by the library officials▪ Loan or other activities at the counter should be done before the library closes▪ Users are advised not to leave books on the table. Books retrieved from the shelves are to be returned to its original shelves▪ Cleanliness should be maintained at all times▪ Students who are found have in his/her possession any library materials, which are not borrowed, will face disciplinary actions▪ Students should familiarize themselves with the relevant library rules and borrowing policies
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C	1	<p>ELIGIBILITY AND LIBRARY LOAN CONDITIONS</p> <p>LOAN CONDITIONS</p> <p>Loan services are available to all students registered at UNITAR, Sabah Regional Centre, however all loans and renewal privileges will be suspended if student membership are suspended under the following circumstances:</p> <ul style="list-style-type: none"> i. Failure to return a borrowed item by the due date ii. Disciplinary actions by the university iii. Failure in settling library fines
	2	<p>OPEN SHELVES COLLECTION LOAN</p> <p>All students are allowed to loan this collection. Only two (2) books are allowed for one time loan per person. Library materials which have been borrowed may be renewed two (2) times, if they have not been reserved by another user.</p> <p>*Renewal condition – Can be made if there is no reservation by another person</p>

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	3	<p>RED SPOT COLLECTION LOAN</p> <p>Students are allowed to loan this collection overnight. Loan can be made after 4 pm from Monday to Thursday and they are required to return this material the next day, one (1) hour after the library is open. Fine will be charged to them if they are fails to do so. <i>Please refer to F (2).</i></p>
	4	<p>REPORT BOOK COLLECTION LOAN (PROJECT PAPER / PRACTICAL TRAINING)</p> <p>Students are allowed to loan these materials (Project Paper / Practical Training Report - Faculty of Information Technology only). One (1) book for two (2) week duration. However, Faculty of Business Administration project reports are not allowed to be borrowed. These items can be used in the library only. They are not allowed to borrow the report by Faculty of Business Administration. These items can be used in the library only.</p>

D	1	<p>RESERVATIONS</p> <p>RESERVATION FOR OPEN SHELVES COLLECTIONS</p> <p>Students are allowed to make a reservation for open shelves collection. Although, they are required to fill out a reserve form at the circulation counter.</p> <p>Materials reserved will be kept for 2 days, after which it will be given to the next person on the list or returned to the shelves.</p> <p>Please check at the circulation counter when the materials reserved is due for return.</p>
	2	<p>RESERVATION FOR RED SPOT COLLECTIONS</p> <p>Red Spot materials can be reserved by filling out reservation form available at the circulation counter.</p> <p>Students will be informed of the time when reserved materials should be collected. Reserved items will be kept for 10 minutes, after which they will be given to the next requestors. Reservations for overnight loan should be made at the time specified.</p> <p>All reservations must be collected personally.</p>
	3	<p>RESERVATION FOR PROJECT PAPER / PRACTICAL TRAINING REPORT</p> <p>FACULTY OF BUSINESS ADMINISTRATION</p> <p><i>Practical Training Report</i></p>

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	<p>Students are not allowed to loan this material. These items are for reference in the library only.</p> <p>FACULTY OF INFORMATION TECHNOLOGY</p> <p><i>Project Paper / Practical Training Report</i></p> <p>Students are allowed to loan this collection. Nevertheless, reserved items will be kept for 2 days only from the date as books returned.</p> <p>Please refer to schedule E (3) for Eligibility of Loan.</p>
4	<p>RESERVATION FOR MULTIMEDIA COLLECTIONS</p> <p>Students are allowed to make reservation for multimedia collection such as CD's, etc.</p> <p>Reserved items will be kept for 2 days only from the date as CD's returned.</p>

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E	1	ELIGIBILITY OF LOAN					
		REFERENCE COLLECTIONS (OPEN SHELVES / RED SPOT)					
		CATEGORY	OPEN SHELVES COLLECTION	LOAN DURATION	RED SPOT COLLECTION	LOAN DURATION	
		Student (Full Time / Part Time)	2	14 days (2 weeks)	1	Overnight	
		Academic Staff (Full Time)	10	120 days (4 months)	2	Overnight	
		Non-Academic Staff (Full Time)	3	14 days (2 Weeks)	-	-	
		Academic Staff (Part Time)	5	14 days (2 Weeks)	1	Overnight	
		Non-Academic Staff (Part Time)	3	14 days (2 Weeks)	-	-	

	2	MULTIMEDIA COLLECTIONS (CDs COLLECTIONS)		
		MULTIMEDIA COLLECTION (CDs)	LOAN DURATION	
	Student (Full Time / Part Time)	2		1 Weeks
	Academic Staff (Full Time)	5		4 Weeks
	Academic Staff (Part Time)	3		4 Weeks
	Non-Academic Staff (Full Time)	2		1 Weeks
	Non-Academic Staff (Part Time)	2		1 Weeks

	3	<p style="text-align: center;">REPORT BOOK COLLECTIONS (PROJECT PAPER / INDUSTRIAL TRAINING) – FACULTY OF INFORMATION TECHNOLOGY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: center;">CATEGORY</th> <th style="width: 40%; text-align: center;">REPORT BOOK COLLECTION (PROJECT PAPER / INDUSTRIAL TRAINING)</th> <th style="width: 30%; text-align: center;">LOAN DURATION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Student (Full Time / Part Time)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2 Weeks</td> </tr> </tbody> </table> <p style="text-align: center;">REPORT BOOK COLLECTIONS (PROJECT PAPER / INDUSTRIAL TRAINING) – FACULTY OF BUSINESS ADMINISTRATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: center;">CATEGORY</th> <th style="width: 40%; text-align: center;">REPORT BOOK COLLECTION (PROJECT PAPER / INDUSTRIAL TRAINING)</th> <th style="width: 30%; text-align: center;">LOAN DURATION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Student (Full Time / Part Time)</td> <td style="text-align: center;"><i>For Reference in the Library Only</i></td> <td style="text-align: center;">-</td> </tr> </tbody> </table>	CATEGORY	REPORT BOOK COLLECTION (PROJECT PAPER / INDUSTRIAL TRAINING)	LOAN DURATION	Student (Full Time / Part Time)	1	2 Weeks	CATEGORY	REPORT BOOK COLLECTION (PROJECT PAPER / INDUSTRIAL TRAINING)	LOAN DURATION	Student (Full Time / Part Time)	<i>For Reference in the Library Only</i>	-
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F	1	<p style="text-align: center;">PENALTY</p> <p style="text-align: center;">PENALTY FOR OPEN SHELVES COLLECTIONS</p> <p>Please refer to the following schedule:</p> <table border="1" data-bbox="578 285 992 1539"> <thead> <tr> <th data-bbox="578 926 626 1539">CATEGORY</th> <th data-bbox="578 285 626 926">FINE</th> </tr> </thead> <tbody> <tr> <td data-bbox="626 926 764 1539">Students (Full Time / Part Time)</td> <td data-bbox="626 285 764 926">RM1.00 Per day, per book</td> </tr> <tr> <td data-bbox="764 926 878 1539">Academic Staff (Full Time / Part Time)</td> <td data-bbox="764 285 878 926">RM0.20 Per day, per book</td> </tr> <tr> <td data-bbox="878 926 992 1539">Non-Academic Staff (Full Time / Part Time)</td> <td data-bbox="878 285 992 926">RM0.20 Per day, per book</td> </tr> </tbody> </table>	CATEGORY	FINE	Students (Full Time / Part Time)	RM1.00 Per day, per book	Academic Staff (Full Time / Part Time)	RM0.20 Per day, per book	Non-Academic Staff (Full Time / Part Time)	RM0.20 Per day, per book
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	2	<p style="text-align: center;">PENALTY FOR RED SPOT COLLECTIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;">RED SPOT COLLECTION</th> <th style="width: 30%; text-align: center;">FINE</th> </tr> </thead> <tbody> <tr> <td>1 Hour Late</td> <td style="text-align: center;">RM0.50</td> </tr> <tr> <td>2 Weeks Late</td> <td style="text-align: center;">Book price + RM10.00 processing fee</td> </tr> </tbody> </table> <p><i>*If student failed to return the materials on loan after the final notice was sent out, the library will consider the materials misplaced or lost by the user.</i></p>	RED SPOT COLLECTION	FINE	1 Hour Late	RM0.50	2 Weeks Late	Book price + RM10.00 processing fee
RED SPOT COLLECTION	FINE							
1 Hour Late	RM0.50							
2 Weeks Late	Book price + RM10.00 processing fee							

	3	<p style="text-align: center;">PENALTY FOR MULTIMEDIA COLLECTIONS (CD's COLLECTION)</p> <p>Fines imposed on borrowers for late return of Multimedia Collection as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;">CATEGORY</th> <th style="width: 40%; text-align: center;">FINE</th> </tr> </thead> <tbody> <tr> <td>Students (Full Time / Part Time)</td> <td style="text-align: center;">RM0.20 Per Day</td> </tr> <tr> <td>Academic Staff (Full Time / Part Time)</td> <td style="text-align: center;">RM0.20 Per Day</td> </tr> <tr> <td>Non-Academic Staffs (Full Time / Part Time)</td> <td style="text-align: center;">RM0.20 Per Day</td> </tr> </tbody> </table>	CATEGORY	FINE	Students (Full Time / Part Time)	RM0.20 Per Day	Academic Staff (Full Time / Part Time)	RM0.20 Per Day	Non-Academic Staffs (Full Time / Part Time)	RM0.20 Per Day
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Non-Academic Staffs (Full Time / Part Time)	RM0.20 Per Day									

	4	<p>PENALTY FOR REPORT BOOK COLLECTIONS (PROJECT PAPER / INDUSTRIAL TRAINING) – FACULTY OF INFORMATION TECHNOLOGY</p> <p>Fines imposed on borrowers for late return of Report Book Collection as follows:</p> <table border="1" data-bbox="571 289 760 1501"><thead><tr><th data-bbox="571 1035 618 1501">CATEGORY</th><th data-bbox="571 289 618 1035">FINE</th></tr></thead><tbody><tr><td data-bbox="618 1035 760 1501">Students (Full Time / Part Time)</td><td data-bbox="618 289 760 1035">RM0.20 Per Day</td></tr></tbody></table>	CATEGORY	FINE	Students (Full Time / Part Time)	RM0.20 Per Day
CATEGORY	FINE					
Students (Full Time / Part Time)	RM0.20 Per Day					

	<p>5</p>	<p>PENALTY FOR LOSS / DAMAGE OF LIBRARY MATERIALS</p> <p>Fines imposed on borrowers for loss / damage of library books as follows:</p> <table border="1" data-bbox="435 296 803 1486"> <tr> <td data-bbox="435 296 571 1486"> <ul style="list-style-type: none"> <input type="checkbox"/> Students are required to pay the price of the lost / damaged book including RM10.00 processing fee per book </td> <td data-bbox="571 296 664 1486"> <ul style="list-style-type: none"> <input type="checkbox"/> Price of the book is paid as the price of the book was bought </td> <td data-bbox="664 296 803 1486"> <ul style="list-style-type: none"> <input type="checkbox"/> Students are allowed to replace the book lost / damaged by purchasing it himself. All books replaced in this manner must be of the latest edition </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> Students are required to pay the price of the lost / damaged book including RM10.00 processing fee per book 	<ul style="list-style-type: none"> <input type="checkbox"/> Price of the book is paid as the price of the book was bought 	<ul style="list-style-type: none"> <input type="checkbox"/> Students are allowed to replace the book lost / damaged by purchasing it himself. All books replaced in this manner must be of the latest edition
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	<p>6</p>	<p>PENALTY FOR THE LOSS / DAMAGE BOOKS THAT HAVE NO PRICE SPECIFIED</p> <p>Fines imposed on borrower for loss / damage books is as follows:</p> <table border="1" data-bbox="1068 279 1300 1499"> <tr> <td data-bbox="1068 279 1161 1499"> <ul style="list-style-type: none"> <input type="checkbox"/> Students are required to replace the lost / damaged material / books with the same book or; </td> <td data-bbox="1161 279 1300 1499"> <ul style="list-style-type: none"> <input type="checkbox"/> Pay the price of the lost / damaged material / book as the approximate minimum price RM50.00 with RM10.00 processing fee per material /book </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> Students are required to replace the lost / damaged material / books with the same book or; 	<ul style="list-style-type: none"> <input type="checkbox"/> Pay the price of the lost / damaged material / book as the approximate minimum price RM50.00 with RM10.00 processing fee per material /book 	
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	7	<p>PENALTY FOR STEALING LIBRARY MATERIALS</p> <p>Disciplinary action will be taken as follows:</p> <ol style="list-style-type: none">1. Suspend library membership for 1 semester2. Library management will announce the name of student on all the announcement boards3. Fine imposed as commensurate4. The library reserves the rights to take further disciplinary actions
G	1	<p>REFERENCE COLLECTIONS</p> <p>i. GENERAL COLLECTIONS</p> <p>Books that have been categorized as open shelves collection are collections that do not fall under the category of Reference and all the categories stated below:</p>

		<p>ii. REFERENCE COLLECTIONS</p> <p>All Collections that fall under the categories of encyclopedias, dictionaries, thesauruses, almanacs, yearly books, acts, directories, terms books, atlases, gazetteers etc. This kind of collection cannot be taken out of the library building thus it is only made possible for in-house reference. This collection is indicated by the letter 'r' or 'ref' before the classification number.</p> <p>iii. LIMITED REFERENCE COLLECTIONS</p> <p>All collections that fall under categories of past examination papers, lecturers' notes etc. This kind of collection cannot be taken out of the library building thus it is only for in-house reference.</p> <p>iv. SERIES PUBLICATION COLLECTIONS</p> <p>All collections that fall under categories of journals, magazines (Local or Oversea) and newspapers. This collection is indicated by the letter 'Ser' before the classification number.</p> <p>(i) Latest Journal Collection – Latest journal collections will be put on the specific shelf as references.</p> <p>(ii) Past Journal Collection – Past journal collections that compiled were as a book</p> <p>Magazines - Academic magazines such as MALAYSIAN BUSINESS, TIME MAGAZINE and PC WORLD.</p>
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		<p>New magazines will be put on the open shelf as additional references.</p> <p>Newspaper Collection – Including daily newspapers and past newspaper collections.</p> <ul style="list-style-type: none">(i) Daily Newspaper Collection - Will be put on the open shelf as references in the library(ii) Past Newspaper Collection – Including various past newspaper collection as reference in the library <p><i>*Library will only keep this kind of newspaper for one (1) month duration</i></p> <p>v. RESEARCH COLLECTIONS</p> <p>All collections that falls under the categories of academic and non-academic research or publication. This kind of collection cannot be taken out of the library building thus it is only made possible for in-house reference.</p> <p>vi. RED SPOT COLLECTIONS</p> <p>These are heavily used materials especially textbooks, lecture notes requestors placed on restricted loan. The collection is located behind the Circulation Counter. The items can be used in the library only and / or overnight loan</p>
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		<p>vii. MULTIMEDIA COLLECTIONS</p> <p>All collections that falls under the categories of CDs and reference books. These kinds of items are located in a special room.</p> <p>viii. WHITE SPOT COLLECTIONS</p> <p>All collections that falls under the categories of primary or secondary school references. This kind of collection cannot be taken out of the library building thus it is only made possible for in-house reference.</p> <p>ix. ASEANA COLLECTIONS</p> <p>All collections that fall under the categories of various ASEAN countries publication. This it also includes government publications, acts and seminar papers. The items can be used in the library only.</p> <p>x. UNIVERSITY PROSPECTUS</p> <p>All collections that fall under the categories of local / oversea university prospectus. These items can be used in the library only.</p>

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H	1	<p>INQUIRIES</p> <p>Any inquiries, please do not hesitate to see or contact:</p> <p>AG.ZAKARIA BIN AG.SARUDIN Head, Resource Centre awgzakaria@unitar.edu.my</p> <p>KALYSIAH BTE JUNAIDI Library Assistant Kalysiah@unitar.edu.my</p>
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