

General Library Rules and Regulations

Users must show a valid College/ School or Approved Readers' Identity Card to the Security Guard upon entering Library premises.

For security reasons, bags, cases, rain coats, umbrellas, "bomber" jackets, etc, may not be taken into the Library. These should be left at the Baggage Bay accessible.

Smoking, eating and drinking are strictly prohibited in the Library.

Cellphone use in the library is prohibited.

Readers are at all times expected to observe silence in the Library.

All losses of and damage to library materials must be reported to the Library promptly.

All items taken in or out of the Library are subject to a security check.

Library material shall not be issued to persons who hold overdue books and/or have outstanding fines.

Patrons should ensure that they obtain a system-generated receipt for all payments made at the Library.

Results of students with overdue material and unpaid fines will be withheld until payment is received in full.

Students are expected to clear themselves with the Library at the end of every Semester. Failure to do so will result in their results being withheld.

The Library will confiscate any material not belonging to SCHOTO Library if there is no proof it was borrowed legally from the lending institution.

Borrowing Regulations

Only registered patrons can borrow material from the Library.

All items taken out of the Library must bear the Library Due Date Stamp.

All items going out of the Library must have a valid Date Due Slip.

The Library charges fines for all overdue library material.

Library material shall not be issued to persons who hold overdue books or with outstanding fines.

Due to limited resources, Library materials **may not** be renewed (except for Staff Patrons - who may do this at the Circulation Desk or by phone or email)

All items are subject to recall if in demand.

Any borrowers terminating membership of the Library or (Staff) proceeding on study leave must return all outstanding materials and complete a clearance form.

Approved Readers do not have borrowing rights.

NOTE: The Library can suspend a member's rights to use the Library facilities for infringing the above Rules and Regulations