



24 August 2012

RESOURCE CENTRE

Borrowing Policy for Students

INTRODUCTION

All UTM students become de-facto members of the Resource Centre upon registration.

A. LOAN ENTITLEMENT

1. Only members of the Resource Centre are entitled to loans.
2. The loan period is governed by the type of Resource Centre Materials as per table below:

B. BORROWING RULES

Type of Materials	Lending Period (Days)	Item Limit	Renewal Period in days
Books	14	2	7
Periodicals & Journals	3	1	2
Video Cassettes	3	1	3
Audio Cassettes	2	1	2
CD-ROMs	4	2	4

Reference

All Resource Centre materials labeled as '**REF**', including dissertations, newspapers, bound journals and encyclopedias, are available only for consultation within the Resource Centre.

Short Loan Period

This is applicable to specific materials available for only overnight loan. The books must be returned by noon the next day except for those borrowed on Saturdays which must be returned by noon the following Monday.



Reservations

1. Items falling under standard loan may be reserved for a maximum of 7 days after which the reservation is cancelled.
2. Items falling under overnight loan may be reserved for 2 days.
3. Members may reserve only up to 2 books under standard loan and 1 book under overnight loan.
4. Should there be heavy demand for a particular item after it has been reserved, the loan period may be reduced.

C. PENALTIES

1. All borrowers are liable to penalties in terms of fines when the materials
 - a. borrowed are overdue.
2. Fines are applied as follows:
 - (a) Standard Loan: Rs. 5 per day per item as from expiry date.
 - (b) Short Loan: Rs. 5 per day as from expiry date.
3. Overdue fines continue to accrue on holidays and other days even when the Resource Centre is closed.
4. Once the maximum amount of Rs 200.00 fine is accrued, members will have their borrowing privileges suspended until the overdue items are returned and the fines cleared.
5. Grace period is allowed upon acceptable justification at the discretion of the Head of Resource Centre.
6. All borrowers should notify the Resource Centre immediately in case of change of addresses, telephone numbers and emails.

NOTE! Overdue Notices are mailed out only as a courtesy. Borrowers who do not receive notices are still responsible for returning overdue materials or payment of fines.

D. CLEARANCE CERTIFICATE

All those who leave the university must return all the materials that they borrowed from the Resource Centre and clear all dues. No certificate (Diploma/ Degree/ Masters) will be issued without the official statement of clearance from the Resource Centre.