



CIRCULATION POLICY

LENDING

1. Borrower must be registered as a **member** of the JKR library
2. The borrower will be responsible for any loss or damage to items borrowed
3. Only five (5) library materials are allowed per person for borrowing purposes
4. Period of the borrowings in accordance with the loan policy was set:-

COLLECTION	LOAN DURATION
Books (general book/bound magazine)	4 weeks
JKR publications	4 weeks
Examination questions	2 weeks
Standard (British Standard /Malaysian Standard)	2 weeks
Annual reports of various departments / CD (Other Format For Books)	2 weeks
Journal/ Current magazine	3 days
Reference books (Dictionary/ Encyclopaedia/Official year book)	3 days
Thesis / dissertation	Reference only

RETURNING

The materials on borrowed must be returned on or before the due date. The borrower will be responsible for replacing the lost material with the same material or pay the price of the material.

RENEWAL

Library materials can be renewed if they are not reserved by another member and only can be done before the due date.

RESERVATION

Library materials that have been borrowed by other users can be reserved at the circulation counter. Material on the open shelves cannot be reserved.