

# Library Regulations

## 1. Opening Hours

The opening hours of the Library are determined by the University Librarian according to the demand for library use and the availability of staff. Details of opening hours are displayed at the entrance of the Library and on the library website.

## 2. Admission

- 2.1 Admission to the Library is conditional upon the presentation of a valid University Identity Card or a library card.
- 2.2 Visitors are admitted only with the permission of the University Librarian or the most senior member of the Library staff on duty.

## 3. Library Membership

- 3.1 All Hong Kong Baptist University staff members and students are to obtain the appropriate University Identity Cards from the Personnel Office and the Academic Registry respectively.
- 3.2 The following personnel will be granted borrowing privileges on completing the application procedures:
  - 3.2.1 Members of the Court.
  - 3.2.2 Members of the Council.
  - 3.2.3 Members of the Council Committees.
  - 3.2.4 Members of Hong Kong Baptist University Foundation (selected).
  - 3.2.5 Full-time staff members of the Hong Kong Baptist University affiliated organizations (selected).
  - 3.2.6 All JULAC Library Card Holders.
  - 3.2.7 Retired staff members with University Honorary Associateship.
  - 3.2.8 Hong Kong Baptist University graduates (HKBC Diploma, 4th year Honors Diploma, HKBU Bachelor/Master/Doctoral Degree Holders, HKBU Postgraduate Certificate/Diploma, HKBU Associate Degree and Higher Diploma Holders).
  - 3.2.9 Students of the School of Continuing Education Programmes as approved by the University Librarian.
  - 3.2.10 Such other persons approved by the University Librarian from time to time for a specified period.

Persons listed in 3.2.8, 3.2.9, 3.2.10 above are required to pay a non-refundable fee. Holders of HKBU Alumni Card are not automatically eligible to apply for a Graduate Library Card.

- 3.3 The following personnel will be granted borrowing privilege by using a card (departmental card) issued to Schools/Faculties, academic departments or research units of the University.
  - 3.3.1 Visiting Scholars who will stay in this University for less than three months.
  - 3.3.2 Full-time Research Assistants who are recruited through the University Personnel Office for a period of less than three months.

## 4. Conduct of Library Users

- 4.1 Wet umbrellas and wet raincoats may not be brought into the Library.
- 4.2 Mobile phones, pagers, and other beeping/ringing devices must be turned to silent in the Library at all times.
- 4.3 Smoking is not permitted in the Library.
- 4.4 Requests for filming, recording, and photography involving the use of professional equipment in the Library must be approved by the Library in advance. The use of smartphone/tablet cameras is generally allowed, but their use must not cause discomfort or inconvenience to others. Library staff and other Library users must not be photographed without their permission. Notwithstanding the foregoing, all filming, recording, and photography is prohibited in the reading area of the Library's Special Collections & Archives.
- 4.5 In general, non-alcoholic drinks in appropriate spill-proof containers may be consumed anywhere in the Library. Drinks in other types of containers and light snacks may be consumed in designated areas, such as the Academic Commons. Detailed information on food and drink policies is posted on the Library website, and signage is displayed in the Library as appropriate to remind users of the regulations.
- 4.6 Levels 5-7 are SILENT study areas and talking is not allowed on these floors. Other areas of the Library (e.g. designated areas on Level 4, and the Academic Commons on Levels 2 and 3) can accommodate discussion at levels necessary to engage in the teaching and learning activities that are allowed in those areas. Notwithstanding this accommodation, users in these areas of the Library should refrain from creating excessive noise likely to cause disturbance to others.
- 4.7 Reservation of seats is normally not permitted except in cases when official reservation application is approved by the Library. Books and personal property left unattended in open library carrels or on unreserved tables will be removed by library staff without prior notice to the owner.
- 4.8 All library furniture, equipment and library materials must be kept clean. With the exception of the Academic Commons where more flexible learning arrangements are allowed, all library furniture should be kept in their original positions.
- 4.9 Personal belongings must not be left unattended in the Library. The Library does not accept any responsibility for the loss of personal belongings in the Library.
- 4.10 Books and other items which are property of the Library must not be mutilated or defaced. The full replacement and the administrative costs will be charged for any damage caused by the offender. The University Librarian will take actions to prevent the offender from using the Library for a period of time and will refer the case to the Director of Student Affairs for further disciplinary actions.
- 4.11 When using photocopiers/scanners/cameras to reproduce Library materials, the law regarding copyright must be observed. Reproduction or duplication of any portion of an audio-visual work or computer software is strictly prohibited. Users are warned that they are fully responsible for any legal consequences concerning copyright infringement that may arise.
- 4.12 When using Library-subscribed e-resources, users must not systematically download excessive amounts of content. They must also refrain from redistributing or reproducing Library-subscribed content. Further information on the appropriate use of e-resources is posted on the Library website.
- 4.13 Library users will be held responsible for loss or damage to any library materials whilst in their charge. Any defect or damage to a book should be reported to the Supervisor of the Circulation Section immediately when it is noticed.

## 5. Borrowing Regulations

Holders of valid Student Identity Cards, Staff Identity Cards, Borrower Cards and JULAC Cards may borrow books according to the following conditions:

- 5.1 **The appropriate counter:** All Library materials in the circulating collection must be checked out at the appropriate counter before they can be taken out of the Library.
- 5.2 **Presentation of I.D. Card or Borrower Card:** Student Identity Cards, Staff Identity Cards, JULAC Cards or Borrower Cards must be produced when borrowing library materials.

### 5.3 Borrowing quota:

#### 5.3.1 General Collection

Category of Borrowers	Loan Period (weeks)	Max. Loan Length	Loan Quota
<b>Student</b>			
Postgraduate, HKBU Self-funded Postgraduate	20	Unlimited	200
Undergraduate			100
CIE			
SCE, SCM Part-time			50
<b>Faculty &amp; Staff</b>			
Academic / Teaching / Administrative Staff / Part-time Lecturer	20	Unlimited	400
Non-teaching Staff			100
Departmental Card Holder			
SCE Part-time Lecturer			50
<b>Others</b>			
Member of the Court, the Council and the Council Committees (non-HKBU Staff)	20	Unlimited	100
Emeritus President / Professor / Oi Kwan Borrower			
Retired Staff Member with University Honorary Associateship			
Visitor			50
Graduate, Century Club			
JULAC Card Holder			
Special Borrower, Corporate Borrower			

#### 5.3.2 Other Collections

Category of Borrowers	Type of Materials	Loan Period	Max. Loan Length	Loan Quota
Academic, teaching, administrative equivalent staff, non-teaching staff & part-time lecturer	Multimedia Items	7 days	21 days	60
				30
Student*, Departmental card holder & SCE part-time lecturer	HKALL Books	30 days	21 days	#30
HKBU Academic equivalent				#15
HKBU non-teaching staff & postgraduate student				
HKBU undergraduate & associate degree student		15 days	45 days	
ALL (except JULAC Card Holder, Retired Staff & Special Borrower)	Popular Books	7 days	21 days	counted as general books in the loan quota
All	Reserve	2 hours 24 hours 48 hours	4 hours 24 hours 48 hours	2 at a time

- Reserve items on 2-hour loan can be checked out for overnight use within three hours before closing, and must be returned before 10 a.m. on the next opening day (excluding Sundays & public holidays).  
- For loan policy of multimedia materials, please refer to the notice at Multimedia Learning Centre Counter.  
\* Microforms (MF) can only be used inside the Multimedia Learning Centre.  
# HKALL books also count against the General loan quota.

#### 5.4 Reserve collection:

- 5.4.1 Loan periods for materials from the Reserve Collection are shorter than those for normal loans.
- 5.4.2 Materials are available for overnight loan and should be charged out within the last three hours of each library opening day and returned on the next library opening day.
- 5.4.3 Materials on longer loan periods should be returned by the designated time on the due day.
- 5.4.4 Library materials in the circulating collection may be moved to the reserve section and the loan period shortened when such library materials are found to be heavily demanded by users.

- 5.5 **Special permission:** Library materials other than the circulating collection are not normally allowed to be checked out of the Library. Under exceptional circumstances, faculty, staff and student members may obtain special permission from the University Librarian or the most senior member of library staff on duty to borrow such materials for a short period.

- 5.6 **Return and renewal:** All materials borrowed must be returned on or before the due date. Items may be renewed either in the Library or through My Library Account. No loan may be renewed if the item has been requested by another borrower / reached the maximum loan length (please refer to 5.3 for details). The renewed items may be subject to recall.

- 5.7 **Fines:** Fines for the late return of materials borrowed will be calculated according to the official opening hours/days of the Library and will be charged as follows:

Loan Type	Overdue Fine Payable	Maximum Fine
General Collection	\$0 (Except recalled items)	\$0
HKALL General Books	\$2 per day (3-day grace period*)	\$100
Recalled General Books & Recalled HKALL Books	\$4 per day (3-day grace period*)	\$100
Popular Books & Multimedia Items	\$2 per day (3-day grace period*)	\$100
Course Reserve	\$2 per hour	\$60
Special Materials (e.g. Reference, Serials, Special Collections, etc.)	\$2 per day (no grace period)	\$100
Laptop & Tablets	\$20 per hour	\$1,000

\*Grace period is counted by calendar days.

A library user reaching the fine ceiling (which is HK\$150) will be suspended from library borrowing, renewal, and hold privileges. Any outstanding library fines must be settled prior to user's departure from the University, or upon graduation/suspension/new application for a library card. Graduating students with outstanding fines and/or loaned items will have their diplomas/transcripts withheld accordingly.

- 5.8 **Overdue notices:** Five overdue notices will be sent to the borrower at regular intervals if the borrowed item(s) is/are overdue and have not yet been returned to the Library. The 1<sup>st</sup> to 5<sup>th</sup> overdue notice will be sent to the borrower on the 1<sup>st</sup>, 7<sup>th</sup>, 14<sup>th</sup>, 28<sup>th</sup> and 42<sup>nd</sup> day after the due date respectively. Non-receipt of the overdue notices will not be accepted as an excuse for waiving or reducing the overdue fines.

- 5.9 **Assumed lost:** Any material which has reached the maximum overdue fines and has not been returned or claimed returned but not found in the Library, will be assumed to have been lost by the borrower who will be charged accordingly. Charges will include the processing cost, the replacement cost and the fines accrued. All paid funds are non-refundable.

- 5.10 **Recalls:** Books requested by other borrowers may be recalled three weeks after they have been on regular loan. Under extraordinary circumstances, such as recataloguing or transferring of materials to the reserve collection, the University Librarian may recall a book which has been borrowed for less than three weeks. The recalled materials will be regarded as overdue starting on the twenty second day of issuance of the notice. There will be a higher overdue fine for the recalled items. In case a book is requested by two or more users, the loan period will be two weeks as long as there is still a reserve request on the book. Recalled books will be held for 6 working days at the Circulation Counter once the Library has notified the requestor. After 6 working days, the unclaimed recalled books will be passed to the next requestor or put back on the shelf.

- 5.11 **Damage and loss of library materials:** Any damage to a book must be reported immediately to the Supervisor of the Circulation Section or to the Assistant Librarian on duty. Borrowers will be responsible for any loss, mutilation, damage or disfigurement by writing or other marks while the materials are in their charge, and they may be requested to pay the full value of the replacement in addition to a binding and processing charge. The damaged or lost materials later found will remain the property of the University Library and should be returned to the Library even if replacement costs have been paid. The Library will consider it a violation of the University's regulations and may take appropriate action(s) according to existing procedures.

- 5.12 **Departure from the University:** Library materials must not be taken out of Hong Kong without the permission of the University Librarian. Staff members are responsible for returning all the library materials issued to them before their employment at the University is terminated. Students must return all books before they withdraw from the University.

## 6. Others

- 6.1 **Book reservations:** A book reservation service is provided for library users.
- 6.2 **Loss of cards:** Loss of library cards or University I.D. Cards must be reported to the Circulation Counter immediately. The card holders will be held responsible for the return of all the books borrowed.

- 6.3 **Inspection of library materials and personal belongings:** Notwithstanding the installation of an electronic security system in the Library, at the request of a Library staff member or a security guard all library materials and personal belongings must be shown for inspection at the library exit. Library users may also be asked to show the contents of their bags, cases or other kinds of receptacles.

#### 6.4 Exclusions:

- 6.4.1 Borrowers who have kept overdue books which have accumulated the maximum fines will be suspended from borrowing until the matter has been settled.
- 6.4.2 Borrowers who refuse to pay for books damaged or lost while on loan to them or to pay fines accrued on overdue books or who consistently refuse to observe regulations will be barred from the Library. The Library reserves the right to exclude any person who has infringed any of the Library Regulations from applying for or renewing a Library card.
- 6.4.3 Users who have been discovered mutilating library materials or carrying out non-issued library materials may be barred from the use of the Library for a set period of time and face disciplinary action. The Library reserves the right to have their names posted at the entrance of the Library.
- 6.4.4 Any user who violates any of the library regulations or acts in any way which may interfere with the convenience of other users of the Library or with the normal routine of the Library may be excluded from the Library for a set period of time by the University Librarian or the most senior member of the library staff on duty.

#### 6.5 Special rules and waiving of regulations:

- 6.5.1 The University Librarian may from time to time make special regulations regarding admission to and use of particular areas of the Library.
- 6.5.2 The University Librarian may make any special rules or waive any of the library regulations temporarily in special circumstances for the best interest of the Library.