

LIBRARY POLICY

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Version	Authorization	Approval Date	Effective Date
2.0	The CEO, PIDC	Feb 2020	Feb 2020
3.0	The CEO, PIDC	Dec 2022	Jan 2023

Preamble

The purpose of this policy is to provide the principles guiding the content of the collection, patron access to materials, and use of the library facility, the librarian has the final authority to choose or reject individual materials, schedule programs, and enforce rules, fees, fines and due dates.

Purpose & Scope

PIDC Library facilities and resources are provided to support the educational, research and administrative activities of the college. PIDC Library aims to provide resources, services and study spaces that are conducive to learning and research. These conditions of use are intended to ensure equitable access for all library clients.

Policy Statement

The conditions of use and breach of PIDC Library Policy are stated below:

1. LIBRARY RULES AND REGULATION

- 1.1 The Library is open for reading and reference for the PIDC's students and faculty only.
- 1.2 Silence must be observed in and around the library at all times.
- 1.3 The use of mobile phone is strictly prohibited.
- 1.4 No textbooks, lab coats, bags, umbrella are allowed in the reading area.
- 1.5 No food is permitted in the Library.
- 1.6 Smoking is not permitted in the Library or any PIDC premises.
- 1.7 Library users are asked to treat other users with consideration.
- 1.8 Library furniture, fittings or equipment must not be misused or their arrangement altered.
- 1.9 Any damage or defacement of Library materials is strictly prohibited and users found damaging material will face disciplinary action. Library users are responsible to report any instances of such defacement to the Library staff.
- 1.10 The librarian has the right to request users to leave the library if he/she is found to be violating any of the library rules.
- 1.11 All readers must enter and leave the library through the main door only.

2. LOAN / CIRCULATION RULES

- 2.1 Books marked with a “Blue” spot and Journals cannot be loaned out to student/ Faculty.
- 2.2 For student:-Only two (2) books can be borrowed at one time and books can be borrowed for a maximum period of 1 week. Loan of books can be renewed if the book is not required by the Library for another user.
- 2.3 For staff: - Only two (2) books can be borrowed at one time and books can be borrowed for a maximum period of 2 weeks and following reissue for 2 weeks (maximum 1 month).
- 2.4 A valid PIDC student ID/ Library card is required whenever borrowing items.
- 2.5 Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned.
- 2.6 All Library materials borrowed must be renewed or returned within the stipulated loan period.
- 2.7 In case when an item is lost or stolen, returned in a damaged condition, or not returned after a reasonable period of time, the borrower will be charged for the item at replacement cost.
 - For overdue books - a fine of RM5 will be charged per day
 - For missing books – the penalty will be the cost of book and a minimum fine of RM 300
 - For damaged books- a penalty charged will be at least RM15 and above depending on cost of repairing the books
- 2.8 The librarian reserves the right to suspend and recommend to the Management of PIDC - withdrawal of all Library privileges from students who disobey the rules. Defaulters may also be referred to the College’s Disciplinary Committee.
- 2.9 No book or other Library property may be taken from the building at any time without permission.

3. COPYRIGHT

The Library photocopying service is offered in accordance with the provision of the Malaysia Copyright Act 1987 (Act 332)

The library user must abide by the following:

- 3.1 The Malaysia Copyright Act 1987 (Act 332) abides the right to confer on the copyright owner the exclusive right to control the copying of his/ her whole work or substantial part of it.
- 3.2 Use of photocopying machines for making copies from a copyright work may amount to an infringing act under the Malaysian Copyright Act 1987 which may subject the user to legal liability.
- 3.3 In accordance with the Act, all parties are forbidden to make copies of the whole or substantial part of books from the library / books being brought in from anywhere else. Thus, the library only allows photocopying around 10% of total pages.

4. OFFENCE AND PENALTIES FOR BREACH OF LIBRARY RULES

- 4.1 Charges will be made for overdue, damaged or lost books at rates to be determined from time to time.
- 4.2 Theft of library material is a serious offence liable to rustication/ dismissal from the college.
- 4.3 Users who lose, underline, mutilate, damage, mark or deface library books in any other way, will be required to pay for the replacement of books based on current publisher's cost and additional sum as administrative charges.
- 4.4 Any reader who deliberately insults any library staff while performing his/her lawful duties shall be reported to the Management of PIDC for disciplinary action.
- 4.5 Any student who refuses to pay library fines and return books issued will not be given clearance certificate by the library and library privileges will be cancelled.

5. READING ROOM RULES AND REGULATIONS

- 5.1 The Reading Room is open for reading and reference for the PIDC's students and faculty only.
- 5.2 No pre-clinical exercises like Orthodontic wire bending or Prosthodontic teeth arrangements are permitted in the reading room.
- 5.3 Silence must be observed in and around the reading room at all times.
- 5.4 The use of mobile phone is strictly prohibited.
- 5.5 No bags or umbrellas are allowed in the reading room.
- 5.6 No food is permitted in the reading room.
- 5.7 Smoking and vaping is not permitted.
- 5.8 All users are asked to treat other users with consideration.
- 5.9 Reading Room furniture, fittings or equipment must not be misused or their arrangement altered.
- 5.10 Any damage or defacement of reading room materials is strictly prohibited and users found damaging material will be face disciplinary action. Reading room users are responsible to report any instances of such defacement to the Library staff.
- 5.11 The librarian has the right to request users to leave the reading room, if he/she is found to be violating any of the reading room rules.
- 5.12 All readers must enter and leave the reading room through the main door only.

6. COMPUTER LAB RULES AND REGULATIONS

- 6.1 Students must have the college identification card with them whenever they enter the Computer Lab.
- 6.2 Software, printing, internet and lab hardware usage are to be used for educational purposes only.

- 6.3 Students should maintain a quiet environment in the Computer Lab.
- 6.4 Eating and drinking in Computer Lab is not allowed.
- 6.5 Smoking and vaping is not permitted.
- 6.6 Cell phones must be turned off or switched to vibration mode.
- 6.7 Students are not permitted to install programs or software's in the computer without IT Officer's approval.
- 6.8 Playing games on the computer is strictly prohibited.
- 6.8 Students should exit from all programs, push in their chair, and discard scrap paper or printouts in the proper recycling or trash bin before they leave the Computer Lab.

7. GIFT OF BOOKS AND LIBRARY MATERIALS

- 7.1 Donations to the library in forms of books, reading material and study materials are welcomed.
- 7.2 All donations will receive careful consideration by the librarian and if found suitable will be accepted.
- 7.3 Donation which do not support research, teaching and services at PIDC will be declined.
- 7.4 All accepted gifts become the property of PIDC and PIDC reserves the right to determine retention, disposition, location and treatment of these gifted materials.
- 7.5 A letter of acknowledge of gifted material may be issued on request by the donor.

8. BREACH OF POLICY

Breach of any part of this policy will be ground for disciplinary action.

REVIEW

This policy will be reviewed periodically and updated as necessary.

APPROVALS

History

Version	Authorized by	Approval Date	Effective Date	Sections modified
1.0	The CEO, PIDC	July 2017	July 2017	--
2.0	The CEO, PIDC	Feb 2020	Feb 2020	Clause numbers added. No Prostho/ Ortho work permitted. Gift of books & library materials
3.0	The CEO, PIDC	Dec 2022	Jan 2023	Computer labs rules edited

