

Rules and Regulations

All library users are requested to observe the following library regulations:

1.1 Opening Hours are subject to change in the light of demand for library users and staff availability from time to time. It is announced and checked via the library's enquiry number 3400 3618, posted on the library's homepage www.pmlc.polyu.edu.hk, and at the entrance of the library.

1.2 Admission: PolyU staff and students shall present a valid University Identity Card for entry. The Centre staff shall have the authority to request a user to produce the Card for identification.

1.3 Conduct of library users:

- a) All library users should follow the instructions on the proper use of the Library as displayed in the Library or given verbally by the Centre staff.
- b) All books and materials in the library can be used inside the library only. No borrowing service is provided.
- c) The Library serves as a place for all library users to pursue their studies and research. Any misuse of library facilities or any behavior considered by the Centre staff to be unseemly is not permitted. The Centre staff shall have the authority to exclude those

who have ignored verbal warning from the Library for the remainder of the day. Serious offences will be liable to further disciplinary action.

- d) Books and other items which are the property of the Library must be kept clean, and not be mutilated or defaced. The full replacement cost will be charged for any damage caused by users.
- e) Food, drink, smoking and games of any form are not allowed in the library. Audio, video, and photographic equipment may not be used without the Centre staff's permission. The Centre staff has the authority to forbid any library users for doing anything which may interfere with the proper use and management of the library.
- f) Using mobiles and pagers, etc. are prohibited in the library. Offenders may be excluded from the library.
- g) Library users are required to sit in the places provided. Tables and chairs should not be misused or moved to new positions.
- h) Seat reservation is not allowed. Unattended belongings may be removed by the Centre staff. The Centre will not be responsible for any loss or damage of personal property.
- i) The Centre staff has the authority to request any library users to show their belongings for inspection

at the library exit. The library users may also be asked to show the contents of their bags, cases or other kind of receptacles.

- j) Silence must be observed in the library. Any library users who makes disturbances to other and ignore verbal warning of the Centre staff may be excluded from the library.
- k) All library users are liable to observe the law regarding copyright in using photocopying machine in the library. Reproduction or duplication of computer software or audio-visual materials is prohibited. Library users are fully responsible for any legal consequences concerning copyright that may arise.
- l) The use of internet resources in the Library is for the interest and information of the Library community. Internet users in the Library have a responsibility to be aware of materials that may be offensive to others when using computer facilities in public areas. Internet users should not use public library computers and printers to display or print materials that might be defined as harassing or obscene. The Centre staff has the authority to prohibit such users using the Internet resources in the library.

NOTE: The Centre staff may add or revise rules and regulations regarding admission to and use of the Library from time to time for the proper management of the Library.