

# Library Regulations

## 1. Opening hours :

- Monday – Thursday (8:30 am – 8:30 pm)
- Friday (8:30 am – 3:00 pm)

## 2. General Library Regulations :

- Admission to the Library is conditional upon the possession of a valid student card, or such other documentary evidence of permission to use the Library
- Visitors from outside wishing to visit the Library must first obtain the permission of a senior member of the College
- All books and personal belongings must be surrendered for inspection at the Library exit at the request of the library staff
- For the use of photocopiers and printing machines in the Library, care must be taken to avoid any breach of copyright
- Use of computer inside the Library is primarily for instructional, research, learning or administrative purpose
- Cameras and other photographic equipment may not be used in the Library without the permission of the Librarians
- Food and drink are not allowed in the Library
- All mobile phones and pagers must be turned off or switched to silent mode before entering the Library
- Keep a low voice at all time in the Library
- No games of any forms are allowed in the Library
- Readers are required to sit in the places provided, and tables and chairs may not be moved to new positions
- Personal belongings should not be left unattended. The Library will not be responsible for any loss or damages of personal belongings
- Readers must comply with library staff instructions