

## Rules and Regulations of Library

In order to provide a conducive environment for its users, the following will be enforced :

1. Only registered members (students and staff of UCTS) or those who had permission are allowed to enter the **Academic Resource Centre** (ARC) and use the provided services.
2. Permission from Vice Chancellor / Head of Library must be obtained prior to the use of cameras and other recording devices in the library.
3. Silence has to be strictly observed in the ARC. Users are requested to set their hand phones to silent mode while they are in the library.
4. Dress code is as per stated in **UCTS STUDENT CODE OF CONDUCT** in section B. Appearance (8.5 Attire) page 9 & 10. Library staff has the right to request any user who is considered improperly dressed to leave the library.
5. Student and staff card must be carried at all times in the ARC and presented for all transactions.
6. User must present a valid student or staff ID card. Presenting other's card is strictly prohibited.
7. Seat Reservation is not permitted. Books and other articles left on the tables or chairs will be removed by the ARC staff.
8. Users are not allowed to smoke, drink or eat in the library. (only mineral/drinking water are allowed)
9. Bags, helmets, and umbrellas are not allowed to be taken into the ARC. These items must be place in the provided locker. However, ARC is not responsible for any loss, damaged or misplaced of user's belongings.
10. Anything of value should not be left unattended in the ARC. ARC does not take responsibility for the loss or damage of such items.
11. Users are not allowed to move, modify, tamper or misuse ARC facilities. Users damaging ARC materials or facilities of the ARC will be liable to pay full replacement cost as well as handling charge and fine.
12. Users caught mutilating or committing theft of ARC materials will be subject to disciplinary action.
13. ARC staff has the right to ask anyone causing disturbances to leave the library.
14. All rubbish must be thrown into rubbish bins provided.
15. Users found breaking ARC Rules will have their ARC privileges suspended.