

## Learning Resources Centre Loan Rules

1. Members need to report mutilated books before borrowing.
2. Members are responsible for all loans charged to their accounts and materials must be returned in good condition.
3. Returned items, which are mutilated or damaged, would have to be paid by the borrower.
4. Members will need to pay for Learning Resources Centre fines on overdue loans, replacement and administrative fee of lost or damaged items.
5. Members need to settle Learning Resources Centre fines in full before the next Learning Resources Centre transaction.
6. Learning Resources Centre privileges will be suspended till all fines are settled in full.
7. Members should update the Learning Resources Centre immediately for any change of personal particulars.
8. Loan of multiple copies of a book with same title, author and edition is not allowed.