

## Learning Resources Centre Rules and Regulations

1. Members must produce their PSB Academy Student Card when using the Learning Resources Centre's facilities and services, or when requested by the Learning Resources Centre Staff
2. The PSB Academy Student Card card is non-transferable.
3. Mutilation and theft of Learning Resources Centre materials are offences and punishable by law. Appropriate action will be taken against such offenders. Disciplinary action may also be taken to student members and staff found committing such offence.
4. Consumption of Food and Drink, other than bottled mineral water is NOT ALLOWED in the Learning Resources Centre and Study Room.
5. There shall be NO SMOKING in the Learning Resources Centre and Study Room. Appropriate action will be taken against offenders.
6. No playing of games eg. Cards, board games, etc in the Learning Resources Centre and Study Room.
7. Loud conversation or other disturbance is forbidden in the Learning Resources Centre and Study Room.
8. Mobile phones should be switched to vibration mode whenever in the Learning Resources Centre/Study Room. Members are to answer the phone outside the Learning Resources Centre/Study Room.
9. Learning Resources Centre Staff has the right to ask any person to leave the Learning Resources Centre/Study Room if he/she does not comply with the PSB Academy Learning Resources Centre Rules and Regulations.
10. Learning Resources Centre staff has the right to ask members to show all books and personal belongings at the exit if deemed required.
11. The Learning Resources Centre will not be held responsible for any loss of personal belongings. Learning Resources Centre staff has the right to remove any item or personal belongings left in the Learning Resources Centre premises if deemed necessary.
12. All outstanding fines and overdue items must be paid or returned to the Learning Resources Centre by the stipulated date.
13. Overdue notice(s) sent by Learning Resources Centre only act as a reminder to members on the overdue items.
14. Members will still need to pay the Learning Resources Centre fines for non-receipt of overdue notice(s) sent.
15. The Academy reserves the right to amend or change the Learning Resources Centre Rules and Regulations and conditions of membership, without prior notice or explanation