

HKSKH Ming Hua Theological College

LAI WONG YAN-LIN LIBRARY

REGULATIONS

Introduction

If you have a valid Library Card or Reader's Ticket, you may use the Library resources and services. However, you must observe the Library rules and regulations.

1. Silence & No Food

Please keep quiet in the Library. No food is permitted in the public areas of the Library in order to protect the collections, furnishings and equipment of the Library. Water is permitted which should be consumed from spill-proof containers.

2. Library Admission

You must show your Library card or Reader's Ticket at the counter. Please take care of your personal belongings. The Library is not responsible for any property loss.

3. Library Privileges

Your Library privileges cannot be transferred to or be used by others. Loss of your Library card or Reader's Ticket must be reported to the Library immediately. A charge of \$50 will be made for replacement.

Privileges include the following:

3.1. Borrowing

If you have a Library Card, you may borrow books.

3.2 Reserved Books for courses

Only MH students and teaching staff may borrow the Reserved Books relating to courses.

3.3 Borrowing Limits & Charges

| <i>Your Category</i> | <i>Max. No. of Volumes</i> | <i>Loan Period</i> | <i>Annual Fee</i> | <i>* Access to subscribed library electronic resources subject to the restriction of license agreement</i> |
|---|----------------------------|--------------------|-----------------------------------|--|
| SKH Ming Hua Theological College (including joint program with other universities/colleges) | | | | |
| Students : (degree) | 20 | 21 days | Free | MH campus/remote access |
| Students: Full Course (diploma) | 5 | 14 days | Free | MH campus/remote access |
| Students : (Auditor) | 3 | 14 days | Free (within registered semester) | MH campus/remote access |
| Students: (other courses in MH) | 3 | 14 days | Free | MH campus/remote access |
| Academic Staff | 20 | 28 days | Free | MH campus/remote access |
| Regular Staff | 5 | 14 days | Free | MH campus/remote access |
| Alumni | 3 | 14 days | HK\$100 | MH campus access only |
| | 3 | 14 days | HK\$450 | MH campus/remote access |
| (1) SKH | | | | |
| Provincial Clergy | 10 | 14 days | Free | MH campus/remote access |
| Evangelist Officers | 5 | 14 days | Free | MH campus/remote access |
| **SKH Organization Staff /Laity/ SKH School Faculty | 3 | 14 days | HK\$200 | MH campus access only |
| | 3 | 14 days | HK\$500 | MH campus/remote access |
| (2) ***Other Churches | | | | |
| ***Other Clergy | 5 | 14 days | HK\$300 | MH campus access only |
| ***Christian Community /Laity | 2 | 14 days | HK\$300 | MH campus access only |

* Due to the restriction of license agreements, only current enrolled students, faculty members, staff, alumni of Ming Hua, provincial clergy, evangelist officers and laity of SKH, who have a valid library card, can remotely access the subscribed resources. Users of other categories can access these resources within the Ming Hua campus (such as by the library computers or by wifi).

** If you are the SKH Organization Staff /Laity/SKH School Faculty, please fill in the application form and submit it to the library together with your recent photo, annual fee and authorization signed by a member of your church clergy. The membership is annual.

*** If you are Clergy/Christian Community/Laity of other churches, please fill in the application form and submit it to the library together with a recent photo, the annual fee, an authorization signed by a member of your church clergy and an explanation indicating the reason for your application. The membership is annual.

3.4 All books taken from the Stacks must be checked out at the Circulation Counter. Reserved books must be checked out at the Circulation Counter: there are varying borrowing limits on these books.

3.5 Reference Books, Journals and Rare books are non-circulating.

4. Renewals

You may renew a book for two additional periods. However, no book may be renewed if it is requested by another person. Renewal must be made on or before the last date of the initial loan period, otherwise, overdue fines will be charged. After two renewals, a book must be returned to the library to make it available to others.

5. Recalls and Holds

Circulating books put on reserve for courses are subject to recall at any time. All other books are subject to recall after one week. You must promptly respond to a recall notice.

5.1 If items on loan are requested by another user

| | |
|--------------------|--|
| 7-days loan items | Original loan period will not be shortened, but borrowed items cannot be renewed |
| 14-days loan items | Original loan period will be shortened to 7 days |
| 21-days loan items | Original loan period will be shortened to 10 days |
| 28-days loan items | Original loan period will be shortened to 14 days |

5.2 Recall notices will be emailed to borrowers to advise that their borrowed items (14,21,28-days loan items) are recalled if the original due date is shortened. Recalled items must be returned on or before the revised due date. Borrowers will not receive recall notices of their loan items (7-days loan items) if the due dates of the loaned items are not being shortened. However, borrowers must return the loan items by the original due dates and cannot renew the loan items.

5.3 Late returns of recalled or held items will be treated as overdue and liable to a fine.

5.4 A Notice will be emailed to the patron after a recalled book has been returned to the library. The patron must pick up the book within four business days; otherwise the reservation will be cancelled.

6. Overdue

The last date of the loan period is stamped on the book's date due slip. You are responsible for returning your loans on or before the due date. An overdue fine is immediately calculable from the date following the due date.

7. Fines

7.1 The following fines rates are for all categories of borrowers. If any fine of an individual reaches the maximum fine limit, borrowing privileges of all library materials will be suspended until payment of the fine is made.

| Library Materials | Fine Rate | Maximum Fine |
|-------------------|--|------------------|
| Normal Loans | HK\$ 1/calendar day (1-100 days) *After 100 days when the maximum overdue fine is reached, the borrowed item will be assumed lost, and the borrower will be required to pay the maximum overdue fine and the lost book charges as stated in Regulation 8 below. | HK\$100 per book |
| Reserved books | HK\$ 10/calendar day (1-20 days) *After 20 days, when the maximum overdue fine is reached, the borrowed item will be assumed lost and the borrower will be required to pay the maximum overdue fine and the lost book charges as stated in Regulation 8 below. | HK\$200 per book |
| Recall books | HK\$ 1/calendar day (1-100 days) *After 100 days when the maximum overdue fine is reached, the borrowed item will be assumed lost and the borrower will be required to pay the maximum overdue fine and the lost book charges as stated in Regulation 8 below. | HK\$100 per book |

8. Losses

If you lose books, or return books damaged beyond repair, in addition to a handling charge of \$50.00 and any accumulated overdue fine, you will be charged the replacement cost (including binding) at the current market price. If you find books are damaged or contain marked pages, you should report this to the Librarian as soon as possible.

9. Photocopying and duplication

You must observe the law regarding copyright when using the photocopying machines in the library. The reproduction or duplication of any audio-visual materials or computer software is strictly prohibited.

10. Use of library e-resources

10.1 Excessive downloading is prohibited.

10.2 Please comply with licensing restrictions and copyright laws.

10.3 Authorized users may only download, copy, save and print a reasonable portion of the content of e-resources in order to comply with licensing restrictions and copyright laws.

10.4 Authorized users may only use the content of e-resources for private study, research or teaching purposes.

10.5 You must not share your login and password with others.

10.6 Use of computer facilities and Internet. The library is fully in favor of intellectual freedom.

However, users should act responsibly and bear in mind that some materials may be objectionable to others when computer facilities are being used in public areas.

11. Control Counter

When you leave the Library, all your books, etc., may be inspected.

12. Loss of Privileges

A gross breach of these regulations may lead to withdrawal of your library privileges.

(revised, 21 Sep 2016)