



Sur University College

Learning Resources Centre

REGULATIONS AND USER CONDUCT

1. The Learning Resources Centre is normally open from 8.00 a.m to 8.00 p.m from Saturday to Wednesday.
2. The user of the Learning Resources Center must have a validated SUC ID to check out reserves and books.
3. Conversation and any other behavior likely to disturb or inconvenience to other users must be avoided in the reading area.
4. Smoking, eating and drinking are forbidden in the Learning Resources Center.
5. Dropping waste material in the Learning Resources Center is forbidden.
6. Mobile phones and other sound equipment are not allowed.
7. Books, equipment and furniture must not be damaged in anyway.
8. Borrowed Items can be renewed for a further period unless it has been requested by another reader.
9. Network Internet Services are just for research purposes and must not be used for other reasons.
10. The number of items which can be borrowed at one time is limited to two items and for two weeks period and it can be renewed for another one more week on request.



Sur University College Learning Resources Centre

11. Unauthorized removal of a Learning Resources Centre item or print out of resources without proper instructions shall be regarded as a serious breach of these regulations and the user may be dealt with under college disciplinary procedures. However the head of the Learning Resources Center shall have the power to impose fine of 10 O.R. up to 50 O.R. depending on the actual price of the item.
12. Students must return all borrowed items by the official last day of the semester, otherwise college can withhold their degree certificate and marks forms until all borrowed items and any debts have been cleared.
13. Users should not misuse the photocopier machine in the LRC for illegal photocopies.
14. Fines apply such as 100 Baisa for each day for overdue materials.
15. Learning Resources Centre users must pay the replacement cost of any item issued to them that is lost or damaged while it is in their possession. This replacement costs equal to the triple of the price of the original cost of each item
16. Users are responsible for all books and Learning Resources Centre materials borrowed in their name. Their responsibility is not transferable and ends only when the appropriate return procedures have been completed.



Sur University College Learning Resources Centre

17. Cases and bags are not allowed inside the Learning Resource Centre and also the LRC accepts no responsibility for the loss of any unattended values.
18. Laptop computers may be used in the Learning Resources Centre.
19. Users must inform any changes of address, telephone number and email to the LRC staff.
20. Reference materials are not for issue outside of the Learning Resources Centre.

Disciplinary Action:

The Manager of Learning Resources Centre reserves the rights to withdraw LRC facilities from anyone in breach of any of these rules and regulations. Additionally, anyone found making illegal photocopies, damaging college property, tampering with someone else's property or acting in an abusive or disruptive manner may be reported to the Disciplinary Committee for further necessary actions and decisions.