



**Sur University College**  
**Learning Resources Centre**

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**REGULATIONS AND USER CONDUCT**

1. The Learning Resources Centre is normally open from 08.00 a.m to 08.00 p.m from Sunday to Wednesday, from 08.00 a.m to 04.00 p.m Thursday & Saturday.
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 materials in the Learning Resources Center is forbidden.
6. Users must not use mobile phones and other sound equipment.
7. Books, equipment and furniture must not be damaged in anyway.
8. Network Internet Services are just for research purposes and must not be used for other reasons.
9. The number of items which can be borrowed at one time is limited to four items and for two weeks period and it can be renewed for another one more week on request.
10. Borrowed Items can be renewed for a further period unless it has been requested by another reader.
11. 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.
12. Fines apply such as 100 Baisa for each day for overdue materials.
13. 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.



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14. 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.
15. Reference materials are not for issue outside of the Learning Resources Centre.
16. Laptop computers may be used in the Learning Resources Centre.
17. Discussion rooms are only available for reservation by SUC current students with a valid student ID. To satisfy all students' needs, study rooms may be reserved for a maximum of 2 hours per day. Reservation can be renewed for additional time if no one is waiting for a room. Students are required to return the key to the circulation center when they finish using the room or the reservation is expired. If the key is still not returned, a fine of 500 basis of each key will be charged.
18. 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.
19. Users should not misuse the photocopier machine in the LRC for illegal photocopies.
20. Cases and bags may be taken into the library, but the library accepts no responsibility for the loss of any unattended values.
21. Users must inform in writing any changes of address, telephone number and email to the IRC staff.

**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.