

## Rules and Regulations of Carrel and Discussion Rooms

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Secure your belongings by not leaving it unattended.



Keep talking and noise levels at a minimum.



Should you need to go out for a while, leave the key at the Media Counter.



Return the keys to the Media Counter via the Library System before leaving.



Keep the window(s) closed (if any).



Keep the library furniture or equipment in its place at all times.



Keep your mobile phone on silent mode.



Keep the library clean and away from pests by not bringing in food and sweet beverages. Dispose of your litter in the bins provided.



Help to conserve the energy by switching off the light(s) upon leaving.



Stay healthy by not smoking.



Please ensure the door is properly locked upon leaving.

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### Need Help?

For further information, please contact:  
Perpustakaan Sultanah Zanariah UTM Johor Bahru  
Phone: 07 553 0137; Fax: 07 557 2555

Email: [PSZ-LIB-OPAC@GROUPS.UTM.MY](mailto:PSZ-LIB-OPAC@GROUPS.UTM.MY)  
Website: [ent.library.utm.my](http://ent.library.utm.my)

Perpustakaan Sultanah Zanariah UTM Kuala Lumpur  
Phone: 03 2615 4301; Fax: 03 2692 2186

## CARREL AND DISCUSSION ROOMS SERVICE



## General Rules

- Users must display their own matric card upon registration.
- Only users with active library account are allowed to use the rooms.
- Borrowing and returning of keys must be done at the Media Counter via the Library System.
- The library will not be liable or responsible for any loss, damage or theft to personal belongings / books which are left in the rooms.
- Users with outstanding fines and other charges will be barred from using the rooms.
- The Library staffs reserve the right to inspect the rooms at any point of time deemed necessary.
- Non-conformity to the Library Rules & Regulations may result in the revocation of carrel and discussion rooms privileges.

## Usage Hour

Session	Time
1st session	8.00 am - 12.00 noon
2nd session	12.00 noon - 4.00 pm
3rd session	4.00 pm - 10.00 pm

## Renewal / Reservation

- Renewal / Reservation can only be made within 30 minutes before the 2nd and 3rd sessions begin. Advanced reservation is not allowed.
- Reservation will be cancelled 30 minutes after the 2nd and 3rd sessions begin if users fail to show up for their reservations.
- Reservation does not guarantee that user can have the room on the specified time.
- If the reserved room is unavailable, users are advised to take the next available room.

## Extension Period

Duration of usage may be extended for another 2 hours at the Media Counter provided no request are made by other users.

## Fines

Keys must be returned at the Media Counter before the session ends. However, users will be given a 10 minute grace period.

A fine of RM15.00 will be imposed on users who lose or damage the library rooms keys.

