Clearances
A clearance is effected when the user has resolved the matter for which they were suspended by returning overdue items and/or paying outstanding fines and associated charges, or resolving disciplinary breach.

Clearance Standard

(i) When user resolves suspension on Monday to Thursday, clearance will be effected within 24 Hours.

(ii) When user resolves suspension on Friday to Sunday, clearance will be effected on the following Monday.

Termination of Membership

Termination of reciprocal borrowing membership will be effected upon:

- A request for withdrawal of membership by the reciprocal borrower.
- Expiry of reciprocal membership for more than 6 months.
- Being informed by Sunway Campus Library of the withdrawal of students from Sunway University/Sunway College.
- Resignation by or termination of employment of staff by Sunway University/Sunway College.

Contacts:

Home Library: Sunway Campus Library
Mr. Tan Ley Yee
Head, Service Counter
E-Mail: tanly@sunway.edu.my
Tel: 74918622 ext.7075

Host Library: Monash University Malaysia Library
Lending Services Librarian
Client Services Division
E-mail: libraryenquiry@lib.monash.edu.my

http://library.sunway.edu.my/
Sunway Campus Library
Sunway Campus Library
Sunway University & Sunway College KL
No.5 Jalan Universiti, Bandar Sunway,
47500 Selangor Darul Ehsan.
library@sunway.edu.my
Help Desk: 03-74918647 or 03-74918622
ext. 7059 / 7051
Reference Division: 03-74918622
ext. 7054 / 7055 / 7056
Statement of Purpose

The Reciprocal Borrowing Programme allows students and staff of Sunway University and Sunway College KL, and Monash University Malaysia to register and borrow materials in person from each other's library, thereby improving their access to library materials.

Reciprocal Membership with Monash University Malaysia Library

Membership is open to only academic and administrative staff and registered students of Sunway University and Sunway College KL, except part-time research assistants. No fees or deposits are required.

Membership Application

a) Getting the form

1. Access the library homepage at http://library.sunway.edu.my

2. Click on the tab Services, which is on the top menu bar.

3. Under Services, click on E-Forms.

4. In the E-Forms page, click on Monash Reciprocal Membership Form.

b) Submitting the application

Application may be made at the Service Counter of Sunway Campus Library. Fill in the Reciprocal Membership Form and produce a photograph of yourself and your student/staff card at the Counter.

Reciprocal borrowing membership is for 6-month periods, January-June, and July-December.

c) Renewal

All memberships expire on 30 June and 31 December respectively. Renewal may be obtained on request at the Service Counter.

Reciprocal Borrower Privileges

i) Loans:

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of books</th>
<th>Loan period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic staff</td>
<td>5</td>
<td>1 month</td>
</tr>
<tr>
<td>Administrative</td>
<td>5</td>
<td>1 month</td>
</tr>
<tr>
<td>students</td>
<td>5</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

Only two renewals will be allowed for reciprocal borrower loans.

ii) Database access:

Reciprocal members may access Monash University Malaysia subscribed databases on site from a dedicated workstations.

Fines & Penalties

Fines of RM1 per book per day will be imposed for late returns of library materials.

After 30 days, if the item is not returned, it is deemed lost, and the user will be suspended from borrowing and renewal privileges. The user will be requested to pay fines as listed below.

The following fines will be imposed for lost items (either reported by the borrower or deemed lost as explained above):

- A fine of RM60 for losing the book
- Overdue fines
- Actual cost of replacing the item (price of item, freight charges)

A bill will be sent to the borrower.

Sunway Campus Library will block delinquent users of Monash University Malaysia Library until all outstanding items/fines have been paid.

In cases of alleged breaches of behavioural requirements, Monash University Malaysia Library may withdraw privileges extended to the reciprocal member. Privileges may remain withdrawn until the matter has been resolved.