

Library Guide

Borrowing Privileges

As a basic member, you are entitled to borrow SIX library items {inclusive CDs, DVDs and VCDs}, from the lending section of the libraries.

Any book with an accompanying CD-ROM, when borrowed, will be considered as two loaned items. They are to be borrowed and returned together on the same membership card.

CD-ROMs accompanying magazines are to be requested from the Customer Service Counter.

* Library members can borrow **【Book、DVDs、VCDs】**

*Each member is allowed to borrow a maximum of 6 items at any one time.

*Each **【Book、DVDs、VCDs】** is considered 1 item.

*Loan period is 28 days

Lost / Damaged Library Items

*For every item lost/damaged, the member will have to pay the cost of the item lost/damaged

*Administrative fee of \$8.00 per item,

* \$1.00 for lost/damaged video tape and CD-ROM casing.

*Exact replacements for lost or damaged items can be considered.

*There will be no refund once payment is made, even if the lost item is found later.

Overdue Fines

{ Overdue Books/Magazines/Audio-Visual Items }

*0.50 per book/magazine/audio-visual item

* Payment for membership & outstanding Fines to be made at the Customer Service Counter at KMSPKS library.

*The overdue fine will only be calculated based on the books overdue for Saturday and Sunday. Overdue on weekdays will not be charged.

Item Return

All borrowing and returning books can be done at the counter (borrowing and returning system)

Book-drop Service

All books and AV items borrowed can be returned through the library's book drop daily from {7am to 9pm}

Renewal

Books can be renewed for free for another 28 days

*via mail at least one week before the due date;

*For renewals made via mail, please indicate the following particulars:

*Name of borrower

*NRIC or Membership Card No.

You may renew an item if

*item has not been reserved by another member;

*the item has not been renewed before.

*the item is not overdue.

- First renewal: (Free)
- Second renewal: (charge of S\$0.50 per item)
- Third renewal: (charge \$1.00 per item)

Reservation: {Fees and Charges}

- *Members can make reservations for items via the library website or multimedia station.
- *A maximum of two items can be reserved at any one time.
- *A reservation fee of \$1.00 is charged per item must be paid before or on collection of the reserved item.
- *Please notify any changes in contact information.
- *Your reservation will expire and be removed from the reservation queue if the item
- *Remains uncollected after 7 days.
- *Any changes in reservation should be made known to the library.
- *The reservation fee will still be charged for uncollected items.

Membership Card

*Applicants aged 15 and above can use their **【 NRIC / NTUC Link Card / School Smart Card / Singapore Mint Personalised ez-link Card/ Personal Cash Card / Singapore Driving Licence / Passion Card 】** as a membership card to borrow library items after registration.

*School-going children (Singaporeans and PRs), aged 7-14 years can use their School Smart Card as a membership card to borrow library items after registration.

*If they wish to have a membership card as well, they need to pay a fee of \$1.00

Membership for Foreigners

*Foreigners need to produce their passport AND employment pass/work permit/student pass /dependant's pass

*Foreigners Membership fee for 1 years is \$15.00. (given free membership cards)

Replacement of Lost Membership Cards

*\$5.00 for those aged 15 and above

*\$1.00 for children below the age of 15

Library services

Searching Items: Search catalogue to locate titles

Children room with children reading materials

Photocopying Services

A4 size black & white per page: \$0.10

A3 size black & white per page: \$0.20

Reminder service

Library members can sign up for e-mail reminders via the KMSPKS Libraries website. This exclusive service reminds you to return borrowed items on time.

Library Etiquette

***Dress appropriately as a form of religious respect. Revealing clothes are not allowed to be worn.**

***Switch off/put to silent mode your hand phones and pagers.**

***Speak softly at all times within the library premises.**

***Queue for services**

***Sit at tables/chairs and designated areas. Do not sit on the floor among shelves.**

***Parents, please supervise your children to observe the library etiquette.**

***No sleeping in the library.**

***No moving of library furniture from where it is placed by Library staff.**

Reference & Advisory Hours:

***Mon to Fri: closed**

***Sat to Sun: from 9am - 5pm**