

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