**ABOUT PSB ACADEMY LIBRARY**

The PSB Academy Library is located at the ground floor of Block E of the Delta Campus. It is divided into 2 sections, namely The Library and Study Room with a total seating capacity of about 220. There are about 37 computers available for member’s use.

**OPAC**

To search for available titles of the library’s collection, users can use the OPAC (Online Public Access Catalogue). OPAC also allows library members to check the status of a book on whether it is on the shelf or out on loan.

**SERVICES**

The following services are available in the library:
- Loan of books/CDs/DVDs
- Reservation of books
- Use of computer facilities
- Free wireless network
- Printing (ez-link), Photocopying (ez-link/NETS/FlashPay)
- Scanning
- Binding
- Laminating

**MEMBERSHIP**

Students will automatically be members of the library once they are enrolled into the programme until the end of the course. A PSB Academy Student Card will be issued and this can be used for loan of library materials.

### Library

![Library](library.jpg)

### Study Room

![Study Room](study_room.jpg)

### Student Hub

![Student Hub](student_hub.jpg)

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**LOANS**

1. Following are the loan entitlement and duration for the respective categories of members:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Books</th>
<th>Short Term Loan (Books)</th>
<th>Short Term Loan (Books/AVs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Loan Limit</td>
<td>Duration</td>
<td>Loan Limit</td>
</tr>
<tr>
<td>Students</td>
<td>3</td>
<td>14 days</td>
<td>1</td>
</tr>
<tr>
<td>Staff (HOS, Lecturer)</td>
<td>3</td>
<td>14 days</td>
<td>1</td>
</tr>
<tr>
<td>Staff (General)</td>
<td>3</td>
<td>14 days</td>
<td>1</td>
</tr>
</tbody>
</table>

2. **Short-Term Loan**: This is a collection of high demand items. The loan duration for this collection is 3 days.

   Note: NO RENEWAL is allowed for this collection.

3. **Loan of multiple copies of a book with same title, author and edition is not allowed.**

4. **Renewal**: Two (2) renewals allowed per book, subject to non-reservation of item by another member. Renewal request can only be done one (1) week prior to the due date either personally at the counter during library’s opening hours or via email to the following address:

   - library@psb-academy.edu.sg
   - Quote your NRIC No. and full name as in your NRIC. in your email. NO RENEWALS via the phone is allowed. The loan period for renewed book is 7 days.

5. **Reservation**: Reservation can be placed for lending materials already on loan. Each member is allowed to make a maximum of two (2) reservations. Book reservation can be done in person at the library counter or via email.

6. **Members will be notified once the materials are ready for collection. The reserved items will be kept for 5 working days after which the reservation will lapse, and the items will be shelved. Members must come personally to collect the reserved items.**

7. **Recall**: Loan items may be recalled. Members should return the recalled item(s) within 7 working days from the day of notification failing which borrowing privileges will be suspended.

   Continuation of existing loan privileges will be subject to member’s response on the recalled item(s).

8. **Members should return borrowed library materials:**

   - **via Book Drop** next to the library entrance (except for, accompanying materials and audio-visual materials).
   - **At the library counter** (for overdue books, accompanying materials and audio-visual materials).

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**LIBRARY FINES**

1. All overdue items are subject to library fines.

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Overdue Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books/ACcompanying Materials</strong></td>
<td>S$0.60 per day per item after the due date (maximum fines of S$50.00 per item)</td>
</tr>
<tr>
<td><strong>Audio-visuals (Teaching Resources)</strong></td>
<td>S$3.00 per day per item after the due date (maximum fines of S$50.00 per audio-visual)</td>
</tr>
<tr>
<td><strong>Audio-visuals (Reference Media)</strong></td>
<td>S$1.00 per hour per item after the due date (maximum fines of S$50.00 per audio-visual)</td>
</tr>
<tr>
<td><strong>Short-Term Loan (3 Days)</strong></td>
<td>S$1.00 per day per item after the due date (maximum fines of S$50.00 per item)</td>
</tr>
<tr>
<td><strong>Short-Term Loan (3 Hours)</strong></td>
<td>S$0.60 per 15 minutes overdue for every 15 minutes item is kept overdue.</td>
</tr>
</tbody>
</table>

2. Members will need to pay library fines in full before the next library transaction.

3. Library privileges will be suspended till all fines are paid in full.

4. Payment of library fines can be done at the library counter during the library’s opening hours.

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**PAYMENT FOR LOST ITEMS**

Members will need to pay for lost items. The costs incurred are as follows:

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Payment Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books/ACcompanying Materials</strong></td>
<td>Library Fines** + S$25.00 per item (book/accompanying material) + cost of book/accompanying material</td>
</tr>
<tr>
<td><strong>AV Items</strong></td>
<td>Library Fines** + S$50.00 per item (audio-visual) + cost of audio visual</td>
</tr>
</tbody>
</table>

**The fines chargeable will be from:**

- Due date to the date when the item is reported lost; or
- Due date to the date when the item is subsequently found.
LIBRARY RULES & REGULATIONS

1. Members must produce their PSB Academy Student cards when using the Library’s facilities and services, or when requested by the Library Staff.

2. NO RESERVATION of seats is allowed in the Library and Study Room.

3. PSB Academy Student Card is non-transferable.

4. Members should update the library for any change of their particulars. This can be done via email or personally at the library counter.

5. Members need to report mutilated books before borrowing.

6. Members are responsible for all loans charged to their accounts and materials must be returned in good condition.

7. Mutilation and theft of library materials are offences and punishable by law. Appropriate action will be taken against such offenders. Disciplinary action may also be taken to members found committing such offence.

8. Returned items which are mutilated or damaged, would have to be paid by the borrower.

9. No loans will be allowed should members have outstanding fines and overdue books.

10. Loan of library materials is not allowed during the last two weeks before the expiry of membership.

11. NO Food and Drink, other than bottled mineral water is allowed in the Library and Study Room.

12. There shall be NO SMOKING in the Library and Study Room. Appropriate action will be taken against offenders.

13. Loud conversation or other disturbances is forbidden in the Library and Study Room.

14. Mobile phones should be switched to vibration mode whenever in the Library and Study Room. Members are to answer the phone outside the Library/Study Room.

15. Library staff has the right to ask any person to leave the Library/Study Room if he/she does not comply with the PSB Academy Library Rules and Regulations.

16. Library staff has the right to ask members to show all books and personal belongings at the exit if deemed required.

17. The Library will not be held responsible for any loss of personal belongings. Library staff has the right to remove any item or personal belongings left in the Library premises if deemed necessary.

18. All outstanding fines and overdue items must be paid or returned to the Library by the stipulated date.

19. Overdue notice(s) sent by library only act as a reminder to members on the overdue items.

20. Members will still need to pay the library fines for non-receipt of overdue notice(s) sent.

21. No playing of games eg. Cards, board games, etc in the Library and Study Room.

22. Members will be subjected to disciplinary action if found tampering with library equipment set-up programs, playing games, viewing movies or objectionable materials on the PCs either in the Library or Study Room.

23. The Academy reserves the right to amend or change the Library Rules and Regulations, and terms and conditions of membership without prior notice or explanation.

02/09/2013