

ANNOUNCEMENT

Dear Students,

Pertaining to usage of **LIBRARY MATERIALS & FACILITIES**, a sense of responsibility must be adhered when we use the materials & facilities provided by our BERJAYA UCH.

Please provide us valid e-mail address and other details whereby students will be notified of the due date for circulating materials via emails.

For overdue loans, fines will be imposed from the first day that a loan is overdue until the loan recorded is cleared in the system (20 cents per day). All fines/charges are assessed as to encourage the prompt return and good handling of library materials.

List of students with outstanding items/fines are forwarded to the Department of Examination for their further action (e.g. hold from collecting **EXAM DOCKET** and **CHECK RESULT**). Plus, the list is also available in the **STUDENT PORTAL**, **LIBRARY PORTAL** and **LIBRARY NOTICE BOARD**.

Therefore, we seek for students cooperation in order to avoid inconvenience.

Please take note accordingly.

Thank you.