

Dear Students

Please be informed that **LIBRARY** is sending two (2) types of notices to overdue students.

1. Courtesy Notice - Send 2 days before book (s) is overdue.

2. Overdue Notice - Send on first day of book(s) is overdue until the book(s) record is cleared in the Library System.



Please provide **valid e-mail address** in order to avoid unforwarded, unread or misdirected emails, thus LIBRARY is not responsible for unforwarded or misdirected e-mails. **All students are reminded to update their e-mail address if necessary.**



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