

LIBRARY SECTION – RULES

Membership Card: You must present your Panaga Club Membership Card each time you borrow items from the Library.

Library Items: Your membership allows you to borrow books, DVDs, audio books and magazines.

The allowance per family (including single status) is:

-- 6 items per couple (or single status) / -- 2 items per child

Members are reminded that DVDs and audio books are covered by copyright law and must not be copied. A maximum of 3 DVDs can be borrowed at a time.

Library items are the property of Panaga Club and may not be taken out of Brunei.

Loan Period: Books, audio books and DVDs: 3 weeks / Magazines: 1 week

Overdue Books: Overdue fines are charged as listed below. As a courtesy to our members, the Library may issue email reminders about overdue books. Please ensure we have your current email address at all times. However, the responsibility for overdue books remains with the member at all times.

PER ITEM

First day up to 6 days	=	\$0.50
2nd week	=	\$2.00
3rd week	=	\$5.00
4 th to 5th week	=	\$8.00
6 th to 9 th week	=	\$10.00
10 th week	=	Item is considered lost and members will be charge the replacement cost.

Loss or Damage: Members will be charged the replacement cost for items that are lost or damaged.

Renewals: Items can be renewed for further loan periods unless another reader has reserved it. Renewals may be done by emailing the library before the due date of the item.

Reservations: Items may be reserved by completing a Reservation Slip which is available in the Library.

Visitors: Visitors who have temporary membership at the Club may use the library allowance of their host family (with appropriate permission) for the period of their stay. The visitor's host is responsible for any fines or bills for lost or damaged items outstanding after the visitor's departure.

Food and/or Drink: Please do not bring food or beverage items into the Library.

Disruptive Behaviour: Disruptive or inappropriate behaviour that may affect other library users or staff is not acceptable in any part of the library. In such cases, offenders may be asked to leave the library. Library users requiring supervision should be accompanied by their parent or guardian.

Email: The library's email address is: library@panagaclub.com

Facebook: The page can be found under "Panaga Library". Useful information, such as changes to opening hours, and new items available are displayed on this page.

Leaving Brunei: When you leave Brunei at the end of your posting, please ensure you have returned all library items before your account is closed.

Changes to Library Rules: *The Library reserves the right to revise the Library Rules. All changes to the Library Rules are posted three weeks in advance in the Panaga Club Newsletter and are on display in the Library.*