

# Regulations of the English Learning Resource Corner

## Introduction

The English Learning Resource Corner (ELRC) is a pleasant and relaxed environment for students to enjoy their leisure reading. There are fictions, interest books and magazines for students to read either after or in-between classes. The following regulations have been formulated to enable students to maximize the use of it.

## Opening Hours

The opening hours are posted on website and may be varied in accordance with the demand and opening of the Resource Corner.

## Admission to the Resource Corner

Admission to the Resource Corner will be restricted to holders of a valid SCOPE student/ staff card. SCOPE student cards must be produced before entering the Resource Corner. Cards are not transferable and may not be used on behalf of other persons.

The Resource Corner is mainly for learning English. It is not for doing assignments, playing games, browsing internet, making e-communication and so on. All the resources are strictly for educational purposes only.

## Borrowing Regulations

SCOPE student / staff cards must be produced when borrowing materials in the SALL. Cards are not transferable, and may not be used on behalf of other persons.

- **Loan Quotas and Loan Periods**

The rules for borrowing materials at ELRC are in the following:

Loan Quotas	Loan Periods
<u>1</u> board game	4 hours (return before 6pm)

- **Borrowing procedure**

No materials should be removed from SALL until they have been properly checked out. A borrower should check and ensure that all materials returned are in good condition and undamaged before leaving.

- **Late return and Fines**

The users must check the item due date by themselves and make sure that they return the materials before the due date. No separate notice will be sent to remind users of overdue items.

Fines for the late return of loan materials will be charged as follows:

- Overdue Fines: HK\$20.00 per item per calendar day (Excluding Sunday & Public Holidays)

- **Loss and Damage**

Borrowers should be held responsible for any loss or damage of the materials. They are also responsible for the replacement cost and the accumulated fines. They will not be refunded if they subsequently find the lost item after paying the fines.

## **Copyright**

Users should follow the Copyright Ordinance (Chapter 528) which governs the making of photocopies or other reproduction of copyrighted materials.

## **The Don'ts**

- Do not eat or drink (except water) in the Resource Corner
- No material can be borrowed or taken away without permission
- Loss or damages to the materials are to be paid for in full
- No photo and video taking in the Resource Corner
- No nuisance behavior such as playing or talking loudly in the Resource Corner

## **Remember to**

- Keep the Resource Corner clean, quiet, and conducive to reading
- Take all your personal belongings with you before leaving
- Return the items from the place where it is taken
- Report all problems related to the system to the staff.