Library Vision and Rules

• To develop a joy and love for reading as a pivotal tool for lifelong learning.
• To cultivate the habit of reading as a quality leisure skill in individuals on the autism spectrum.

Opening Hours

For Students: Mondays – Fridays from 8.00am – 5.00pm
For Public: Mondays – Fridays from 2.00pm – 5.00pm*
Closed on Saturdays, Sundays and Public Holidays

**Subject to Safe Management Measures Guidelines*

Acceptable Personal Identification Documents

• Student EZ-Link Card (preferably the original)

Loan Policy

Number of items	2
Loan Period	7 days
Online Reservations	Not Applicable
Online Renewals	Not Applicable

Note: If a scheduled school/public holiday falls on the Due Date, the new Due Date will be the next school working day.

Fines and Payment

• Fines are charged at $0.20 per day per overdue item.
•Payment must be settled personally at the library counter and not via any other means.
• No fines are imposed during weekends and on scheduled School/Public Holidays.

Loss/Damage

• Any loss or damage of items must be reported immediately.
• User must complete and sign a prescribed form.
• User must bear the costs of lost/damaged items.

Charges for Loss/Damage

	Lost Copy	**Damaged**
Overdue Fines	Yes	Yes
Acquired Price (if available)	Yes	Yes
Item Processing Fee	Yes	Yes

Handling Of Lost/Damaged Library Materials

Stage 1:
• User reports at the library counter that item is lost/misplaced/damaged.
• Librarian updates status of item as “Reported Lost” or “Damaged(Destroyed)” in the system to freeze the fines.
• User is required to complete, sign and return the form “HANDLING OF LOST/DAMAGED MATERIALS” within 2 days after verbal report of loss.
• User is given one month’s grace to search for lost/misplaced item.

Stage 2 (applicable for lost items only):

• User updates library after one month's grace period about final status of item.

• If item is found, user returns item to the library and pays for all fines incurred for the overdue item (receipt to be issued).

If item is confirmed as lost after one month's grace period or damaged, librarian updates status of item as "Lost Copy" or "Damaged(Destroyed)" respectively in the system. User pays for all fines, replacement cost, processing fees and any other charges incurred (receipt will be issued).