

### **Specific Terms and Condition for Loan and/or Use of Carrel Rooms (2 weeks)**

1. Only registered post-graduate students of IIUM are eligible to apply for reservation and use of the rooms.
2. Each application is put on reservation queue due to high demand for loan and/use of the rooms.
3. Successful applicant reserves the right to be loaned one (1) room for the period of two weeks only. The loan period cannot be extended and is not renewable.
4. The reservation is valid for three (3) days only. If the applicant fails to collect the room key within the designated reservation dateline, the room will be passed to the next applicant in the queue.
5. Upon availability of a room, the applicant will be notified on the start-date of use and the dateline for room key collection by the applicant via e-mail and/or messaging through the borrower's account.
6. The successful applicant is to collect from, and return the room key to **THE ROOM FACILITIES' STAFF AT THE CIRCULATION/LENDING COUNTER AT LEVEL 2 OF THE LIBRARY, DURING OFFICE HOURS i.e. BETWEEN 8:00A.M.-5:00P.M., MONDAY-FRIDAY**. Collecting and returning of the room key on Saturdays, Sundays and public holidays will not be entertained unless deemed necessary or with a valid reason.
7. Carrel rooms are not to be shared. The room is strictly for single occupancy. Carrel room occupants who allow unauthorized use of their carrel rooms are subject to suspension of their carrel room privileges.
8. Occupants who fail to return the key upon loan expiry will be fined RM5.00 per day and other loan privileges will be blocked/suspended.

### **General Terms and Condition for Loan and/or Use of all Room Types**

1. Rooms can be used only during the regular Library operating hours.
2. Occupants will be issued room keys with the due/expiry receipt. They may keep the room key until their loan period expires. Occupants are expected to vacate the rooms at the due/expiry date or time.
3. Exchanging of rooms among occupants is strictly prohibited.
4. Occupants are allowed to bring their own private computer into the rooms; however the Library will not be responsible for damage to the computers nor to its intellectual contents, due to power failure or fluctuations, or other mishaps.
5. The Library does not assume any responsibility for personal property or possessions left in the rooms by occupants. Rooms must be locked when they are not in use.
6. All rooms must be powered off when the occupant is not present.
7. All Library books/materials brought into and retained in the rooms must be loaned/checked-out to the rooms' occupant via the library system. Rooms will be checked randomly and books not appropriately loaned/checked-out will be removed.
8. Illegal substances are strictly forbidden.
9. The Library is a smoke-free building; therefore, smoking is strictly prohibited in the rooms.
10. Food or drink (except for plain water in a closed bottle), and electrical appliances are prohibited from being brought into the rooms specifically and into the library in general.
11. Objects are not to be attached in any manner to rooms' walls or vertical surfaces, doors and glass panels. Due to safety and security considerations, any material covering glass panels will be removed.
12. Furniture and equipments in the room are not to be moved or re-arranged. No outside furniture should be brought into the room.
13. Users must clean up the rooms after use and leave the room in good condition for the next users.
14. Misuse or physical damage to the rooms and/or equipments may result in loss of loan privileges and/or financial obligations. Occupants who lost the room key, a fine of RM50.00 will be imposed and other loan privileges will be blocked/suspended.
15. Any problems related to the rooms should be reported to the Library staff at the Circulation/Lending counter.
16. The Library reserves the right to check rooms at any time it is deemed appropriate.
17. Occupants are to adhere to the Library policy and procedures. Non-adherence to the policy and procedures may result in the revocation of the rooms' privileges.



**IIUM LIBRARY  
CARREL ROOM APPLICATION**

IIUM/LIB/04/f-03  
Rev. No. : 05  
Effective Dt : 15/06/2016

Name: \_\_\_\_\_

Student card #: \_\_\_\_\_ Barcode #: \_\_\_\_\_

Department \_\_\_\_\_  
& Kulliyyah: \_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE**

ALLOCATED ROOM #: \_\_\_\_\_

DATE: \_\_\_\_\_ to \_\_\_\_\_

Programme: \_\_\_\_\_  
(E.g. Masters of Economics or PhD in Qur'an & Sunnah)

Address during study: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Preferred floor or level of carrel room (if any): \_\_\_\_\_

**NOTE OF UNDERTAKING**

*I have read the Terms & Condition for Reservation & Use of Carrel Rooms' (at verso of this form) and agree to abide by them.*

\_\_\_\_\_  
*Signature* *Date*

**FOR OFFICE USE**

Form received by: \_\_\_\_\_  
*Name* *Initial* *Date*

NOTIFICATION OF FULFILLED RESERVATION	
Notification key in by: _____ <div style="display: flex; justify-content: space-around; width: 80%; margin-left: 20px;"> <span><i>Initial</i></span> <span><i>Date</i></span> </div>	Reservation Expired by: _____

LOAN DETAILS	RETURN DETAILS
Key Issued by: _____ (Officer) <span style="margin-left: 100px;"><i>Initial</i></span> <span style="margin-left: 100px;"><i>Date</i></span>  .....  Key Received by: _____ (Applicant) <span style="margin-left: 100px;"><i>Signature</i></span> <span style="margin-left: 100px;"><i>Date</i></span>	Key returned by: _____ (Applicant) <span style="margin-left: 100px;"><i>Initial</i></span> <span style="margin-left: 100px;"><i>Date</i></span>  .....  Key received by: _____ (Officer) <span style="margin-left: 100px;"><i>Signature</i></span> <span style="margin-left: 100px;"><i>Date</i></span>