

## **RESOURCE CENTRE RULES**

1. Please be properly dressed.
2. Please leave your bags at the designated area. Do not leave cash and other valuables in the bags.
3. Please do not eat, drink or smoke in the Resource Centre.
4. Please switch off your hand phone . If you need to use it, please go out to do so.
5. Please observe silent. If you have to speak with someone, please do so very quietly.
6. Please do not take out book prior to borrowing them under your name.
7. Please return book on time. Fines will be levied upon overdue books.
8. Books marked RUJUKAN are for general reference and AEI courses. These must be used in the Resource Centre. AEI students may borrow out up to two books for their coursework one hour before closing time. They must be returned by 9.00 am the next morning or the next working day.
9. Usage of computers :-
  - I. For research and study only.
  - II. One hour per user.
  - III. Please scan diskettes using Anti Virus software in the PC before downloading.
  - IV. Please do not delete program, files etc.
10. In case of an emergency in the AEI building, please vacate the Resource Centre.
11. The Resource Centre and the Institute, will not be responsible for any losses, injuries or damaged.