



GOETHE-INSTITUT MALAYSIA LANGUAGE MEDIA CENTRE

GENERAL INFORMATION

1. Language media centre Opening Hours:
Mondays to Fridays* 1 pm – 5 pm
*for membership registering, materials borrowing, renewal, returning media and consultations.
2. The language media centre is open to the public from Mondays to Fridays 9 am to 6 pm. However borrowing language media centre items requires a language media centre membership. Goethe-Institut Malaysia students are granted **free** membership of the language media centre for the duration of their current course. External students are required to sign up for a membership fee of **RM50/year** (excluding RM100 refundable deposit), therefore a total of RM150 upfront. The deposit will be returned at the end of the membership upon request with the hardcopy of the receipt (cash only).
3. Personal mobile phone, laptops and other electronic devices are allowed in the language media centre. However, it should be on silent mode to not disturb other language media centre users. Headphones should be used when listening to audio tracks or to watch educational movies. Phone calls should be taken outside the language media centre. Furthermore, conversations should be kept to a minimum volume to avoid disturbing other language media centre members.
4. Smoking and eating are not permitted in the language media centre. There are designated areas within the institute. Non-alcoholic drinks are allowed. However extra care must be taken to avoid spillages on PCs, books and the carpet area.
5. The details you submit will be stored on a database held by the Goethe-Institut in Germany and will be used exclusively for the legitimation, implementation and completion of the language media centre loans agreement. The stored data will not be passed on to third parties. Language media centre members have the right to view their personal data at any time. All language media centre members are responsible for informing the language media centre of changes to their contact details or the loss of their language media centre cards.

Goethe-Institut Malaysia Language Media Centre

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TERMS AND CONDITIONS

1. BORROWING INFORMATION

- 1.1 The language media centre card is required to borrow, return and renew item's duration from the language media centre. Language media centre staff have the right to deny the borrowing and returning, and renewal process if no language media centre card is provided.
- 1.2 Language media centre members may borrow up to 3 items for 3 weeks only. Items may be renewed for another week, provided that the items have not been reserved by another member. Only examination materials (Signature 438.3) are exempted from this and are allowed to be borrowed for 2 weeks only, due to the high demand.
- 1.3 Once an item has reached its renewal limit, it must be returned to the language media centre. Returned items can only be re-borrowed after a week.
- 1.4 It is the language media centre member's responsibility to ensure that items are returned to the language media centre on time and in good and complete order (any CDs or answer booklets should also be returned together). Overdue fines will be charged on late returns or late renewals. Incomplete material will be considered unreturned.
- 1.5 Materials marked with reference sticker (white dot stickers) are allowed to be used only within the language media centre premises, such as reference material and dictionaries.
- 1.6 Language media centre members are not allowed to give/lend their cards to other users, as language media centre members are fully responsible for items borrowed on their card.
- 1.7 Persistent failure to adhere to language media centre policies will result in the permanent withdrawal of language media centre privileges.

2. RENEWALS AND FINES

- 2.1 Borrowed items must be returned or renewed during language media centre opening hours, on the due date. Renewals are to be made in person during language media centre opening times. However email renewal should be done one hour (16:00 hours) before closing time.



- 2.2 Fines for overdue items are charged at RM0.50/day for each item.
- 2.3 Fines must be paid before further books are borrowed or existing expired materials should be renewed.
- 2.4 Items lost* or damaged** while in the members' responsibility, will be charged full replacement of the cost.
 - 2.4.1 *Lost items include missing CDs, DVDs, or answer booklets.
 - 2.4.2 **Damages include:
 - Page folds or dents
 - Written pencil/pen marks
 - Torn pages (more than an inch)
 - Wet stains (i.e. rain, coffee, etc)
- 2.5 Replacement of a lost/damaged language media centre card will have a charge of RM20.
- 2.6 Items not returned or renewed to the language media centre after 3 reminder notices have been issued (without explanation from the language media centre member) will be deemed to have been lost by the member and will be charged to cover the full cost of missing item.
- 2.7 Internal students need to return any outstanding item(s) within a week from date of examination. Failing to do so will result in not obtaining examination certification.
- 2.8 ONLY cash payments for language media centre fines, membership fees and deposit refund are acceptable.

Information and Advice:

If you have any enquiries regarding the language media centre, please feel free to come by for a visit during the language media centre opening hours. You may also contact the language media centre at library-kl@goethe.de