



GOETHE-INSTITUT MALAYSIA LANGUAGE MEDIA CENTRE

1. GENERAL INFORMATION

1.2 Language media centre opening hours:

Mondays to Fridays* 1 pm – 5 pm**

*Excluding public holiday(s)

**for membership registering, materials borrowing, renewal, returning media, enquires and consultations.

1.2.1 The language media centre is open to the public from Mondays to Fridays 9 am to 6 pm. However the borrowing of the language media centre media requires a 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.

1.2.2 Membership fess of RM150, can be paid via online transfer. The deposit will be returned at the end of the membership upon request with the proof of the membership receipt.

1.3 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.

1.4 Eating is not permitted in the language media centre. However, there are designated areas within the institute where eating is allowed. Non-alcoholic drinks are allowed. However extra care must be taken to avoid spillages on PCs, books and the carpet area.

1.5 Smoking is not permitted anywhere in the language media centre (nor within the institute).

1.6 Personal details submitted 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 information.

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TERMS AND CONDITIONS

2. BORROWING INFORMATION

- 2.1 The language media centre membership is required to borrow, return and renew media from the language media centre. Language media centre staff have the right to deny the borrowing of media if no language media centre membership is provided.
- 2.2 Language media centre members may borrow up to 3 types of media. Borrowing period of media are as follows:
 - 2.2.1 Books, and magazines - 3 weeks borrowing period. Medias may be renewed for another week, provided that the media have not been reserved by another member.
 - 2.2.2 Examination materials (Signature 438.3) - 2 week ONLY borrowing period: No extension is allowed, due to the high demand.
 - 2.2.3 DVDs and games - 1 week borrowing period.
- 2.3 Once the media has reached its renewal limit, it must be returned to the language media centre immediately, otherwise a fine will occur (please refer to 3.3. for the charges).
- 2.4 It is the language media centre member's responsibility to ensure that the media are returned to the 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 and subject to a penalty fine.
- 2.5 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.
- 2.6 Language media centre members are not allowed to loan out the media to other users, as the language media centre members are fully responsible for the media borrowed on their respective membership account
- 2.7 Persistent failure to adhere to language media centre policies will result in the permanent withdrawal of language media centre privileges.



3. RENEWALS AND FINES

- 3.1 On the due date of the media, it must be returned or renewed during the language media centre opening hours.
- 3.2 Renewals can be made in person (during the opening hours), via email or via the *BibToGo* app.
- 3.3 Fines for each overdue media are charged at RM0.50/day.
- 3.4 Fines must be paid before further media can be borrowed.
- 3.5 Any expired media should be renewed, before borrowing of new media.
- 3.6 Any media that are lost* or damaged** while in the members' care, will be charged full cost in replacement of the damaged media.
- 3.6.1 Lost media including missing CDs, DVDs, or answer booklets.
- 3.6.2 **Damages include:
- Page folds or dents
 - Written pencil/pen marks
 - Torn pages (more than an inch)
 - Wet stains (i.e. rain, coffee, etc)
- 3.7 Any media not returned or renewed after 3 reminder notices have been issued', and without any written explanation from the member, will be deemed to have been lost and the member will be charged to cover the full cost of the missing media. Penalty to be paid via online transfer or cash.
- 3.8 Internal students need to return any outstanding media(s) within 2 working days from their last day of class. Failing to do so will result in them not obtaining their attendance certification.
- 3.9 Only cash payments is accepted for late fines (i.e. late return of media).

Information and Consultation:

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