

KIGS Library Guidelines, Facilities & Services



Introduction

The main function of KIGS Library is to support teaching and learning activities by providing reliable resources and information needed to develop students' skills and support their research. We also provide facilities and spaces for workshops, group discussions and presentation.

Library Collection

KIGS Library's book collections encompass materials related to the courses offered. Among them are text books, magazines, journals, theses (IT students' Major Projects), newspapers, Brunei Collections and references (encyclopedia & dictionaries).

Books Arrangement

Books are arranged according to the Library of Congress' classification scheme consisting of 21 broad categories, (labeled A – Z). Alphabets I, O, W, X, Y are **NOT** used. Broad categories are further divided by adding one or two additional alphabets and a set of numbers. The shelf ends are clearly marked to help guide you through the sequence.

Registration

All staff and students of are entitled to register. As a student you will be registered during your enrolment. Your student ID card is also your library card, and is used to enter the library and to borrow books.

LIBRARY SERVICES

1. Lending Services

KIGS Library lending services, located at the library counter, comprises of activities such as transaction of library materials, payment of fines/lost items and registration for membership. The loan period and books limit are:

Users categories	Entitle	Duration
SCT/DIP/HND and Foundation	2 books	2 weeks
Degree	4 books	2 weeks
Lecturers/staff	5 books	2 weeks

All borrowing, renewal and book returning has to be done at the library counter. Borrowed books must be returned on or before the return date. Books that are not on reserve for another user may be renewed for up to two weeks but can only be applied once.

****NOTE:** Students must show their student ID card to upon checking out books.

Late fees

The rate for overdue books is **\$0.50 per day/book**. Users failing to return the books on time will be restricted from borrowing books until all books owed have been returned and fines paid in full. If a user fails to return the borrowed book in the next two weeks, the book will be considered lost and will be charged twice the price of the lost book.

Damaged or Lost Items

Library users are responsible to keep the condition of the book intact. Any damages or changes the value/quality of the books, the users shall be fined double the price of each lost/damaged book. All categories of borrowers are subjected to library fines.

2. Printing Service

There are two printers available for use and provided with internet access to download and print materials from online resources. Charges for printing are:

Ink type	Paper size	Price (per page)
Black and white	A4	\$0.10
Black and white	A3	\$1.50
**Colour print	A4	\$1.00 below
**Colour print	A3	\$3.00 below

****Subject to the content of the paper**

3. Photocopying Service

KIGS Library has 3 photocopying machines that produce Black and white A4 (cost \$0.05) copies, with reduction and enlargement facilities. Coloured A4 and A3 copies cost the same as printing. ****Payment for printing and photocopy should be made at the library counter.**



4. Computers and the internet

There are 4 computers connected to the internet provided in the library and are intended for educational purposes. In no event that the available facilities (plugs, Ethernet cable etc) are used for personal laptops or other devices without prior permission. The library computers or components are not allowed to be removed for any reason without permission. Anyone caught taking these items will incur a harsh penalty, including, but not limited to, expulsion from the library for a given time, and/or expulsion from Kolej IGS.

5. Laptop access to wireless networks

Students are now able to configure their own laptops and other compatible portable devices to access Internet and other IT services via the wireless networks. If advice or assistance is needed on configuration equipment to this service, please consult the librarian in charge.

6. References & Information services

If you are looking for more information, the KIGS library staff can point you in the right direction.

7. Binding services

The library also provides binding services for the convenience of students. Stationaries such as binding rings, transparency, CD-R, and folder files can be purchased at the library counter.



8. Electronics Resources and Collection

The library strives to diversify the reading materials by obtaining e-resources such as e-books, e-journal and CDs. At the moment, E-materials can be accessed on KIGS Learning Management System (LMS). Simply log-in to your account and search for **KIGS eLibrary**.

9. Study Spaces

Group study rooms and individual study carrels are also available in the library. Usage are on a first come, first serve basis.

Borrower Responsibilities

- Borrowers agree to abide by the rules and regulations of KIGS Library.
- Borrowers are required to present a valid student ID card for checkout material.
- Borrowers should note time and date that material is due. Overdue notices are sent as a courtesy. Failure to receive notification does not relieve the borrower of the obligation to return materials when they are due or justify a reduction in fines.

Dos and Don'ts

- No food, drinks, gum or smoking are allowed in the library.
- Mobile phones are allowed in the library as long as they are on silent mode.
- All items such as bags, files, laptop cases are not allowed into the library. They should be stored at the provided storage area.

- All library users are expected to be silent at all times. This is to allow students who need a quiet environment to do their projects, homework, assignments etc. Please respect these student's need to concentrate on their studies and revision.
- Exception will be applied if they are in a group, doing school works or projects. In this case, discussion will be allowed but they are expected to keep their voices low.
- Please ensure that all of your personal belonging are taken care in the library. The library will not be responsible for any items that are lost or damaged by the library user's negligence.

Opening hours

Monday—Thursday and
Saturday
(8AM—4.45PM)

BREAK TIME
12PM – 1.30PM

Closed

Friday, Sunday and Public
Holidays