

INSTRUCTIONS FOR LIBRARY MEMBERS

TO BORROW A BOOK

- Write the due date (1 month from date of loan to the nearest working day) on the book **Title Card** and the **Due Date Card**.
- Place the **Due Date Card** in the book pocket, usually pasted on the last page of the book.
- Insert the book **Title Card** into the pocket of your library card and place the card according to the correct date slot in the library loan box.

FES 420 North Bridge Road #05-05 North Bridge Centre S (188727) Tel: 63383665
Office hours: Weekdays 8.30 a.m. to 5.30 p.m. Email: fes.library@fessingapore.org
Webpage: <http://fessingapore.org/resources/library>

LIBRARY RULES

1. **Only FES library members** are allowed to borrow the library items. To apply for membership, please complete the library membership form.
2. **Membership** is free for **students** of FES affiliates, staff and ASWs.
3. **Graduates** (GCF, NUGCF, former CFers) are charged an annual membership fee of **\$15**.
4. Members will be given **four library cards** each.
5. You may borrow up to four items – English and/or Chinese – for a period of **one** month per item, including red-spot items.
6. Do not ask a staff member to borrow an item on your behalf.
7. **Renewals:** Renewals are allowed **only once** for a period of one month. To renew, you may call the office or write an email to: **fes.library@fessingapore.org**
8. **Overdue items:** A grace period of one month is given for overdue items to be returned, after which **a fine of 10 cts per item per working day** will be charged.
9. **Lost/Damaged items:** Lost/damaged items should be replaced by the borrower. Alternatively, the borrower will have to pay the cost of the item.
10. If you are unable to return the items within office hours, please arrange with your staffworker to return them for you. Kindly calculate the fines due (if applicable) and pass the money through the staffworker as well.

(Updated March 2018)