



Operation Loan Agreement

1. The majority of the collection in the Resource Library will be available on loan to registered users of the Ministry of Education and other educational institutions.
2. The library shall maintain a reference collection.
3. All registered users must comply with the policy as set out by the Media Resource Department.
4. Anyone who disregards the policy of the library will not be allowed to borrow from the collection.
5. All hardware/software leaving the library must be signed out and its destination recorded.
6. The borrower is responsible for ensuring that the items borrowed under his/her name are returned to the library and signed in as returned.
7. Patrons borrowing hardware will be given documentation for presentation to the Ministry's security if and when challenged.
8. In spite of the fact that emergencies occur, library personnel cannot guarantee that hardware requested at short notice can be provided.
9. Loans will continue to be provided on a first come, first served basis unless prior booking is made and confirmed.
10. Patrons may visit the library to make selections from the relevant catalogue or collection.
11. Patrons will be able to access the online facilities set up for their convenience.
12. All borrowed items should be returned within the time indicated by the library staff.
13. Requests for a large variety of hardware/software must be made in advance.