

## **Library Policy**

### **1. Book Loan Terms and Conditions**

- Students are allowed to borrow up to a maximum of 3 books for a period of 14 days.
- Books must be borrowed in person at the NAA Resource Centre located at Level 3.
- Student must produce their Student Card when borrowing books.
- Students are responsible for all loans borrowed under their name and materials must be returned in good condition.
- Returned items, which are mutilated or damaged, would have to be paid by the borrower.

### **2. Book Reservation**

- Books may only be reserved for a period of 5 working days; thereafter it shall be released for loan.
- Reservation can be done through email at [studentservices@NAA.edu.sg](mailto:studentservices@NAA.edu.sg).

### **3. Loan Renewal**

- Students may renew library books subjected to non-reservation of the item by another member.
- Renewal requests should be sent in advance, and will be granted subject to availability of books
- Renewal period may be extended for only 14 days from due date.
- Students may renew their books personally through email or via telephone.

### **4. Due/Overdue Items**

- All loans should be promptly returned, unless renewed.
- Books must be returned at the Student Service Centre during operating hours.

### **5. Enquiry**

- For enquiry on the status of your book loan / reservation, please call the Student Services Executives at 6738 2910 or email [studentservices@NAA.edu.sg](mailto:studentservices@NAA.edu.sg).

## **Operating Hours**

Monday to Thursday:	9 am – 7 pm
Friday:	9 am – 10 pm
Saturday:	9 am – 8 pm
Sunday:	8.30 am – 5 pm
Public Holiday:	Closed

**LIBRARY BOOK LOAN FORM**

<b>Name:</b>		<b>Student ID:</b>	
<b>Email:</b>		<b>Contact No.:</b>	
<b>Program :</b>			
<b>1</b>	BOOK TITLE: _____	<b>For Official Use</b>  <b><u>For Loan</u></b> Name of Staff: Staff Signature: Date: <b><u>For Return</u></b> Name of Staff: Staff Signature: Date:	
	BOOK CODE: _____		
	LOAN DATE: _____ DATE DUE: _____ (2 weeks from loan date)		
	RENEWAL DATE: _____		
<b>2</b>	BOOK TITLE: _____	<b><u>For Loan</u></b> Name of Staff: Staff Signature: Date: <b><u>For Return</u></b> Name of Staff: Staff Signature: Date:	
	BOOK CODE: _____		
	LOAN DATE: _____ DATE DUE: _____ (2 weeks from loan date)		
	RENEWAL DATE: _____		
<b>3</b>	BOOK TITLE: _____	<b><u>For Loan</u></b> Name of Staff: Staff Signature: Date: <b><u>For Return</u></b> Name of Staff: Staff Signature: Date:	
	BOOK CODE: _____		
	LOAN DATE: _____ DATE DUE: _____ (2 weeks from loan date)		
	RENEWAL DATE: _____		

No. of Books Borrowed: \_\_\_\_\_

Borrower's Signature: \_\_\_\_\_