

For more information regarding LIBRARY and LEARNING CENTRE, please contact

**LIBRARY AND LEARNING CENTRE  
POLITEKNIK BRUNEI**

Block 2E Condominium Ong Sum Ping,  
Jalan Ong Sum Ping,  
Bandar Seri Begawan BA 1311,  
Negara Brunei Darussalam

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## POLITEKNIK BRUNEI

### VISION

To be a reputable polytechnic producing innovative, skillful and marketable graduates

### MISSION

To equip students with sustainable skills through holistic and quality education in a supportive teaching and learning environment

### MOTTO

Innovation Begins Here

### VALUES

Integrity  
Leadership  
Respect  
Innovation  
Collaboration  
Excellence



قوليتيكنيك بروني  
POLITEKNIK BRUNEI

ڤرڤوستاڤاڤان دان ڤوسات ڤمبلاڤاران قوليتيكنيك بروني

PERPUSTAKAAN DAN PUSAT PEMBELAJARAN

*LIBRARY  
GUIDE*

## LIBRARY OPENING HOURS:-

PERIOD	TIMES
School Terms	8.00 am — 4.00 pm
School Holidays	8.00 am — 12.00 noon 1.45 pm — 4.00 pm
Friday, Sunday and Public Holidays	Closed

Monday - Thursday and Saturday

### Note:

Circulation services will cease fifteen minutes before closing time

## REGULATIONS

1. Eating, drinking, smoking or sleeping are NOT allowed in the Library.
2. Library users must be properly dressed and well behaved.
3. Silence must be observed in the Library.
4. Borrowers are responsible for library materials on loan to them. Fines will be imposed for any loss or damage.
5. All users are required to take heed of the Library notices and instructions in the Library.
6. Student found causing undue disturbance may be asked to LEAVE.

## MEMBERSHIP

1. Registered
2. Free
3. Valid only for the period stated on the card

## SERVICES & FACILITIES

1. Lending
2. Reference
3. Papercut ( printing)
4. Binding
5. Laminating
6. Photocopy
7. Wifi / Internet Surfing
8. Discussion Room
9. Television / Av
10. Self check point
11. Book drop
12. Scanner

USER	MAXIMUM LOAN	MAXIMUM LOAN PERIOD
Lecturer / staff	30	30 days
Student	12	14 days

⇒ Loan

⇒ Renewal of Loan

Books on Loan can be renewed twice unless another user has reserved them

⇒ Fines for Book Overdue

20¢ per day including public holiday

⇒ Lost / Damage Library Materials

- Either full replacement
- A fee will be charged

⇒ Computers

- Only members may use the computers.
- Members are required to present their membership cards before using the computers.

⇒ Photocopy

Users may photocopy documents

PAPER SIZE	PER PAGE	DUPLEX PAGES (BACK TO BACK)
A4	10¢	15¢
A3	20¢	35¢