



# Catholic Theological Institute of Singapore 新加坡天主教神學院

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[www.ctis.sg](http://www.ctis.sg)

## Library Rules & Regulations

### Membership

1. While the public is welcome to browse through the stacks, only members can borrow books. The annual membership fee is **S\$20.00**.
2. All users are required to sign in when entering the library.
3. Members will be provided a library card for borrowing books, unless they are CTIS students, volunteers, staff, clergy, or Friends of CTIS, all of whom are automatically members of the library. Membership cannot be transferred.
4. CTIS students and volunteers must use their respective student or volunteer cards to borrow books.
5. The librarian may, at her discretion, refuse an application for membership or forfeit a current patron's membership.

### Services

1. Members may borrow up to 4 books for a month.
2. Book loans must be renewed prior to or on the due date, whether in person, by phone (6902 8711), or by email ([carmendenia@ctis.sg](mailto:carmendenia@ctis.sg)). Renewal and recall of borrowed texts are at the librarian's discretion.
3. Photocopying services are available for members. Please note that, under Singapore Copyright Law, not more than 10% or one chapter of a text (whichever is greater) may be photocopied.

### Fees

1. A replacement library card costs **S\$5.00**.
2. The patron is responsible for all books borrowed under his name. If a book is lost or damaged while on loan, please report this to the librarian, who will charge for the cost of replacing the book, including shipping fees. Repeated losses may incur penalties.
3. Patrons will be charged **S\$0.20/day** for each overdue book.
4. Photocopies are **S\$0.10/A4 page**.

### Notes

1. Please update the librarian when your contact details change.
2. Reference books (i.e. with a red label on the spine) and periodicals are to be used only in the library.
3. The librarian will remove all personal items left unattended. The library is not liable for the loss or damage of patrons' items.
4. Smoking, eating, and drinking are prohibited in the library. Patrons disturbing other patrons may be asked to leave.

### Additional notes due to Covid-19

1. Patrons must be fully-vaccinated against Covid-19 or have evidence of medical exemption in order to enter the library.
2. Please sign in and out of the library in order to help with potential contact-tracing.
3. Please wear a mask at all times.
4. The library can only have up to 20 users at a time. Thank you for understanding that the librarian has to restrict entry once maximum capacity has been reached.
5. Please follow the safe-distancing markers when queuing at the library counter and please avoid being in the same shelf area as another user (e.g. only one student at a time can browse through the reserved texts on L1).
6. Please follow the safe-distancing markers at the tables (e.g. avoid the spots marked with a red 'x').

Thank you for helping us protect the health of all our library visitors! Happy reading.