



## Policy of Library Guest Readership

### Introduction

In order to fulfill its responsibility to meet the information needs of academic research at the university and specific research projects from local and visiting academics, the university establishes a guest readership for individuals who wish to access the collections and resources provided by the USJ Library.

Guest Readers (hereafter “Patron”) are registered members who enjoy the right to use the university library according to the conditions stated in this document. General conduct and regulations are also applied to patrons as long as they are users of the university library.

### Period of Validity

USJ Guest Readership is a 1-year, non-transferable membership provided by the university library.

### Renewal

Patrons should renew their membership through email confirmation before their memberships expire.

### Fees

- The annual Fee will be MOP 50.00
- The refundable Deposit Fee will be MOP 300.00

### Premium Plan

For those who are interested in using the library's digital resources, a premium plan for an annual payment of MOP 500.00 will allow them to use the selected databases or digital resources with off-campus access.

### Eligible applicants

The USJ Library Guest Readership is open to applications under the following conditions:

1. Researchers
  - *A reference letter submitted by the faculty dean, programme coordinator, research coordinator, director of the research center, or with specific approval by the head librarian*
2. Visitors
  - *Open to public audiences who are interested in the university collection.*
3. Alumni of USJ or relevant institutions
4. Enrolled Lifelong Learners of USJ
  - *Active students from the lifelong programme at the university*
5. Member of USJ cooperative institution
  - *A reference letter issued by the institution*



## Registration

**Step 1:** Fill out the online form.

**Step 2:** The applicant will receive an email notification from the USJ Library for the acceptance or denial.

**Step 3:** Accepted applicants need to provide a copy (which includes a valid ID/Passport, contact information, and a three-month valid residence address) for the first time in the library.

## Require Document

Category	Application Form	Reference Letter	Deposit Fees	Annual Fee
Researcher	✓	✓		
Visitor	✓		✓	✓
Alumni of USJ	✓		✓	✓
Lifelong Learning Student	✓		✓	
Member of institution with reach USJ MOU	✓	✓	✓	

\* Members of USJ Alumni Association will have their annual fee waived.

## Privileges

1. The annual fee is not refundable after the process is complete.
2. The card and loan items are non-transferable.
3. The same card can only be used again when all items borrowed have been returned to the USJ Library.
4. The card will be temporarily suspended to be used for unclear fines and reported to their associations. Fines are listed in the regulation.
5. The borrowing libraries are responsible for checking and recalling the loans of the USJ Library when the borrowers terminate or resign from the university.
6. A readership that expires within 10 days may not be allowed to borrow the items.