



Regulation of Interlibrary Visitor Loan

Introduction

USJ Library is a member of the Macau Academic Library Alliance (MALA). The library's print collection is available to MALA member library students and staff. This regulation applies to the loan model of MALA Hub (online request) and MALA Card (onsite loan).

Eligible Users and Conditions

Valid cardholder from MALA member libraries.

1. The card and loan items are non-transferable.
2. The same card can only be used again when all items borrowed have been returned to the USJ Library.
3. The card will be temporarily terminated to be used for unclear fines and reported to their associations.
4. The borrowing libraries are responsible for checking and recalling the loans of the USJ Library when the borrowers terminate or resign from the university.

Privilege

Borrowing: Patrons must present the following documents to the circulation desk for borrowing:

1. MALA Hub: Institution Card and Pickup Email
2. Onsite Loan: Institution Card and MALA Card

Loan Quota: Three items for each MALA Card or five items for each MALA account.

Renewal:

1. The loan period is for 14 days.
2. A one-time renewal is permitted.
3. The renewal is not permitted if the books are held for the next patron.

Return:

Patrons should renew or return books before the due date.

Charges and Fees

1. The USJ Library does not charge a fee for this service except in the following cases:
 - 1) Loss or damage to the books
 - 2) Overdue Fees
2. Any borrowed item not returned by the due date is considered overdue, and the borrower is subject to an overdue fine of MOP 5.00 per day and additional cost per item.
3. After three notifications, the library will automatically acknowledge the loss of the books and proceed with loss processing.
4. Any item damaged or not returned to the library after three notification emails are deemed lost, and the borrower will be subject to an administrative fee of MOP 100.00 and the item price.
5. Loss of books must be reported to the USJ Library immediately, and a response must be given for the replacement charge of the books.
6. The charges and fees are a component of the library loan policy. The library reserves the right to amend the terms of service.