Library Access

Location:
- The Library is located at Level 7, Sunway Velocity Mall.

Computers:
- There are 3 computer labs located on the same level as the Library. Students can send their print jobs to a printer located inside the Library.

Opening hours:
- Mon – Fri: 9.00am – 6:00pm
- Closed on Saturdays, Sundays and Public Holidays

CCTV surveillance:
- The Library is monitored by CCTV. However, users are advised to safeguard their personal belongings and not leave them unattended. The Library will not be responsible for any loss or damage to Library users' personal belongings.

Seating capacity:
- 38 individual study tables, 5 group study rooms, 1 meeting room with 10 seats.

Loan Eligibility:

<table>
<thead>
<tr>
<th>Collections</th>
<th>Sunway College Velocity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic: Full-Time</td>
</tr>
<tr>
<td>Open Shelf</td>
<td>Quantity</td>
</tr>
<tr>
<td>Sunway Velocity Library</td>
<td>Loan Period</td>
</tr>
<tr>
<td>Sunway Campus Library</td>
<td></td>
</tr>
<tr>
<td>Lecturers</td>
<td>Quantity</td>
</tr>
<tr>
<td>Copies (LCP)</td>
<td>Loan Period</td>
</tr>
</tbody>
</table>

* Academic staff and students from Sunway College KL are not allowed to borrow books from the Sunway Velocity Library.

Electronic Resources:
- In addition to print books, students and staff can access E-Resources from https://sclibrary.sunway.edu.my.

Rules and Regulations

- Library staff on duty reserve the right to check books, files, and bags that are being taken out of the Library.
- Playing cards or games, littering and talking loudly are strictly prohibited in the Library.
- Foods and drinks (except plain water) are not allowed to be brought into the Library.
- Library users must treat library materials with due care and consideration.
- Library users will be held responsible for items that are damaged, mutilated or lost while on loan to them.
- Library users, who photocopy materials, are fully responsible for any action contravening the Copyright Act.
- Library users are expected to take care of all personal belongings brought into the Library. The Library will not be responsible for any loss of or damage to library users' personal belongings.
- Users are not allowed to remove library furniture and equipment from their original places.
- Any user, whose behavior is deemed to be disturbing the peace of the Library, may be asked to leave the premises.
- Children below 12 years of age are not allowed into the Library.
- Mobile phones must be put on Silent Mode. Talking on mobile phones in the Library is not allowed.
- Reservation of seats or computers is strictly forbidden.
- Violation of Library Rules & Regulations can result in the following penalties being imposed on users:
  - Being asked to leave the Library.
  - Not being allowed to enter and use the Library facilities for a specified period of time.
  - Having their borrowing eligibility suspended.
  - Being referred to the Disciplinary Authorities of Sunway University and Sunway College KL.
- No bag should be brought into the Library.
- Students who postpone, withdraw or have completed courses must return all borrowed materials to the Library.

Membership:
- Library membership ID is needed to borrow books and access E-Resources.
  For students, the library ID is student ID, for staff is the serial card number.
  By default, the PIN number is 1234.