



UNIVERSITY OF SAINT JOSEPH

聖若瑟大學

## USJ Library

### Macau Academic Libraries Consortium Card Regulations

#### 1. Introduction

This “Macau Academic Libraries Consortium Card Regulations” of the University of Saint Joseph is applied to ensure the smooth operation of our library for all the remaining consortium library patrons, within the spirit of resource sharing that is the foundation of the Macau Academic Libraries Consortium. Hereafter the University of Saint Joseph Library will be named USJ-Library and the Macau Academic Library Consortium as MALC.

#### 2. Eligible Users and Conditions

Using MALC card in USJ-Library assumes the knowledge and understanding of these regulations. This loan service is available for the patrons of all MALC libraries.

#### 3. Borrowing Privileges

This service is eligible only for standard books of general circulation. Other types included in collections such as Reference, Audio-visuals, Special, Thesis and Dissertations, etc. are not eligible.

#### 4. Borrowing Method

Upon presenting the MALC card issued by the borrowing library along with a personal identification document and the information of the patron ID (student, teacher or staff), borrow and return of books should be done at the USJ-Library circulation counter.

#### 5. Loan Details

- a. Using the card in USJ-Library is restricted to the patron responsible for it. The card should never be lent to a third party without the knowledge of the borrowing library.
- b. For each MALC card is permitted the loan of 3 items. The same card can only be used again when all items borrowed have been returned to the USJ-Library.
- c. The loan period is for 14 days (stamped on the last page of the book). This period could be renewed for only one time. Patrons should ask for permission, before the due date, sending an email to [library@usj.edu.mo](mailto:library@usj.edu.mo). The renewal is not permitted if other patron is waiting for the book.

- d. In the event of overdue, loss or damage, borrowers all abide by the “Regulations” set by the USJ-Library.
- e. Any borrowed item not returned by the due date is considered overdue and the borrower is subject to a fine of MOP5/day. Borrowers must settle overdue loans and fines before they are permitted to borrow again.
- f. Any item damaged or not returned to the library within 90 days from the due date is deemed lost and the borrower will be subject to an additional processing fee of 100MOP plus the replacement costs.
- g. In the event that the borrower refuses to shoulder the responsibilities for loss, damage, overdue charges or other cases related to the library, the respective borrowing library is fully responsible for any fees incurred.
- h. The borrowing libraries are responsible for checking and recalling the loans of USJ-Library when the borrowers terminate or resign from school.
- i. In the case of loss of the MALC card, USJ-Library should be informed immediately for borrowing suspension. The borrowing library is responsible for any loss of the card. The MLIMA regulation for replacement of lost/damaged cards prevails and the borrowing library will be responsible for any charges incurred.
- j. Patrons should borrow or return items directly to the library staff in the circulation counter during the opening hours of the USJ-Library.

University of Saint Joseph  
Library  
Rua de Londres 16, Macau SAR.  
library@usj.edu.mo  
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Library Hours:  
Monday-Friday 08:30AM - 10:00PM | Saturday 10:00AM - 7:00PM | Sunday and Public Holidays Closed