

Guidelines

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This guideline apply to the request, retrieval, receiving and returning of prohibited library materials for reference purpose.

No.**EXPLANATIONS****1.0 Request for reference of Prohibited Library Materials**

- 1.1 User search for library material via OPAC or Library Management Apps.
- 1.2 The system will display the internal location of the prohibited library material.
- 1.3 A request can be made over the counter if the user needs the prohibited library material for in-house reference.

2.0 Retrieving Prohibited Library Material for reference purpose

- 2.1 When a user request is received, the Designated Officer (DO) will assist in retrieving the material.
- 2.2 The DO shall advise the user to fill in the log book provided at the Special Collection Room counter.
- 2.3 Then, the DO shall advise the user to use the material only in the Special Collection Room.

3.0 Reference Service Process of Prohibited Library Material

- 3.1 After the materials are retrieved from the Prohibited Library Materials Room, the DO shall immediately take the following action:
 - 3.1.1 Handover the material to the user.
 - 3.1.2 Inform the user that photocopying, scanning, and photography are not allowed.
 - 3.1.3 Only note-taking is allowed.

4.0 Returning of Prohibited Library Material

- 4.1 When handling prohibited library materials, the counter staff will inform the user to place them in the designated trolley.

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4.2 The DO shall return the material to the Prohibited Library Materials Room.

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