

Ho Chi Minh City, June, 12, 2024

LIBRARY REGULATIONS

Article 1. Eligible Users

Students, postgraduate learners, doctoral candidates, lecturers and staff of Ho Chi Minh University of Banking, as well as other individuals with a need to use the library in accordance with the Library Law (are considered library users).

Article 2. Service Hours

From Monday to Saturday:

- Book Stacks Area (1st and 2nd Floors).
 - o Morning: 7:30 AM – 11:30 AM.
 - o Afternoon: 1:00 PM – 5:00 PM.
- Self-Study Area (Ground Floor and Mezzanine): 7:30 AM – 5:00 PM.

Article 3. Borrowing Policy

User Group	Maximum Number of Books	Loan Period (days)	Renewal Period (days)	Number of Renewals
Full-time undergraduate students.	4	15	15	2
Full-time undergraduate students in high-quality programs (partial English).	5	20	20	2
Part-time students, second-degree students.	5	15	15	2
Students and learners of International Training Institute programs.	5	15	15	2
Postgraduate learners – Doctoral candidates.	5	15	15	2
Lecturers, officials, and staff members of the university.	5	30	30	2
External users.	Access to digital library account			

Notes:

- Loan periods are based on library service hours.
- Books eligible for home loan are labeled with spine codes (1), (2), and (CIC). Reference books (TK), dictionaries, theses, dissertations, scientific research papers, newspapers, journals, and multimedia materials are for in-library use only.

Article 4. Responsibilities of Library Users

1. Present student/learner ID card or identification document when entering the Library.
2. Do not lend your card or use someone else's card to access library services.
3. No smoking, food, or flammable materials allowed in the Library.
4. Maintain silence, walk quietly, speak softly, and avoid phone use inside the Library.
5. Do not move furniture; take care of all library assets. Users must compensate for any damage according to current value.
6. Maintain library decorum: wear appropriate attire; do not write on tables; no lying down or putting feet on furniture.
7. Comply with laws on intellectual property, state secrets, and other relevant regulations when printing or copying materials.
8. Do not write on, erase, fold, wet, or damage library materials.
9. Settle all debts with the Library before graduation, course completion, or termination of employment.
10. Follow instructions of Library staff.

Article 5. Rights of Library Users

1. Receive a library account upon completing enrollment/registration to access library services.
2. Access and use library resources and facilities in accordance with library regulations.
3. Use library services including:
 - a) On-site reading;
 - b) Home borrowing;
 - c) Digital library access;
 - d) Document request;
 - e) Information inquiry;
 - f) Resource exhibitions and introductions.
 - g) Other services.
4. Receive guidance on using the library, library rules, and support in searching, selecting, and utilizing information.
5. Submit feedback regarding staff service quality.

Article 6. Regulations for Accessing the Book Stacks (1st and 2nd Floors)

1. Only notebooks, pens, laptops, and unbound documents are allowed in the book stacks.
2. Bags and personal items must be stored in the library's locker system. Users are responsible for their belongings. The Library is not liable for any loss. Lockers must be returned after use..
3. Return on-site reading materials to the designated area after use.
4. Borrowing/returning procedures must be completed at least 10 minutes before closing time.
5. Check materials before borrowing. If damaged, wet, torn, or marked, report immediately to staff. Otherwise, the user is responsible and will be fined if issues are found upon return.

Article 7. Regulations for Using the Digital Library

1. Keep account credentials confidential; do not share with others.

2. Use electronic resources in accordance with intellectual property laws and licensing agreements for each database the Library subscribes to..
3. Do not use any tools or software to download content systematically for any purpose.

Article 8. Penalties and Violations

1. Users who return overdue books, lose, or damage library materials shall be subject to the following penalties:

No	Violation	Penalty/Compensation
	Overdue book return	- Fine: 5,000 VND/day/book (maximum 150,000 VND/book). - Exemptions may apply in cases of force majeure as defined by civil law.
2	Dirty, marked, stained (10+ pages), torn (1+ pages).	- Compensation: Book price $\times$ 2 + overdue fine (if applicable). - Replace with the same/newer edition + overdue fine.
3	Minor stains/marks (<10 pages), book still usable.	Compensation based on number of pages: - Vietnamese books (13x19 cm and similar sizes): 1,500 VND per page - Vietnamese books (20x25 cm and similar sizes): 2,000 VND per page - Foreign-language books (13x19 cm and similar sizes): 3,000 VND per page - Foreign-language books (20x25 cm and similar sizes): 5,000 VND per page
4	Lost book	- Compensation in cash: Book price $\times$ 2 + overdue fine (if applicable). - Compensation by replacement: The exact same book or a newer edition + overdue fine (if applicable).
5	Lost book with no price and unavailable on the market	Compensation based on the number of pages: - Vietnamese books (13x19 cm and similar sizes): 1,500 VND per page. - Vietnamese books (20x25 cm and similar sizes): 2,000 VND per page. - Foreign-language books (13x19 cm and similar sizes): 3,000 VND per page. - Foreign-language books (20x25 cm and similar sizes): 5,000 VND per page.
6	Torn cover, loose binding but repairable.	- Vietnamese paperback books (13x19 cm and similar sizes): 20,000 VND per copy - Vietnamese paperback books (20x25 cm and similar sizes): 25,000 VND per copy - Foreign-language hardcover books (13x19 cm and similar sizes): 30,000 VND per copy - Foreign-language hardcover books (20x25 cm and similar sizes): 35,000 VND per copy

2. Removing materials from the Library without proper checkout: fined 2× book price and a violation report will be issued.
3. Using someone else's card/ID: A violation report will be filed and reported to the Center for Student Affairs and Enterprise Relations for disciplinary action.
4. Lost/damaged locker keys or not returning the key: fined 50,000 VND per incident.
5. Damaging equipment: compensation determined case-by-case in coordination with relevant departments.
6. Serious violations will be addressed by the Library Board in coordination with relevant departments or escalated to the Rector for disciplinary action in accordance with current laws.
7. All financial penalties must be paid at the Finance – Accounting Department.

Recipients:

- University Board of Rectors (for reporting);
- Library users (for implementation);
- Library officials and staff (for enforcement);
- Finance – Accounting Department (for coordination);
- Student Affairs & Enterprise Relations Center (for coordination);
- Personnel Department (for coordination);
- Archives: Library.

**ON BEHALF OF THE RECTOR
VICE RECTOR**

Ha Thi Thieu Dao