

PENANG PUBLIC LIBRARY CORPORATION  
ENACTMENT, 1972

PENANG PUBLIC LIBRARY RULES, 1974

In exercise of the powers conferred by section 25 of the Penang Public Library Corporation Enactment, 1972, the Penang Public Library Corporation with the approval of the State Authority, hereby makes the following Rules :

Enactment 2  
of 1972

1. These Rules may be cited as the Penang Public Library Rules, 1974. Short Title.
- Interpretation. 2. In these Rules, unless the context otherwise requires -
- “ Book ” means any form of written or graphic record, including manuscripts, typescripts, books, newspapers, periodicals, pictures, engraving, music score, photographs, maps, charts, prints, deeds, drawings and other graphic art forms, film strips, gramophone records, tape recordings and other recordings on paper, film or other material and reproduction thereof ;
- “ Corporation ” means the Penang Public Library Corporation established under section 3 of the Enactment ;
- “ Enactment ” means the Penang Public Library Corporation Enactment, 1972 ;
- “ Librarian ” means the person appointed as such by the Corporation or in his absence any other person authorised by the Corporation to act on his behalf ;
- “ Library ” means the Penang Public Library established under section 14 (a) of the Enactment and include libraries and mobile libraries established, managed or maintained by the Corporation ;
- “ Library Officer ” means the Librarian or any other person employed by the Corporation for the purpose of carrying out its functions under the Enactment ;
- “ Member ” means a person who has been duly registered and has paid the necessary fee under Rule 6.
- Duties of Librarian. 3. (1) The Librarian shall be in charge of the Library.

	(2) He shall be responsible : -	
	(a) For the safe custody of the books and other property therein ; and	
	(b) to the Corporation for carrying out the policies and instructions laid down by the Corporation.	
Authority of Library Officers.	4. Any Library Officer has the authority to ask any person who causes disturbance or annoyance within the premises of the Library and its compound to leave the same.	
Opening Hours.	5. The Library shall be opened on such days and during such hours as the Corporation may from time to time determine.	
Registration of a Member	6. (1) Subject to section 17 of the Enactment, a person who has completed and signed the prescribed application form and who has paid the required fee may be registered once only as a member of the Penang State Library or any branch library for the express purpose of borrowing books / periodical / audiovisual.	PPLR (A) 2005 PPLR (A) 2010
	(2) Application for junior membership shall be countersigned by his parent or guardian who shall undertake responsibility for the books / periodical borrowed by the applicant.	PPLR (A) 2010
	(3) For registration, a person shall be required to produce his MyKad and for children under 12 years shall be required to produce their MyKid. Children with no Mykid should produce their Birth Certificate and one photograph (ID Size). For police and army personnel, they have to produce their Identity Card and one photograph (ID Size).	PPLR (A) 2005 PPLR (A) 2010
	(4) The Librarian shall issue an official receipt for every fee paid.	
Categories of Membership and Fees.	7. (1) Membership of the Library shall be classified into the following categories -	PPLR(A) 1991
	(a) Any person who is 12 years and above and ordinarily resides in the State of Malaysia may be registered as an adult member on payment of registration and yearly subscription fees as may be determined by the Corporation from time to time.	PPLR (A) 2010

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| <p>(b) Any person who is below the age of 12 years and ordinarily resides in the States of Malaysia may be registered as a junior member on payment of registration and yearly subscription fees as may be determined by the Corporation from time to time.</p> <p>(c) All members of a family and ordinarily reside in the State of Malaysia may be registered as a family member on payment of registration and yearly subscription fees as may be determined by the Corporation from time to time.</p>  | <p>PPLR (A) 2010</p>  |
| <p>8. (1) Cancel.</p> <p>(2) Cancel.</p>   | <p>Return of Deposit.<br/>PPLR (A) 1991</p>   |
| <p>9. A member shall be required to notify the Librarian immediately of any change of address.</p>   | <p>Changes of Address.</p>  |
| <p>10. (1) A membership card shall be issued free of charge to a member upon registration.</p> <p>(2) Membership card is not transferable.</p> <p>(3) Cancel</p> <p>(4) Cancel</p> <p>(5) The loss of a membership card shall be reported immediately to the Librarian and may be replaced on payment of such fee as may be determined by the Corporation. No fines will be charged on those who use MyKad / MyKid as a membership card.</p> <p>(6) A damaged membership card will be reported immediately to the Librarian and will be charged for replacement of the card. No fines will be charged for a damaged membership card for a member who has MyKad / MyKid as a membership card.</p> <p>(7) Cancel</p> | <p>Membership Card.<br/>PPLR (A) 2005</p> <p>PPLR (A) 2005</p> <p>PPLR (A) 2005</p> <p>PPLR (A) 2005</p> <p>PPLR (A) 1991<br/>PPLR (A) 2005</p> <p>PPLR (A) 2010</p> <p>PPLR (A) 2005</p> <p>PPLR (A) 2010</p> <p>PPLR (A) 1991<br/>PPLR (A) 2005<br/>PPLR (A) 2010</p> |
| <p>“Kelab Aktiviti Sinar Pintar” registration</p>  | <p>(8) For “Kelab Aktiviti Sinar Pintar” registration membership, a person shall be required to produce MyKad / MyKid or membership card.</p> <p>PPLR (A) 2014</p>  |

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| <p>11. (1) The duration of loan for books / periodicals / audiovisual materials shall be two weeks from the date of issue.</p> <p>(2) A book(s) / periodical / audiovisual material may be renewed only once for another two weeks provided that it is not already reserved, and subject to the payment of any fine due.</p> <p>(3) Renewal may be made only once by phone, personally or through the internet, subject to Rule 11 (2).</p>   | <p>Duration of Loan.<br/>PPLR (A) 2005</p> <p>PPLR (A) 2005</p>   |
| <p>12. Notwithstanding Rule 11, the Librarian may fix a different loan duration for certain categories of books, periodicals and audiovisual materials upon his discretion.</p>   | <p>Different Duration of Loan.<br/>PPLR (A) 2005<br/>PPLR (A) 2010</p>                                      |
| <p>13. (1)A member retaining a book(s) / periodical / audiovisual materials beyond the specified loan shall be required to pay a fine, the amount of which may be determined by the Corporation, for each day or week thereafter until the book(s) is returned. The Corporation may in any particular case waive the payment of such fines.</p> <p>(2)Postage and other expenses incurred in trying to secure the return of any book(s) / periodical / audiovisual shall be paid for by the member on whose membership the material is borrowed.</p> <p>(3)If the book(s) / periodical / audiovisual is kept for more than a month or if there is habitual over-retention of book(s) / periodical / audiovisual by a member, the Librarian may discretion suspend or cancel his membership.</p> | <p>Book / Periodical / Audiovisual Overdue.<br/>PPLR (A) 2010</p> <p>PPLR (A) 2010</p> <p>PPLR (A) 2010</p> |
| <p>14. (1)A member shall be responsible for any book(s) / periodical / audiovisual borrowed on his membership card. He shall report immediately to the Librarian any damage or loss of the book(s) / periodical / audiovisual while in his possession, and shall be required to pay for any loss, damage, or non-return of the book(s) / periodical / audiovisual at such rate as may be determined by the Corporation after taking into consideration the replacement and other costs of the book(s) / periodical / audiovisual.</p>   | <p>Loss or Damage to Book / Periodical / Audiovisual.<br/>PPLR (A) 2005<br/>PPLR (A) 2010</p>               |

	The fines for material(s) lost will be refunded (the price of the material(s) only) to a member if the material(s) is found and returned to the library in good condition.	PPLR (A) 2010
	(2) A member shall return the book(s) / periodical / audiovisual he borrowed personally. Should he entrust the return of the book(s) / periodical / audiovisual to a person, the member still responsible for the loss, damage, or non-return of the materials.	PPLR (A) 2010
Suspension of Borrowing.	15. All outstanding charges incurred by a member in Rules 13 and 14 shall be discharged by him before any other book(s) / periodical / audiovisual may be issued to him.	PPLR (A) 2010
Reservation.	16. (1) A member may reserve any book(s) / periodical / audiovisual in the stock of the Library on completion of the appropriate form and on payment of such fee as may be determined by the Corporation.	PPLR (A) 2010
	(2) The number of reservations that may be made shall be determined by the Librarian.	
	(3) The user has to enquire or call the Librarian from time to time. The book(s) may be retained for two weeks from the day the book(s) / periodical / audiovisual is returned.	PPLR (A) 2010
	(4) The Librarian may at his discretion cancel any reservation.	
Lending of Book and Periodical to Non-Residents.	17. (1) The Librarian may at his discretion lend any book(s) and periodical in the lending section to a non-resident upon the payment of a fee as may be determined by the Corporation from time to time. The Librarian shall issue an official receipt to him on payment of such a fee.	PPLR (A) 2010
	(2) A non-resident shall be required to produce his passport at the time of registration.	
	(3) He may be entitled to <b>five</b> books, one periodical (not the current issue) and <b>one audiovisual</b> at a time.	PPLR (A) 2010 PPLR (A) 2014
	(4) His eligibility to borrow books and a periodical shall be limited to a duration of twelve months from the date of payment of the fee.	

- (5) Unless the context otherwise requires, the Rules applicable to a member shall be applied mutatis mutandis to a non-resident.
- (6) For the purpose of this Rule, the expression “non-resident” means any person who is not ordinarily a resident in the State of Malaysia.

Inter-Library Loan.

- 18. (1) Books which are not available in the Library may be borrowed for a member on completion of the appropriate form. The member shall bear the postage and any other charge incurred.
- (2) Books may at the discretion of the Librarian be loaned to any Library for a period of up to one month subject to immediate recall if required by the Librarian. The borrowing library shall pay any postage and other charges incurred in borrowing such books.
- (3) The Librarian may at his discretion refuse to borrow from or lend to any library, as the case may be.

Reference Service.

- 19. (1) Books in the Reference Section shall be reserved only for those who wish to consult reference materials.
- (2) No book in the Reference Section shall be removed from the said Section without the consent of the Librarian.
- (3) No personal belongings shall be taken into the Reference Section without the consent of the Librarian.

- 20. (1) Cancel.
- (2) Cancel.

Textbook Collection.  
PPLR (A) 1991  
PPLR (A) 2005

- 21. The Corporation may :-
  - (a) organise and run or participate in extension activities such as public lectures, exhibitions, film shows, etc.
  - (b) permit any part of the Library premises to be used by such persons or organizations for exhibitions, meetings, lectures or such other activities, and subject to such conditions as it may think fit and on payment of such fees as may from time to time be determined by the Corporation. The Corporation may waive such payment.

22. No person other than the Library Officers shall enter or remain in any part of the Library not set apart for the use of the Public. Prohibited Area.
23. (1) Every person entering the Library shall be required to leave cases, bags, and other similar articles belonging to him in the space provided and upon leaving the Library he shall show all articles to the Library Officer on duty. Article to Be Left in Spaces Provided.
- (2) Such articles as are left in the said space shall be entirely at the owner's risk and no responsibility shall be attached to the Corporation or the Library Officers in case of loss or damage.
24. (1) No person shall, in any part of the Library premises :- Prohibitions.
- (a) partake of any refreshments;
- (b) sleep or lie on the furniture or fittings on the floor;
- (c) sit on the floor or staircase;
- (d) smoke, strike a light, or spit; or
- (e) use a mobile phone. PPLR (A) 2005
- (2) No person shall engage in loud conversation in any part of the Library premises.
- (3) No person shall in any manner of conduct or activity cause any annoyance or disturbance in the Library, or cause anything to be done which endangers the safety of the assets and property of the Library.
- (4) No person shall, without the consent of the Librarian :-
- (a) offer anything for sale in the Library;
- (b) take photographs of the Library or of persons in the Library;
- (c) undertake any interview of any kind in the Library;
- (d) display, distribute, affix or post any bill, placard, or notice in, to, or upon any part of the Library; or
- (e) cause or allow any animal belonging to him or under his control to enter or remain in any part of the Library.

- (5) No person shall enter or use the Library who :-
- (a) is offensively unclean in person or in dress;
  - (b) appears to be intoxicated; or
  - (c) is not of sound mind; or
  - (d) is indecently attired.
- (6) No person suffering from an offensive or contagious disease shall enter or remain in the Library.
- (7) No person shall willfully obstruct any Library Officer in the execution of his duty.

Infringement  
of Rules.

25. In addition to the penalty provided in section 23 of the Enactment, any person who persistently infringes any of these Rules after due caution and warning by the Librarian, may at the discretion of the Librarian :-
- (a) if a member, have his membership cancelled; or
  - (b) be removed from the Library premises and refused admission to the Library.

Approved by the Perbadanan Perpustakaan Umum  
Pulau Pinang on 10<sup>th</sup> April, 1975.  
(Amendment 2014)

[PU/PP/1126 Pt. 12.]

Chairman,  
Penang Public Library Corporation



PENANG PUBLIC LIBRARY CORPORATION ENACTMENT, 1972  
PENANG PUBLIC LIBRARY RULES (AMENDMENT), 1991 APPLIES  
PENANG PUBLIC LIBRARY RULES, 1974

POLICY

- (1) The Corporation agreed at its meeting recently to implement the Penang Public Library Rules, 1974 w.e.f. 1 July 1975. The Penang Public Library Rules, 1973 is hereby revoked.
- (2) Clause 10 (1) number of membership cards
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| (a) Adult members may borrow 5 books, 1 periodical, (not the current issue) and 1 audiovisual.                       | PPLR (A) 2010<br>PPLR (A) 2014                  |
| (b) Each family member may borrow 5 books, 1 periodical (not the current issue) and 1 audiovisual.                   | PPLR (A) 2010<br>PPLR (A) 2014                  |
| (c) Junior members may borrow 5 children's books, 1 children's periodical (not the current issue) and 1 audiovisual. | PPLR (A) 2010<br>PPLR (A) 2014                  |
| (d) Members may borrow 1 audiovisual material (maximum 3 cds / set). RM2.00 will be charged as loan cost.            | PPLR (A) 2005<br>PPLR (A) 2010<br>PPLR (A) 2014 |
| (e) <del>Cancel.</del>   | PPLR (A) 2005<br>PPLR (A) 2014                  |
- (3) Clause 10 (5 & 6) replacement of membership card
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| (a) payment of RM 5.00 per membership card (loss)    | PPLR (A) 2010<br>PPLR (A) 2012 |
| (b) payment of RM 1.00 per membership card (damaged) |                                |
- (4) Clause 13 (1) fine for overdue material(s)
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| (a) a fine of 10 cents per book / periodical and 50 cents for audiovisual material for each opening day of the Library following the expiry date | PPLR (A) 2010<br>PPLR (A) 2005 |
| (b) a maximum fine of RM2.00 per book if the book / periodical is kept for more than 20 days   |                                |
| (c) a maximum fine of RM10.00 per audiovisual material if the material is kept for more than 20 days.  | PPLR (A) 2005                  |

- (5) Clause 14 (1) fine for loss or damage to book / periodical / audiovisual PPLR (A) 2010
- (a) a fine for loss or damaged book is the price of the book including RM5.00 for the processing fee; PPLR (A) 2012  
PPLR (A) 2014
- (b) a fine for loss or damaged periodical is the price of the periodical including RM5.00 for the processing fee; PPLR (A) 2012  
PPLR (A) 2014
- (c) a fine for loss or damaged audiovisual is the price of the audiovisual including RM5.00 for the processing fee. PPLR (A) 2012  
PPLR (A) 2014
- (d) the fine(s) will be refunded to the member if the material(s) is found and returned to the library in good condition (the price of material(s) only)
- (6) Clause 16 (1) reservation fee
- (a) cancel. PPLR (A) 2005
- (b) not more than 5 reservations at any one time. PPLR (A) 2010

The charges as follows are approved by the Board at its meeting :-

		CATEGORIES OF MEMBERSHIP	REGISTRATION FEES	YEARLY FEES
a)	on the 1 <sup>st</sup> Aug. 1996	{ 1. CHILDREN	FREE	RM 1.00
		{ 2. ADULT	FREE	RM 2.00
		{ 3. FAMILY	FREE	RM 5.00
		{ 4. NON-RESIDENT	RM 20.00	RM 40.00
		{ 5. MOBILE LIBRARY (ALL Categories)	FREE MEMBERSHIP	-
		{ 6. RURAL LIBRARY (ALL Categories)	FREE MEMBERSHIP	-
b)	on the 9 <sup>th</sup> Oct. 1997	{ 7. SENIOR CITIZEN (55 Years & above)	FREE MEMBERSHIP	-
	on the 8 <sup>th</sup> July 2005	{ 8. NON-RESIDENT (55 Years & above)	RM 10.00	RM 20.00
c)	on the 23 <sup>th</sup> Feb. 1998	{ 9. AUDIO-VISUAL MATERIALS	-	-
	on the 8 <sup>th</sup> July 2005 <b>PPLR (A) 2014</b>	{ 10. INSTITUTION	<b>Cancel</b>	<b>Cancel</b>
		11. BOARD MEMBER	FREE MEMBERSHIP	-
		12. STAFF	FREE MEMBERSHIP	-
		13. HANDICAPPED	FREE MEMBERSHIP	-