

To be reminded

- Periodicals, licensed audio-visual, archives and reference materials are to be used in the Libraries only.
- You can borrow LIS's collection from both library sites in the same privileges.
- It is your responsibility to return library materials by the due date. Failure to do so, you will incur fines.
- If you have fine your account are disable, and your privilege will be blocked.
- If you fail to pay fines, you will not able to register for the next semester, be approved for graduation, etc.

When an item is 15 days overdue, it will be considered as lost item, which will be fined one and a half price of the item.

In case of lost or damaged materials, you should inform the Library's staff immediately. You will given 15 days to find the lost materials. If the materials could not be found, You will be fined one and a half price of the item, and will have to pay for the technical support or maintenance fee as well.

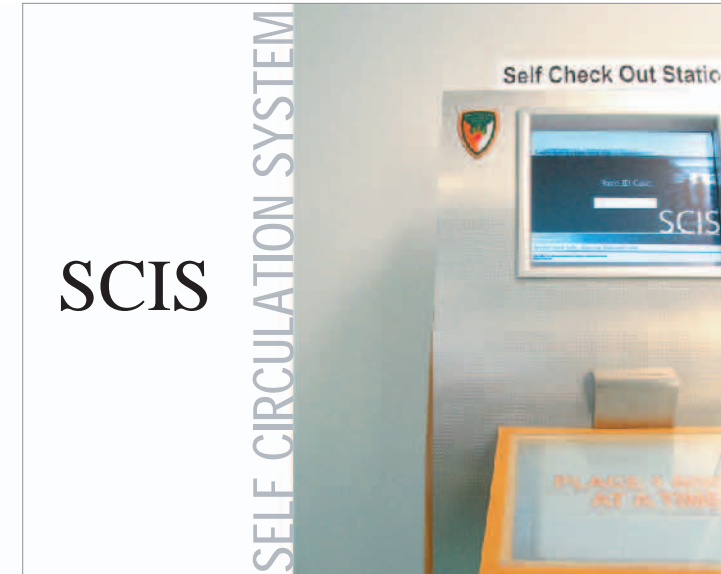


IS - Brochure 06
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Main LIS: 99 Moo 10, Bangtoey, Samkok, Pathumthani 12160 THAILAND
Tel. +66 2599 0000 Fax. +66 2599 3352
Information Counter Ext.1551-2
Circulation Counter Ext.1601-2

Graduate LIS: 1010 Shinawatra Tower III, 16th Flr., Viphavadi Rangsit Rd.,
Chatuchak, Chatuchak, Bangkok 10900 THAILAND
Tel. +66 2949 2420 Fax. +66 2949 2421

email: library@shinawatra.ac.th
Website: <http://library.shinawatra.ac.th>



Shinawatra University
Office of Library and Information Services

IS - Brochure 06

Introduction

The Office of Library and Information Services's Self Circulation System (SCIS) use radio frequency transmission to identify library items. This technology provides LIS users more conveniences when they borrow and return library items. SCIS includes the two main stations:



SCIS



Book Drop



Screen



Receipt Dispensing Slot



SIU Identification Card Place

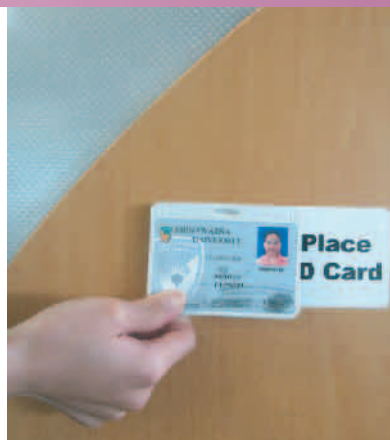


Borrowing Plate



Borrowing

Do
it
by
Yourself



Present SIU ID card on the specified area.



Place only one item on the borrowing plate. Remove an item from borrowing plate when the screen shows "Completed"



Repeat step 2 if you want to borrow more items. Remember to collect your receipt.

Returning

Please return your items by putting them one at a time in the slot at the bookdrop. This is to ensure accuracy in the cancellation of the loans.

Please note:

- Loan for the returned item will be immediately cancelled. However, you may wish to check at circulation counter or via Library's website to confirm your borrowing records.
- For overdue items, the usual fines will be imposed.
- Audio-Visual materials could not be returned through Bookdrop.

