

IIUM LIBRARY

Multimedia Facilities and Equipment

Reservation Policy

1. Rooms are provided for not-for-profit group instructional activities utilising the library AV and multimedia collection.
2. Only lecturers and administration staff are authorised to make the reservation of rooms with the exception of multimedia discussion room.
3. Online reservation request must be submitted no earlier than two (2) weeks from the date of event.
4. Reservation is on a first come first served basis.
5. All requests will be accommodated but the Library reserves the right to refusal of service in view of fair use or inadequate staffing or room condition.
6. Each no show will be subject to loss of eligibility of privilege for one month.
7. Cancellation must be made at the earliest possible opportunity by email or phone (ext.3816).
8. The person who made the reservation will be responsible for any loss and damage caused during the use of the service.