



霹靂汽車裝修廠商公會

PERAK AUTOMOBILE WORKSHOP OWNERS' ASSOCIATION

NO. 18, PERSIARAN KIDD ( OFF KIDD ROAD ), 30200 IPOH, PERAK, MALAYSIA.

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## PAWOA Automotive Resource Centre (PARC)

### BORROWING PROCEDURES

#### WHO MAY BORROW BOOKS AND MATERIALS?

- The PARC is opened to the PAWOA members and public for in-library use of materials.
- Anyone intends to enter the library, needs to register themselves at the designated log book.
- Bags are not allowed to the library.

#### BORROWING MATERIALS

1. Bring books or other circulating materials to the PAWOA secretary where he will create a record of what you are borrowing and when it must be returned.
2. All books and materials are allowable to be borrowed maximum for one month only.
3. You are responsible for the prompt return of all materials borrowed. Fines of RM1.00 per day will be charged for all overdue materials.
4. The books and materials borrowed only for your reading purposes. Do not circulate!
5. Anyone who wishes to borrow the books or materials, are required to provide a deposit of RM50.00 per material. Refund shall be given back once the material is returned in good condition with proven PAWOA official deposit receipt. Please ensure you get your receipt before you leave the library.

## PAWOA 汽车资源中心

### 借阅手续

#### 谁可以借用书籍和资源?

- 汽车资源中心将开放给公会会员和公众在资源中心馆使用书籍和资源。
- 任何有意进入资源中心者，需要在指定的登记簿上进行登记。
- 不准携带手袋进入资源中心。

#### 借书准则

1. 有意借书者请将书籍交给公会秘书做登记。
2. 所有的书籍和资料是允许借用最多一个月。
3. 您有责任迅速归还所借书籍。逾期将收取罚款每天 RM1.00。
4. 图书资料的书籍只给阅读，不要复制和分发！
5. 有意借书者须提供每书籍 RM50.00 的押金。当他还书时而验证书籍状况良好，并交出押金收据公会秘书将退还押金。如您有交押金，请确保您领取押金收据。