VISION
To be a reputable polytechnic producing innovative, skillful and marketable graduates

MISSION
To equip students with sustainable skills through holistic and quality education in a supportive teaching and learning environment

MOTTO
Innovation Begins Here

VALUES
Integrity
Leadership
Respect
Innovation
Collaboration
Excellence

For more information regarding LIBRARY and LEARNING CENTRE, please contact

LIBRARY AND LEARNING CENTRE
POLITEKNIK BRUNEI
Block 2E Condominium Ong Sum Ping,
Jalan Ong Sum Ping,
Bandar Seri Begawan BA 1311,
Negara Brunei Darussalam

Tel : (673) 2 234466
Fax : (673) 2 234469

Email: library@pb.edu.bn
politeknikbruneilibrary@gmail.com
**LIBRARY OPENING HOURS:**

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Terms</td>
<td>8.00 am — 4.00 pm</td>
</tr>
<tr>
<td>School Holidays</td>
<td>8.00 am — 12.00 noon 1.45 pm — 4.00 pm</td>
</tr>
<tr>
<td>Friday, Sunday and Public Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Monday - Thursday and Saturday**

**Note:**
Circulation services will cease fifteen minutes before closing time

**REGULATIONS**
1. Eating, drinking, smoking or sleeping are NOT allowed in the Library.
2. Library users must be properly dressed and well behaved.
3. Silence must be observed in the Library.
4. Borrowers are responsible for library materials on loan to them. Fines will be imposed for any loss or damage.
5. All users are required to take heed of the Library notices and instructions in the Library.
6. Student found causing undue disturbance may be asked to LEAVE.

**MEMBERSHIP**
1. Registered
2. Free
3. Valid only for the period stated on the card

**SERVICES & FACILITIES**
1. Lending
2. Reference
3. Papercut (printing)
4. Binding
5. Laminating
6. Photocopy
7. Wifi / Internet Surfing
8. Discussion Room
9. Television / Av
10. Self check point
11. Book drop
12. Scanner

**Loan**

<table>
<thead>
<tr>
<th>USER</th>
<th>MAXIMUM LOAN</th>
<th>MAXIMUM LOAN PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer / staff</td>
<td>30</td>
<td>30 days</td>
</tr>
<tr>
<td>Student</td>
<td>12</td>
<td>14 days</td>
</tr>
</tbody>
</table>

**Fines for Book Overdue**
20¢ per day including public holiday

**Lost / Damage Library Materials**
- Either full replacement
- A fee will be charged

**Computers**
- Only members may use the computers.
- Members are required to present their membership cards before using the computers.

**Photocopy**
Users may photocopy documents

<table>
<thead>
<tr>
<th>PAPER SIZE</th>
<th>PER PAGE</th>
<th>DUPELEX PAGES (BACK TO BACK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>10¢</td>
<td>15¢</td>
</tr>
<tr>
<td>A3</td>
<td>20¢</td>
<td>35¢</td>
</tr>
</tbody>
</table>