

# Oxfam Hong Kong Interactive Education Centre Resource Library

## Rules and Regulations

### I. General:

- (1) Opening Hours: 10am -1pm and 2pm - 7pm (Monday through Friday), 10am-1pm on Saturdays, and closed on Sundays and Public Holidays. Advanced booking is **required** for individual and group visits during opening hours.
- (2) Resources: Books, reference materials, teaching kits, exhibition boards, audio-visual materials including videos and CD-ROMs, games, activity guidelines, and other resources such as posters and board games, etc., on issues of poverty and sustainable development are available in the library.
- (3) Target Users:
  - Students: primary, secondary and tertiary school students
  - Teachers
  - Youth workers
  - Oxfam Hong Kong supporters: staff, donors, volunteers, Oxfam Youth Campaign Partners, etc.
  - Members of the public who are interested in issues of poverty and sustainable development
  - Schools/organisations that work with young people or on global citizenship education
- (4) Services:
  - Review and preview of resources in the library
  - Purchase of Oxfam publications
  - Distribution of free resources
  - Resource loan-out for purposes of project learning and implementing global citizenship education programmes or activities (Individual members and schools/organizations only)
  - Photocopying of resources (Individual members and schools/groups only, \$0.5 per copy)
  - Information support and consultation on projects and researches on poverty and sustainable development issues
  - Group visits of not more than 40 persons
  - Briefing on resources on poverty and sustainable development issues
- (5) Rules and regulations of using the library:
  - Users should follow the rules and regulations of the library, and any additional instructions of Oxfam staff members.
  - Users should not cause any disturbance to other users.
  - Users should value the educational resources and use them carefully.
  - Users should not reproduce or duplicate any resources of the library without permission.
  - Users should not use the library computers to download software from the Internet.
  - When photocopying, users should observe copyrights regulations as stipulated by Hong Kong laws.
  - Users should be responsible for the security of their personal belongings brought into the library.
  - The rules and regulations are subject to change.

### II. Resource Loan-out:

- (1) Loan-out service is for individual members and schools/organizations only.
- (2) For individual members, they can borrow the following resources:
  - Books
  - Teaching kits
  - Videos and CD-ROM
- (3) For schools and organizations, they can borrow the following resources:
  - Books

- Teaching kits
  - Videos and CD-ROM
  - Posters and board games
  - Exhibition boards
  - Games
- (4) Loan-out period: All items can be borrowed for 14 days.
  - (5) **Renewal:** To help us provide a good service to the community, please return items promptly. If you need to extend the loan-out period, renewals should be made by telephone at least 2 working days before the due date whereupon a new due date will be confirmed by an Oxfam Hong Kong staff member. Unless the item has already been reserved by another party, it can be renewed for up to 2 consecutive times with a maximum period of 7 days for each renewal.
  - (6) **Late Fee:** A daily charge will be made for returning materials late -- HK\$5 per working day for books and \$10.00 per working day for other items.
  - (7) Before returning items to Oxfam, please ensure that:
    - Audio/Video Tapes are rewound;
    - Exhibition boards are clean; with all adhesives/hanging materials removed; arranged in sequential order; and placed face-to-face and back-to-back. Please do not place heavy objects on top of the exhibition boards.
  - (8) **Damage/ Loss Penalty:** Before leaving the resource library, the borrower should check to make sure that the resource items are complete and undamaged. The borrower will be financially responsible for any loss or damage to any item, as a charge will be incurred to cover any costs. The charge is the cost for repairing, reproducing or replacing the item (e.g. for a damaged or lost book = purchase price + postage; penalty for a damaged exhibition = total production cost / no. of exhibition panels; penalty for Video/VCD = the reproduction cost of the damaged item). Oxfam reserves the right to withdraw borrowing privileges from users
  - (9) Items not for loan-out: Reference materials, new publications, and journals/periodicals.
  - (10) Procedures for Loan-out: Members should check with Oxfam Hong Kong staff members about the availability of items, and fill in the "Application Form for Borrowing, Booking, and Obtaining Educational Resources" The form can be obtained from Oxfam staff or downloaded from the Cyberschool website: [oxfam.org.hk/eng/resources.php](http://oxfam.org.hk/eng/resources.php).
  - (11) Advanced booking and reservation: Members can reserve resources in advance. Advanced booking can be made within one month before the loan-out date. Reservation will be confirmed after the application form has been received and checked by staff.
  - (12) Each individual member, school/organization can borrow up to 5 items (please refer to II. (2) for the items that individual members can borrow and II. (3) for the items that schools/organizations can borrow). Presentation of school/organization chops is required for schools/organizations to borrow resources.

### III. Membership Application:

- (1) Individual membership of the library is open to the following individuals:
  - Students: primary, secondary and tertiary school students
  - Teachers
  - Youth workers
  - Oxfam Hong Kong supporters: donors, volunteers, Oxfam Youth Campaign Partners, etc.
- (2) The above individuals should present proof of their identity, such as a staff card or student card for membership application.
- (3) For Oxfam Hong Kong supporters, a week is needed to verify his/her identity and review the application.
- (4) Services for members:
  - Resource Loan-out

- Regular issues of Oxfam Teachers' E-news (only Chinese version is available) for updated information on Oxfam Hong Kong educational resources and activities.
- (5) No membership fee is required.
- (6) Schools/organizations can borrow resources by presenting their school/organizational chop. Application of membership is not necessary.