

ASK CENTRE
(AZAM-SDI Knowledge Centre)
Kompleks AZAM, Jalan Crookshank, 93000 Kuching, Sarawak, Malaysia.

Tel: +6082-411799 Fax: +6082-258372

Website: www.azam.org.my/askcentre

Email: askcentre@azam.org.my

RULES & REGULATIONS

1. Silence will be strictly observed in the centre. Hand phones, pagers and watch alarms should be switched off before entering the centre. Users can bring in their hand phones but not permitted to receive and make any calls.
2. Eating, drinking, smoking, littering, sleeping on premises, pets, bare feet, offensive odour, improper behaviour, obstruction of people and use of profanity are strictly prohibited in the centre.
3. Bags, cases, files, folders, helmets, umbrellas and rain coats are not allowed to be taken into the centre. Those materials must be left near the entrance/exit.
4. All books and personal belongings must be shown to the staff at the centre exit whenever required to do so.
5. All games are prohibited.
6. Valuable items should not be left unattended in the centre. The centre does not take responsibility for the loss or damaged such items.
7. Any personal possessions brought into the centre should not be left unattended and should not cause obstruction to other users.
8. Reservation of a seat is not permitted. Vacated seats may not be reserved for more than fifteen minutes.
9. Accessing undesirable Internet sites and downloading, printing and circulating undesirable materials are strictly prohibited.
10. Using computer software, which is not owned by the centre or any of the centre's personal computer are not allowed.
11. Storing documents are not allowed in the microcomputer network or hard disks.
12. Users are required to be properly and decently attired. The centre reserves the rights to ask users who are not suitably dressed to leave. Improper attire includes the following:

- T-shirt without sleeves
 - Singlets
 - Caps
 - Shorts
 - Mini skirts
 - Clothes with indecent words or pictures
 - Slippers
13. Users are not allowed to remove the centre furniture and equipment from their original place.
 14. Members must ensure that items checked out before the due date. Notices sent by the centre through e-mail serve only as a reminder and non-receipt of the notices does not absolve any member from paying fines or other penalties as stated in these rules.
 15. The centre staff on duty has the right to request a user to leave the premise if he/she is found to be violating any of the centre's rules. If that patron refuses to leave, he/she will be warned and stern action will be taken.
 16. The centre reserves the rights to amend these rules from time to time.

Effective 22 July 2004

For further details, please call/email **Encik Mohd Iskanda** (iskanda@azam.org.my)
Tel: 6 082-411799 Fax: 6 082-258372