

# Policy for JCIMED Library Service

Prepared by: JCIMED	Date: November 2024
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## Introduction

1. The library service of Jockey Club Institute for Medical Education and Development (JCIMED) is a free service for all Fellows of Hong Kong Academy of Medicine (HKAM).
2. JCIMED Mini Library (JCIMED Library) focuses on collecting medical education and simulation-related materials such as books, periodicals and journals. A booklist is downloadable from the JCIMED website (<https://jcimed.hkam.org.hk/en/library-services>).

## Privilege to Library Service

1. All HKAM Fellows are entitled to the JCIMED library service.
2. The privilege to JCIMED library service is personal and individual. It cannot be transferred to, or used on behalf of, other persons.

## Location and Opening Hours

1. The JCIMED Library is located in the JCIMED office on 7/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong.
2. The JCIMED Library offers services between Monday and Friday (except public holidays) from 9:00 am to 12:30 pm and from 1:30 pm to 5:00 pm.
3. The opening hours may change due to operational needs or bad weather without giving prior notice.

## Borrowing Limit

1. Entitled users are allowed to borrow a maximum of **two** items from the JCIMED Library at the same time.

### **Borrowing Procedures**

1. Users are required to present their own and valid **HKAM Fellowship Card** to the JCIMED staff for identity verification prior to using the library service.
2. The borrowed items can be kept by users for at most one month. Users should return the items to JCIMED office on 7/F within JCIMED opening hours.
3. The borrowed items can be renewed on one month basis if the items are not requested by other users.
4. JCIMED reserves the right to make the final decision on the access to the materials in the JCIMED Library, and to make any changes to the opening hours of the Library and the rules in this Policy.

### **Lost, Damaged or Unreturned Items**

1. For lost or damage of items, the relevant user is liable for the cost of replacement plus any other fees like the shipping and/or processing fees.
2. For unreturned items, the user's information will be recorded in the Library's Register. A notice will be sent to the User for retrieving the unreturned items, and his/her entitlement to use the JCIMED Library will be suspended if outstanding item(s) has not been settled.

### **Enquiries**

1. For enquiries, please call (852)2871 8718.