



University of Malta Library

Managing "My Library Account" ***How to Avoid Fines***

*Knowledge,
Support,
Innovation ...*

How to Avoid Fines

Never lend book(s) you have borrowed to your friends because if they lose them or return the book(s) late, you are responsible for any fines incurred.

Be aware when your book loans are due by:

- checking the due date which is stamped on the date slip attached on the book
- checking your University web mail regularly for courtesy notices, overdue notices and recall notices
- checking "My Library Account" to see when book(s) is/are due back

Important Points

- Circulation Desk is open from 09:00 to 20:00 hrs from Mondays to Fridays and from 09:00 - 12:15 hrs on Saturdays. During the summer months, Circulation Desk is open from 09:00-13:15 hrs from Mondays to Fridays and from 09:00-12:15 hrs on Saturdays (excluding August).
- If you are going abroad check with the Circulation Desk to make sure that the books are returned on time.
- If you are returning a book accompanied with a CD, make sure that you return **ALL** the items.
- Return the book(s) to the correct Library i.e. books borrowed from Branch Libraries must **NOT** be returned to the Main Library.
- Be responsible for managing your Library Account.

For further information you are welcome to
contact the Circulation Desk by phone on
2340 2049 or via e-mail on
circulation.lib@um.edu.mt