

**Guide to Borrow
Hardcopy
Exam Paper**

Borrowing of Hardbound Exam Paper

Reference Loan of Hardcopy Exam Papers
(All Levels, from 2013) to view in Library ONLY

Borrowing Steps:-

- Ask for permission at Library Counter before entering Library Office Area
- Select & take out the Exam Papers **red** books to Library counter to borrow with Student Pass
- No loitering & browsing inside the Library Office Area
- Exam Papers are arranged by Years of Exam → Year Levels → Exam Types
- Click [here](#) for the steps to use the Photocopying Machine to photocopy the exam paper

Returning after Reading:-

- Bring the Exam Paper **red** books to Library counter to scan return
- Take & place the Exam Paper **red** books back to its original location inside the Library Office Area



Thank you!!!

If you need clarification, please email the Librarian at
shawlibrary@acsindep.edu.sg

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