

REGULATIONS FOR USE AND ACCESS TO ANY PLACE OF LEARNING OR RESEARCH OF RESOURCE CENTRE / LIBRARY

The regulations on the use of the library are provided below;

A. Introduction

The Library is the main library of the JSSAHER, Mauritius. Members may consult and borrow materials from the Library and receive assistance from its staff.

B. Membership

- i. Persons who wish to register as members of the Library must fill in and sign a form providing information required and giving an undertaking to be bound by the relevant Regulations.
- ii. The Library reserves the right to alter, delete, amend or add any clause/s without prior notice.
- iii. Members must inform the library immediately of any change of name, address, Faculty or programme.
- iv. Access to the Library is open to members holding the Library card. This card is required to enact transactions involving issue, return and reservation of Library materials. It must be shown to any staff of the Library on request.
- v. Library Cards are not transferable. All Library materials issued by means of the card remain the responsibility of the card-owner until returned to the Library in satisfactory condition and duly discharged.
- vi. Members must inform the Library immediately if the Card is lost or stolen. The Library does not accept responsibility for problems or errors arising from a member's failure to do so.
- vii. Issue of a new card will be subject to the payment of a fee as determined by the JSSAHER, Mauritius.

C. Entitlement to use the Library

- i. The following categories of persons may register as members of the Library:
 - a. Students for the period of their study.
 - b. All staff, members of the Board, the Academic Council and visiting academic staff and researchers, for the period of their appointment to the JSSAHER, Mauritius.
 - c. Approved external users subject to such arrangements, conditions and fees as the JSSAHER, Mauritius may determine.
- ii. Library membership shall terminate automatically when a person ceases to be a member of, or appointed to, the JSSAHER, Mauritius. Such members must return all books/materials borrowed from the Library, failing which the JSSAHER, Mauritius reserves the right to withhold the issue of their certificate or to take any appropriate measures.

D. Opening Hours

Weekdays:	08h 30 – 18h 30
Saturdays:	09h 00 – 16h 00

E. Behaviour in the Library

- i. Smoking or the consumption of food and drinks inside the Library premises is not permitted.
- ii. Members who create any disturbance or behave improperly will be severely warned or directed to vacate the Library. Disciplinary action may also follow.
- iii. Silence must be strictly observed at all times while inside the Library.
- iv. Items left unattended in the Library for long periods may be removed by Library's Staff. No Library staff shall be liable to any claim whatsoever.
- v. Users may bring bags and other items and keep same at designated places but at their own risk. The JSSAHER, Mauritius does not accept liability for any loss or damage to any property of members.
- vi. Users must not write on or otherwise damage books or materials belonging to the Library. Any damage to, or loss of, books or materials must be made good to the satisfaction of the Librarian.
- vii. Any staff of the Library is authorised to do an inspection on users leaving the Library.

F. Use of Library Materials

- i. Users are responsible for all Library books, materials or equipment in their care and will normally be required to pay for any damage to, or loss of, such material or equipment.
- ii. The cost of the damaged or lost materials or equipment shall be calculated by the Library using the replacement cost basis. The amount shall be determined by the Librarian.
- iii. Users must observe copyright laws and regulations in respect of all materials whether in print, audio-visual or electronic.
- iv. Software and data are licensed for educational use only; unless otherwise indicated, they must not be copied or used for commercial purpose.
- i. Wilful misuse of Library self-service facilities, including automated systems, ICT facilities and photocopiers may result in membership of the Library being terminated.

G. Borrowing Material

- i. The Library will make available material for borrowing, consistent with the efficient use of the Library by all members, subject to any conditions of use applicable.
- ii. All materials borrowed must be authorised and recorded by a member of the Library staff.
- iii. Members may borrow up to two items at any one time or as otherwise indicated in the internal rules.
- iv. The length of loan periods shall be determined by the Librarian.
- v. The Library materials fall into one of four categories: standard loan (normally 14 days); 3-day loan; 24-hour loan; not for loan.
- vi. Standard loan material may be renewed for further loan periods, provided that it has not been re called by the staff of the Library or reserved by another member.
- vii. Members must return all materials borrowed on or before the due date which is specified on the date label of the book or on the date specified on the re call notice.
- viii. Failure to return materials by the due date is subject to approved penalty fees.
- ix. All Library privileges will be suspended from the date of issue of the first overdue notice until such time as the member returns himself or herself to good standing with the Library; normally, this shall mean the return of overdue items and/or the payment of outstanding charges.