L.N. 56 of 1992

EDUCATION ACT, 1988

(ACT XXIV OF 1988)

Regulations RO6 — Library Regulations

IN exercise of the powers conferred upon him by sections 28(5) and 29(6) of the Education Act, 1988, the Chancellor of the University of Malta has promulgated the following regulations made by the Senate of the University of Malta in virtue of the powers conferred upon it by section 33 of the said Act.

Citation

These regulations may be cited as the Library Regulations — RO6.

RO6 — Library Regulations

1. In these regulations, unless the context otherwise requires —

(1) 'Library' includes any University premises under the immediate jurisdiction of the Librarian;

(2) 'Librarian' includes any officer in charge of the Library during the absence of the Librarian;

(3) 'book' includes a journal, newspaper, map, microfilm, video or audio cassette, disc, computer file or other single library item bearing information;

(4) 'library member' means any person using the Library by virtue of his eligibility under regulations 2 or 3.

2. The Library shall be open for the purposes of study and research to:

(a) members of the University of Malta, as follows:

(i) members of the Council and of the Senate;
(ii) professors, lecturers and other recognised teachers;
(iii) examiners for the time being;
(iv) members of the administrative staff;
(v) registered students of the University;

(b) persons to whom a permit has been issued as prescribed in regulation 3;

(c) day visitors admitted at the discretion of the Librarian;

(d) registered students of other approved Universities or other institutions of higher education, residing in Malta, admitted at the discretion of the Librarian.

Day visitors under paragraph (c) may not borrow books.

3. (1) Permits may be issued to:

(a) persons engaged in study or research requiring books unavailable in other Maltese libraries accessible to the public;

(b) graduates and holders of diplomas of the University of Malta or of any other recognised University;

(c) civil servants and persons engaged in the public administration.

(2) The Librarian shall charge an annual subscription fee of five liri (Lm5) for every permit but may, in the case of donors and occasional users of the Library, waive the fee.

4. (1) Applications for Library permits shall be made on the form available from the Librarian, but the Librarian may accept a written recommendation brought by a visiting member of a recognised foreign University.

(2) Applications under paragraph (c) of regulation 3 require the support of the applicant's Head of Department, who shall sign over the appropriate official stamp of the Department concerned.

(3) Applicants under paragraphs (a) and (b) in regulation 3 require the support of a person recognised in regulation 2(a) (i), (ii) or (iv); except that the Librarian may at his discretion accept a recommendation from a person of professional status resident in Malta.

5. Any person wishing to use the Library may be required to fill in and sign a form of registration which binds him to observe these regulations.

6. The Library shall open normally on all working days during hours prescribed from time to time by the Library Committee.

7. (1) A Library member may have in his possession at any one time not more than the number of books specified as follows:

(a) a member of the University's teaching staff: twenty-five;

(b) a research student of the University reading for a higher degree: ten;

(c) all other borrowers: four.

(2) The Librarian may increase these allowances at his discretion.

8. (1) The period allowed for loan for each book is as follows:

(a) categories (a) and (b) in regulation 7: three months;

(b) category (c) in regulation 7: three weeks.

(2) A loan may be renewed for a further period or periods; the book must be brought to the Library for this purpose. The Librarian may refuse to renew a loan.

9. (1) All books required for loan must be presented at the circulation desk.

(2) The borrower must sign and date the loan-card to be found in the pocket of the book. He must also fill in and sign a loan-slip for each book; this must be done by copying the loan-card.

(3) Loan-slips and loan-cards which are illegible or in any other way improperly filled in will not be accepted.

(4) The loan-slip and the date-label in the book must be stamped by a member of the Library staff.

10. (1) A Library member returning a book shall wait at the loans-desk to receive the loan-slip for the book.

(2) The loan-slip shall be regarded by the Library Committee as the receipt for the books. Its possession or non-possession shall be deemed to settle finally any question as to whether a book has or has not been returned.

(3) A Library member shall be deemed to be in possession of a book until the loan-slip has been removed from the Library's file.

11. A library book shall not be transferred to another borrower unless the book is returned and re-issued in the manner herein prescribed.

12. If a book is retained beyond the official loan-period without renewal, a charge of ten cents (10c) per week or part of a week shall be charged in respect of each book so retained.

13. A book will not be accepted for return on the day of issue unless it is required by another borrower.

14. (1) Any Library member who borrows or consults a book is responsible for its safekeeping, and any form of mutilation of the book shall be strictly forbidden.

(2) It shall be strictly forbidden to make or erase any mark in a Library book, or to turn down the leaves.

(3) A Library member may not use ink while using a Library book in such parts of the Library as are designated by the Librarian.

(4) A Library member may not take a tracing from a Library book without the Librarian's permission.

(5) Library members will be required to make good to the satisfaction of the Librarian any loss or damage which may occur to any book or other item of Library property while borrowed, being consulted or in any way used by them.

15. (1) The Library staff shall not accept articles for safekeeping.

(2) All books and papers and the contents of bags, cases and parcels shall be made available by users for inspection at Library exit-point if so required by the staff.

16. Any book may be reserved if on loan to another borrower.

17. (1) Any book which has been on loan for longer than three weeks must be returned within one week of the despatch by the Library of a notice stating that the book is required by another member.

(2) A charge of twenty cents (20c) per week or part of a week will be charged commencing one week from the date of such notice.

(3) When a book has been issued as a special overnight or weekend loan, or for any period shorter than three weeks, a fine of twenty cents (20c) per day shall be charged for any period exceeding that for which book has been issued. Such charge shall begin to accrue as soon as the loan period has elapsed and independently of whether a recall notice has been sent.

18. Without prejudice to regulation 19, any book on the open shelves may be borrowed on application to the circulation desk, provided that the book shall have been catalogued, classified and properly processed before being issued.

19. (1) The Librarian may at his discretion designate any book a reference book.

(2) Books so designated may not be borrowed.

20. Charges owed by users in terms of regulations 12 and 17(2) and (3) shall not exceed the sum of ten liri (Lm10) per book, in addition to the value of each book for which the charge is owed.

21. (1) Silence shall be maintained at all times in the Library.

(2) Smoking is forbidden in the Library.

22. All communications regarding the use of the Library shall be addressed to the Librarian.

23. (1) Subject to the provisions of these regulations, the Librarian shall be responsible for the administration and internal discipline of the Library, and shall be authorised temporarily to exclude from the Library and from all rights and privileges of membership any person infringing these Regultions.

(2) Any such exclusions shall be reported at the next meeting of the Library Committee.

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