

*MCHE Library
Rules & Regulations*

Maldives College of Higher Education
Republic of Maldives
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Mission of the library

The library is the primary academic information resource for the Maldives College of Higher Education (hereinafter referred to as “the College”). It contributes directly to the College’s commitment to teaching, research and the development of new knowledge by:

- Providing the College community with equitable access to information, recorded knowledge and an environment that stimulates learning, teaching, research and study.
- Acquiring, organizing, and making available information resources appropriate to the educational purpose of the College.
- Promoting information services in a manner, which reflects the distinctive character of the College.
- Working collaboratively with all the College Faculties/Centres.

Introduction

Unless stated otherwise, the term, "Library" in these rules, refers to any and all Faculty/Centre libraries of the College. It is the decision of the College to follow the same rules and regulations in all the Libraries and hence, these rules are applicable to all the Faculty/Centre libraries of the College.

These rules govern membership of the Library and define the hours of opening, conduct of users, loan periods, fines and penalties etc. By using the Library, staff and students of the College are agreeing to abide by these rules & regulations.

DEFINITIONS

For the purposes of these Rules:

- a) The term '**damaged**' shall be taken as meaning damage caused to library including but not limited to the tearing of pages, the cutting out of illustrations, scribbling and highlighting.
- b) The term '**database**' shall be taken as meaning the online databases subscribed by the MCHE.
- c) The term '**general loan**' shall be taken as meaning the regular general material loaned out for 28 days for academic staff and 14 days for all other users.
- d) The term '**Librarian**' shall be taken as meaning the Faculty/Centre Librarian or any member of the Library Staff authorised by the College.
- e) The term '**Library**', unless stated otherwise, shall be taken as meaning any library at any Faculty/Centre of the College.
- f) The term '**library material**' shall be taken as meaning any item made available through the Library and shall include but not be limited to books, serials, maps, microforms and audio/visual material.
- g) The term '**loan**' shall be taken as meaning the duration (4 weeks for academic staff and 2 weeks for students and other users) for which library materials are issued.
- h) The term '**OPAC**' shall be taken as the integrated MCHE library Online Public Access Catalogue.
- i) The term '**overdue notice**' shall be taken as meaning overdue notice sent to a user by the Librarian via letter, fax, phone call or e-mail.
- j) The term '**print material**' shall be taken as all material printed or published on paper. This includes but is not limited to books, journals, literature, reports and patents.
- k) The term '**reference material**' shall be taken as meaning any library material, which is not available for borrowing.
- l) The term '**registered user**' shall be taken as meaning any person who have been registered at the Library.
- m) The term '**restricted loan**' shall be taken as meaning high demand material loaned out for 3 hours only.
- n) The term '**short loan**' shall be taken as meaning material loaned out to users for 3 days only.
- o) The term '**staff**' shall be taken as meaning full time or part time teaching staff or administrative staff of the College.

- p) The term '**student**' shall be taken as meaning any person registered at the College at the given time.
- q) The term '**teachers only**' or '**TO**' shall be taken as meaning the library material that can only be borrowed by teaching staff members.
- r) The term '**term**' shall be taken as the study duration of the academic year including exam weeks 1 & 2.
- s) The term '**user**' shall be taken as meaning any person making use of the facilities of the Library.

Library Rules

1. ADMISSION AND ELIGIBLE USERS

- 1.1. Admission to the Library and use of its material and services are conditional upon observation of the rules and of such directions that may be given by the Librarian.
- 1.2. The following shall be eligible to use the Library for reading, reference and borrowing:
 - 1.2.1. Any staff of the College.
 - 1.2.2. Students who have paid tuition fees for the current session or are enrolled in an approved programme offered by the College.
 - 1.2.3. Persons who have been granted special permission to use the Library by the Librarian in consultation with the Dean of the respective Faculty/Centre or the Rector of the College.
- 1.3. Subject to permission being granted by the Librarian in consultation with the Dean of the respective Faculty/Centre or the Rector of the College, members of the general public may use the Library for reading and reference purposes of print material.
- 1.4. A copy of the Library rules in force shall be prominently displayed in the Library and on the MCHE website. Copies shall be made available to users on request.

2. HOURS OF OPENING

The Library shall be open as follows, and at such other hours as may be notified from time to time:

2.1. Academic Year

Sunday to Wednesday:	Open from 8:00 am – 8:00 pm
Thursday	Open from 8:00 am – 6:00 pm
Saturday:	Open from 8:00 am – 4:00 pm

2.2. Study breaks & exam weeks¹

Sunday to Thursday:	Open from 8:00 am – 8:00 pm
Saturday:	Open from 8:00 am – 4:00 pm

2.3. Semester break (end of semester break)

Sunday to Thursday:	Open from 8:00 am – 4:00 pm
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2.4. Ramazan

Sunday to Thursday:	Open from 9:00 am – 1:30 pm
<i>If Ramazan falls within the semester the library shall also be</i>	
Sunday to Thursday:	Open from 9:00 pm – 10:30 pm
Saturday:	Open from 9:00am – 1:30pm

2.5. Public Holidays

The Library will be closed on public holidays except as may be notified for individual Faculties/Centres from time to time.

** In special circumstances, library opening hours may differ from the above schedule.*

3. CONDUCT OF LIBRARY USERS

- 3.1. All persons who use the Library shall respect the rights of other users.
- 3.2. All persons who use the Library shall respect the rights of library staff.

¹ Mid-term break and re-sit exam weeks are not not considered.

- 3.3. All students, staff and registered users who borrow/return and use the library facilities shall carry their MCHE ID cards with them at all times.
- 3.4. All persons who use the Library shall identify themselves on request to any member of the Library staff by the following means:
 - 3.4.1. Registered users by producing the College ID card
 - 3.4.2. General users by producing the National ID card
 - 3.4.3. Non-Maldivian users by producing any form of photo ID
- 3.5. Silence must be observed in the Library at all times.
- 3.6. Mobile phones should be switched to silent mode before entering the Library.
- 3.7. Group discussion can only be carried out in discussion rooms (if available).
- 3.8. Smoking, eating and drinking are forbidden in the Library.
- 3.9. No person shall reserve a working space in the Library by leaving library material or personal property in any working area. The Librarian may remove material and property left at a vacated working space after the table has been vacated for more than 15 minutes. Any user unable to find a working space may ask the Librarian to clear a vacated area.
- 3.10. The Librarian shall not be responsible for any personal property brought into the Library.
- 3.11. Any person leaving the Library shall, if requested by the Librarian, present for inspection all books and property being carried out from the Library.
- 3.12. The Librarian may require any person guilty of disorderly or inconsiderate conduct or of any breach of these rules to leave the Library immediately. The Librarian may withdraw Library privileges from that person for such period as agreed by the Library Committee.
- 3.13. Serious breaches of these rules by users shall be reported to the Dean or the Disciplinary Committee (or any other such committee) of the respective Faculty/Centre. Serious breaches of these rules by student users shall be lodged with the Student Services to be recorded.
- 3.14. Users are responsible for notifying the Librarian immediately of any change in their contact details.
- 3.15. No user shall enter or be in the Library for any purpose when the Library is formally closed.

4. CARE OF LIBRARY MATERIAL

- 4.1. No person shall deliberately or carelessly mutilate, deface or misplace any library material or piece of library equipment.
- 4.2. Any person responsible for deliberate or careless mutilation or defacement or misplacing of library material, furniture or equipment will be required to pay the full cost including communication, postage and handling charges of replacement of any item defaced, mutilated or lost, in addition to any fine or other disciplinary measures imposed.
- 4.3. Library material consulted in the Library should be left on the trolleys designated or in a specific area if allocated and not replaced on the shelves.

5. LIBRARY MEMBERSHIP AND MCHE ID CARD

- 5.1. Registered users must hold a current College ID card (for identification, borrowing and issuing purpose) which must be produced at the time of borrowing and returning library material.
- 5.2. Each registered user shall be assigned a library user account, user ID and a password, to use integrated library management system.
- 5.3. Each registered user shall be responsible for maintaining their library account, such as changing passwords regularly and informing the Librarian of any change in contact details.
- 5.4. The Librarian shall have the right to reset a password of the user account, if it has been requested by the owner of the account.
- 5.5. The Librarian shall have the right to suspend a user account, if a user is found to be in breach of the library rules, or if a formal request has been received from the College administration to that effect.

6. BORROWING

6.1. GENERAL

- 6.1.1. Library material shall not be issued to any person who does not hold a current library membership and a current College ID card.
- 6.1.2. Registered users may use their College ID card to borrow library material from all College Libraries.
- 6.1.3. Library material shall be issued to the registered user in person accompanied with the College ID card.
- 6.1.4. Users shall be held responsible for any library material issued to their Library account using their College ID.
- 6.1.5. Academic staff of the College may borrow a maximum of ten (10) items at a time
- 6.1.6. Students enrolled in a degree course at the College may borrow a maximum of six (6) items at a time.
- 6.1.7. Students enrolled in all the other courses at the College may borrow a maximum of four (4) items at a time.
- 6.1.8. All other registered users may borrow a maximum of four (4) items at a time.
- 6.1.9. No user shall remove any library material without its issue being properly recorded by the Librarian.
- 6.1.10. All borrowed material being returned to the Library shall be returned to the Librarian at the Circulation Desk or to the assigned return area. The material should be accompanied with the borrower ID card.
- 6.1.11. A borrower who retains any library material overdue for return or who has any fine or other Library charge automatically lose the privilege of borrowing from the Library until all such dues are settled.
- 6.1.12. The library user is responsible for checking their accounts for any overdue or any other Library fines by keeping up to date with their library account.

- 6.1.13. The Librarian may recall any library material on loan if it is required urgently for any reason. Any item so recalled becomes due for return within 2 days of the dispatch of the recall notice, whatever the original period of loan may have been. A recall notice may be sent via letter, fax, or e-mail.
- 6.1.14. If the due date for borrowed library material falls on a public holiday, such library material must be returned promptly on the next working day. Failure to do so shall render the user liable to the appropriate fine.
- 6.1.15. Library material on **loan** may be reserved at the Circulation Desk and will be held for collection for 3 days from the date of notification of its availability.
- 6.1.16. Library material on **short loan** may be reserved at the Circulation Desk and will be held for collection for 1 day from the date of notification of its availability.
- 6.1.17. Library material on **restricted loan** may be reserved at the Circulation Desk and will be held for collection for 1 hour from the time of notification of its availability.
- 6.1.18. Library material held as **reference** cannot be reserved.
- 6.1.19. Users may not reserve any material while on loan to them, even if there are no reservations made for that item during the loaned out period.
- 6.1.20. Users may renew loans of library material before their due date provided that such materials have not been reserved by another user.

6.2. TYPES OF LOANS AND LOAN PERIODS

- 6.2.1. Subject to the clauses below (6.2.2, 6.2.3, 6.2.4 and 6.2.5), general library material will be issued for a duration of four (4) weeks to academic staff of the College and two (2) weeks for all other registered users.
- 6.2.2. All registered users may borrow library material identified as **short loan (SL)** for a duration of three (3) days. These generally include audio, video and audiovisual material, posters or any other materials used for teaching and learning purposes.
- 6.2.3. All registered users may borrow library material identified as **restricted loan (RL)** for a duration of three (3) hours. These generally include high demand books and books identified as core-texts or collections of notes and readings, etc. for specific subjects.
- 6.2.4. All registered teaching staff members may borrow library material identified as **teachers only (TO)** for the duration of the current **term**. The due date for such material will be the last day of the **term** irrespective of how many days remain to that date from the current date.
- 6.2.5. Library material marked as **reference only** shall not be removed from the Library at any time.

6.3. FINES

- 6.3.1. Any borrower failing to return or renew borrowed library material by the due date/time shall be liable to pay a fine calculated on the following basis:
 - 6.3.1.1. **General library**, including **teachers only (TO)** material on loan: MRf 2.00 per day for the first 5 days and MRf 3.00 per day afterwards.
 - 6.3.1.2. All library material on **short loan (SL)**: MRf 3.00 per day for the first 2 days and MRf 5.00 per day afterwards.
 - 6.3.1.3. All library material on **restricted loan (RL)**: MRf 3.00 per hour.
- 6.3.2. Fines are calculated from the due date/time, including weekends and holidays².
- 6.3.3. Fines shall not be charged for any overdue library material that might fall due on an unexpected public holiday, given the item is returned on the next working day.
- 6.3.4. Borrowers who have lost or damaged any library material shall be liable to pay a fine calculated on the following basis:
 - 6.3.4.1. If a library material gets lost or damaged while issued, it should be reported to the Librarian as soon as possible.
 - 6.3.4.2. Replacement of the lost/damaged item or payment of the most recent price of the lost/damaged item including postage and handling charges, duty (if any) and an administrative charge of MRf 20.00.
- 6.3.5. Fines relating to any overdue library material that is lost by a borrower shall accrue until such time as the loss is reported to the Librarian and replacement for the item is settled.
- 6.3.6. Fines shall be payable at the Circulation Desk.
- 6.3.7. Students will not be allowed to graduate if they have any outstanding Library loans or debts to the Library.
- 6.3.8. Borrowed library material will be stamped with the due date of return. The Librarian is under no obligation to notify users when library material is overdue. Fines will be charged when library material is returned after the due date even though no notice may have been sent to the borrower.

6.4. LOST MATERIAL

- 6.4.1. Loaned library material remains the personal responsibility of the borrower until its return to the Library. It shall not be privately lent. In the event of loss or serious damage, the borrower shall be responsible for reporting to the Librarian such loss or damage and will be dealt with as described in clauses 6.3.1, 6.3.4 and 6.3.8.
- 6.4.2. The Library will not accept any lost library material which may subsequently be found, nor refund any replacement charge already made for such material.

² The due dates are calculated including holidays and weekends because the book issue periods cover weekends and holidays. Due dates are calculated in a way such that it does not fall on a prescheduled Public Holiday.

7. INTER-LIBRARY LOAN

- 7.1.1. Registered users may apply for library material essential to their work to be borrowed for them from other Libraries in Male', on conditions imposed by the lending Library in each case.

8. THESES AND DISSERTATIONS

- 8.1. One copy of all theses and dissertations undertaken by a College student shall be deposited in their respective Library.
- 8.2. Thesis collection shall be held as 'closed reserve' and can be used only by borrowing the item.
- 8.3. Deposited thesis and dissertations may be:
 - 8.3.1. Consulted within the Library or borrowed for a 3 hour duration.
 - 8.3.2. Copied, as a whole or in part at the discretion of the librarian, provided that the consent of the author is obtained in writing.

9. PHOTOCOPYING & COMPUTER PRINTOUTS

- 9.1. Users making use of the photocopying facilities of the Library shall comply with all relevant government regulations.
- 9.2. Photocopying and computer printing charges will be calculated as follows:
 - 9.2.1. Paper at the rate of 50 Laari per sheet has to be purchased from the Circulation Desk for photocopying and/or computer printouts.
 - 9.2.2. Users shall not use their own paper brought in from outside for photocopying and/or printing.
 - 9.2.3. Transparency sheets (for OHP use) and fancy paper will not be available from the Library.
 - 9.2.4. Transparency printing and photocopying service will not be provided by the library.

10. USE OF COMPUTER AND INTERNET FACILITY

- 10.1. The Library computers are available for registered users of the MCHE for searching library catalogues, information searching on the Internet, trialling learning packages and retrieving information from databases.
- 10.2. Computers maybe booked for 30-minute or one hour sessions. Repeated bookings shall be allowed if there is little demand for the facilities. It is advisable to consult the Librarian before making a repeated booking. If such booking is made without consultation, the Librarian has the discretion to cancel the booking.
- 10.3. Registered users can continue to use a Library computer provided that there is no prior booking and that a booking sheet is completed before continuing to work on the computer.
- 10.4. If a registered user is ten (10) minutes late for his/her session, the booking will be cancelled.
- 10.5. The following provisions shall be complied with in the copying, saving, and downloading materials from the Internet and other sources.

- 10.5.1. Material shall be copied, saved and downloaded onto floppy disks, pen drives and external hard disks ONLY. The Librarian shall not be responsible for any data lost while saved on the hard disk of library computers.
- 10.6. Internet and email facilities
 - 10.6.1. Registered users shall not use Internet and email facilities for the purpose of sending or receiving any material which is offensive, abusive, indecent, obscene or menacing or in breach of confidence, copyright, privacy or any other parties' rights.
 - 10.6.2. Failure to observe these conditions may lead to the termination of the service to the concerned user. If a user is seen to be accessing or sending inappropriate material, a verbal warning will be given to stop these activities. If observed for a second time the user's computer usage privileges will be withdrawn for a period of one month.
- 10.7. Material may be printed, where printing facilities available, from the World Wide Web subject to the relevant copyright laws.
