

RENEWALS AND RECALLS

Open shelf items are renewable if

- they have not been requested by other readers
- they are not overdue
- the borrower has not had them for two consecutive loan periods.

FINES

- Fines begin to accrue if a borrowed item is not returned by the due date.
- The existing rates for overdue **Open Shelf material**, **RBC Overnight** and **3-Hour Loans** may be obtained at the Circulation Desk.
- The maximum fine for very late return of Library material shall be at the discretion of the Librarian.
- Borrowing rights are suspended when unpaid fines, etc. total **one hundred dollars (\$100.00)**.
- The Librarian is authorized to request the Bursar to charge the amount of unpaid fines to the reader's personal account with the University. **Penalties may include** withholding of transcripts, and deferral of the award of qualification until fines have been paid.

Photocopying

Users are required to comply with copyright regulations.

Library Closing

The Library must be vacated at closing time. Material will be issued up to 15 minutes before closing time.

HOURS OF OPENING

MAIN LIBRARY, SCIENCE & MEDICAL BRANCH LIBRARIES

Semester:

Mon. - Fri.: 8:30 a.m. - 6:00 a.m.

Saturdays: 8:30 a.m. - 12 midnight.

Sundays: 12noon - 8:00 p.m.

The Library is closed on Public and University Holidays, on the Saturday during the Easter Weekend and half day on Christmas and New Year's Eve.



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The Library aims to provide an environment conducive to study and reflection. To achieve this goal, all members of the Library staff are authorized to require users to adhere to the Library's rules and regulations.

The Campus Librarian may exclude from the Library, or suspend from its use, any reader who breaks these rules. Serious or persistent breaches may be reported to the Campus Principal.

Comment? Questions?

Email us at:-

reference.library@uwimona.edu.jm

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<http://mona.uwi.edu/library/>

MEMBERSHIP

All students, Academic, Research, Senior Administrative and Administrative and Technical staff of the University have access to the services and resources of the Library. Other persons, e.g. visiting researchers and members of other universities, are allowed use at the discretion of the Campus Librarian.

SECURITY

Valid UWI IDs must be presented to the security guard at the entrance to the Library and when required by any authorized person inside the Library.

The I.D should be used only by its owner to check out items from the Library.

Users are responsible for material issued on their IDs and will be liable to pay for any damage to or loss of material borrowed.

Books, periodicals, etc must be shown to the attendant at the exit point. Users may be required to open for inspection, any receptacle carried out of the Library.

Unauthorized removal of material from the Library shall constitute a serious offence.

Bags, brief cases or parcels must not be taken inside the Library.

- Leave bags etc with the bag check attendant at the entrance of the Library.
- In the Main Library, use the Library's lockers for securing valuables.

The University will not accept responsibility for the loss of or damage to any article left.

BEHAVIOUR IN THE LIBRARY

- Readers should be quiet in the reading areas and the Catalogue Hall.
- Persons causing unnecessary disturbance may be required to leave.
- **Smoking is strictly forbidden** in the Library.
- **Food or drink may not be brought into the Library** or consumed there.
- **The use of cellular telephones is not allowed in the Library.**
- Readers must not mark, deface or damage any book or other library material or furnishings in any way.
- Filming, videotaping and audio-taping are not allowed without the permission of the Campus Librarian.

LOAN LIMITS

Undergraduates may borrow up to four books/pamphlets at a time from the open shelves. The period of loan shall not exceed one week.

Postgraduates, including researchers who are not members of the academic staff, may borrow up to six books/pamphlets at a time from the open shelves for a period of four weeks, and a total of six volumes (or parts of volumes) of periodicals for a period of one week.

Academic, Research and Senior Administrative staff may borrow up to twelve books at a time from the open shelves for a period not exceeding four weeks, and a total of six volumes (or parts of volumes) of periodicals for one week.

Administrative and Technical staff may borrow two books from the open shelf for one week.

Undergraduates, post-graduates, academic, research and senior administrative staff may also borrow **three** books from the **Reserved Books Collection (RBC)**. **No more than two of these can be overnight copies.**

RBC Overnight copies **must** be returned the next day or on the following Monday, if borrowed on a Friday.

RBC 3-hour loans are for use **in the Library only**.

RBC items are in heavy demand and should be returned as they become due.

Only Postgraduates, Academic, Research and Senior Administrative staff may borrow periodicals.

A current issue of a periodical may be borrowed

- One month after it has been on the Library shelves
- When it has been superseded by a later issue.

All circulating items are clearly marked.

Some items may not be removed from the Library. These include:

- Reference Books
- RBC 3-hour loans
- Newspapers
- Theses and other material from the West Indies and Special Collections
- Material from Government Serials/ UN Collection.
- Material from the World Bank