

The MNU Libraries Rules & Regulations



**University Central Library
The Maldives National University
June 2017**

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Mission of the MNU Libraries

The Maldives National University Libraries strengthen, enhance and supports the University's mission to discover, preserve, and disseminate knowledge. The Libraries promote intellectual growth and creativity by developing physical and online collections, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills and offering research assistance.

Introduction

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

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

Library Rules

1. ELIGIBLE USERS

- 1.1. The following shall be eligible to use the Libraries and its facilities:
 - 1.1.1. Any full-time staff of the University.
 - 1.1.2. Registered students of the University.
 - 1.1.3. MNU part-time lecturers who have been granted special permission to use the libraries by the Chief Librarian in consultation with the Dean of the respective Faculty/Center.
 - 1.1.4. Person who have been granted special permission to use the Libraries by the Chief Librarian in consultation with the Deputy Vice Chancellor of the University
 - 1.1.5. Alumni members registered at the University Alumni Association
 - 1.1.6. Present and former council members
 - 1.1.7. Persons who have been granted special permission to use the Libraries under relevant Memorandums of Understanding (MoU).
 - 1.1.8. Members of the public may use the Libraries for reading and reference purposes of print material with the special permission of the Chief Librarian.

2. HOURS OF OPENING

The Libraries 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 08:00 – 20:00 hours
Thursday: Open from 08:00 – 18:00 hours
Saturday: Open from 08:00 – 16:00 hours

2.2. Study breaks & exam weeks¹

Sunday to Thursday: Open from 08:00 – 20:00 hours
Saturday: Open from 08:00 – 16:00 hours

2.3. Semester break (end of semester break)

Sunday to Thursday: Open from 08:00 – 16:00 hours

2.4. Ramadhan

Sunday to Thursday: Open from 09:00 – 13:00 hours
If Ramadhan falls within the semester the library shall also be
Sunday to Thursday: Open from 21:00 – 22:30 hours
Saturday: Open from 09:00 – 13:00 hours

2.5. Public Holidays

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

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

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

3. CONDUCT OF LIBRARY USERS

- 3.1. All users shall abide by the library rules and regulations.
- 3.2. All users who use the Libraries shall respect the rights of other users.
- 3.3. All users who use the Libraries shall respect the rights of library staff.
- 3.4. All library staff shall respect the rights of all library users.
- 3.5. All users who use the Libraries shall identify themselves on request via MNU ID card, national ID card or any form of photo identification.
- 3.6. Silence must be observed in the Libraries at all times.
- 3.7. Mobile phones should be switched to silent mode before entering the Libraries.
- 3.8. Smoking, eating and drinking are forbidden in the Libraries.
- 3.9. The Librarian shall not be responsible for any personal property brought into the Libraries.
- 3.10. Any user leaving the Libraries shall present for inspection all books and property being carried out from the Libraries, if requested by the Librarian.
- 3.11. The Librarian may request any person guilty of disorderly or inconsiderate conduct, or of any breach of these rules to leave the Libraries immediately. The Librarian may withdraw library privileges from that person for such period as agreed by the Library Committee.
- 3.12. 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/Campus. Serious breaches of these rules by student users shall be lodged with the Student Services to be recorded.

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 used should not be shelved by the users.

5. LIBRARY MEMBERSHIP AND REGISTRATION

- 5.1. All users except those mentioned in 5.2 and 5.4 are eligible to register online or using the printed registration form for library membership.
- 5.2. External members will need to provide verification from faculty by filling the external membership form.
- 5.3. Any user who wishes to register as an Alumni member must be a registered member of the Alumni Association of MNU
- 5.4. Memberships under MoUs as specified in each MoU.
- 5.5. Registered users must hold a current University ID card (for identification, borrowing and issuing purpose) which must be produced at the time of borrowing library material.
- 5.6. Each registered user shall be assigned a library user account, user ID and a password, to use the OPAC.
- 5.7. 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.
- 5.8. 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.
- 5.9. 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 University administration to that effect.

6. BORROWING

6.1. GENERAL

- 6.1.1. Registered users may borrow library material from all MNU Libraries.
- 6.1.2. Library material shall be issued to library members with a current University ID card.
- 6.1.3. Library material shall only be issued to the registered user in person accompanied with the University ID card.
- 6.1.4. Users shall be held responsible for any library material issued to their library account using their University ID.
- 6.1.5. Library material borrowed must be returned to the respective library by the due date recorded in the library system.
- 6.1.6. MNU Libraries borrower loan categories are as follows:

Borrower Categories	Loan Items
Academic Staff Council Members PhD Students	20 items
Part-time staff	

Postgraduate and Undergraduate Students	10 items
Administrative Staff Alumni Diploma and all other courses	6 items

- 6.1.7. No user shall remove any library material without its issue being properly recorded by the Librarian.
- 6.1.8. 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 Libraries until all such dues are settled.
- 6.1.9. The library user is responsible for checking their accounts in a timely manner.
- 6.1.10. 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 3 days of the dispatch of the recall notice. A recall notice may be sent in any written form.
- 6.1.11. 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.
- 6.1.12. Library material on loan may be reserved via the OPAC system or the Circulation Desk and will be held for collection for 3 days from the date of notification of its availability.
- 6.1.13. Library material on short loan may be reserved via the OPAC system or the Circulation Desk and will be held for collection for 1 day from the date of notification of its availability.
- 6.1.14. Library material on restricted loan may be reserved via the OPAC system or the Circulation Desk and will be held for collection for 1 hour from the time of notification of its availability.
- 6.1.15. Library material held as reference cannot be reserved.
- 6.1.16. Users may renew loans of library material before their due date if such materials have not been reserved by another user.
- 6.1.17. Library material marked as closed reserve shall be borrowed for 3 hours to be used within the Libraries.

6.2. TYPES OF LOANS AND LOAN PERIODS

- 6.2.1. MNUL borrower loan durations are as follows

Borrower Categories	Loan Duration
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Academic staff Council members PhD students Part-time staff	For a term ² - during academic year <ul style="list-style-type: none"> • Term 1 - 'Academic staff report to work' date to 'end of result finalization' week • Term 2 - 'Term II re-registration' date - 'end of result finalization' week • During annual vacation period - 'Leave commencement' date - end of 'Academic staff report to work' week
Degree and all other members	4 weeks

7. FINES

7.1. OVERDUES

7.1.1. 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:

7.1.1.1. **General** library material on loan: MRf 2.00 per day for the first 5 days and MRf 3.00 per day afterwards.

7.1.1.2. All library material on **short loan (SL)**: MRf 3.00 per day for the first 2 days and MRf 5.00 per day afterwards.

7.1.1.3. All library material on **restricted loan (RL) and closed reserve (CR)**: MRf 3.00 per hour.

7.1.2. Fines are calculated from the due date/time, including weekends and holidays³.

7.1.3. 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.

7.1.4. Fines relating to any overdue library material that is lost by a borrower shall accrue until the loss is reported to the Librarian and replacement for the item is settled.

7.1.5. Fines shall be payable at the Circulation Desk.

7.1.6. Any outstanding library charges may hinder graduation.

7.1.7. The Librarian is under no obligation to notify users when library material is overdue.

² Exact due dates will be calculated depending on the Academic Calendar.

³ 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.

7.2. LOST MATERIAL

- 7.2.1. Loaned library material remains the personal responsibility of the borrower until its return to the Libraries. 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 7.2.2 and 7.2.3
- 7.2.2. Borrowers who have lost or damaged any library material shall report to the Librarian as soon as possible.
- 7.2.3. The Borrower shall be liable to pay a fine calculated on the following basis.
 - 7.2.3.1. Replacement of the lost/damaged item or payment of the most recent price of the lost/ damaged item including postage and handling charges, duty charges (if any) and an administrative charge of MRf 20.00, and shall pay the overdue amount up to the price of one more book.
 - 7.2.3.2. Any overdue charge of the lost/ damaged item up to the price of one book.
- 7.2.4. The borrower is liable to settle the payment within 14 working days.
- 7.2.5. If the borrower fails to settle the payment within the time period allowed the following services will not be accommodated.
 - 7.2.5.1. Graduation clearance
 - 7.2.5.2. Access to borrowing of any library material.
- 7.2.6. The borrower will also be stop listed on the Student Management System.
- 7.2.7. If any library material reported as lost was found prior to the payment being settled, the borrower will be liable to pay the overdue up to the date the book is returned to the library.

8. THESES AND DISSERTATIONS

- 8.1. Theses and dissertations undertaken by a University student/staff shall be deposited in the thesis and dissertation collection held at MNU Central Library.
- 8.2. Printed theses and dissertation collection shall be held as 'Closed Reserve'.
- 8.3. Access to print copies of theses and dissertation may be requested via the respective Libraries.
- 8.4. Printed theses and dissertation collection can only be used by borrowing the item.
- 8.5. Deposited thesis and dissertations may be used within the Libraries, until the library closing hour.
- 8.6. Thesis and dissertation repository shall be available online for MNU library members.

9. PHOTOCOPYING

- 9.1. Users making use of the photocopying facilities of the Libraries shall comply with copyright regulation of Maldives.
- 9.2. Photocopy charges shall be levied as per the rates finalized by the MNU finance committee. These charges shall be displayed near the photocopy facilities
- 9.3. Users are expected to do their own photocopying.
- 9.4. Users shall not use their own paper brought in from outside for photocopying and/or printing.

10. USE OF COMPUTER AND INTERNET FACILITY

- 10.1. The library computers are available for members of the MNU for searching library catalogues, browsing the Internet, trialling learning packages and retrieving information from databases.
- 10.2. Materials saved by users on library computers will be cleared within 24 hours. Librarian will not be responsible for any data loss
 - 10.2.1. Registered users shall not use Internet and email facilities for 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.
 - 10.2.2. Failure to observe these conditions may lead to the termination of the service to the respective user.

11. USE OF REFERENCE SERVICES

- 11.1. MNU Libraries conducts information literacy and referencing sessions to library users.
- 11.2. Request for these sessions may be made via email or Circulation Desk or as a group through respective faculty/centre/campus course coordinators.
- 11.3. Assistance in using the OPAC and online database use may be requested at the Circulation Desk of any MNU Libraries.
- 11.4. One-on-one information literacy and reference services can be provided to users upon request.

DEFINITIONS

For the purposes of these Rules:

- a) The term '**closed reserve**' shall be taken as meaning high demand material identified with the code 'CR'
- b) The term '**damaged**' shall be taken as meaning damage caused to library materials, furniture and equipment including but not limited to the tearing of pages, the cutting out of illustrations, scribbling and highlighting.
- c) The term '**database**' shall be taken as meaning the online databases subscribed, acquired or managed by the MNU.
- d) The term '**electronic resource**' shall be taken as any information source that the library provides access to in an electronic format.
- e) The term '**general loan**' shall be taken as meaning the regular general material.
- f) The term '**Librarian**' shall be taken as meaning any member of the Library Staff authorised by the University.
- g) The term '**Libraries**', unless stated otherwise, shall be taken as meaning all MNU Libraries.
- h) The term '**library material**' shall be taken as meaning any item made available through the MNU Libraries.
- i) The term '**loan**' shall be taken as meaning the duration for which library materials are issued.
- j) The term '**OPAC**' shall be taken as the Online Public Access Catalogue of MNU Libraries.
- k) The term '**overdue notice**' shall be taken as meaning overdue notice sent to a user by the Librarian in any written form.
- l) The term '**print material**' shall be taken as all material printed or published on paper.
- m) The term '**reference material**' shall be taken as meaning any library material, which is not available for borrowing.

- n) The term '**member**' shall be taken as meaning any person who has been registered in the MNU Libraries.
- o) The term '**restricted loan**' shall be taken as meaning high demand material identified with the code 'RL'.
- p) The term '**short loan**' shall be taken as meaning high demand material identified with the code 'SL'.
- q) The term '**staff**' shall be taken as meaning full time or part time teaching staff or administrative staff of the University.
- r) The term '**student**' shall be taken as meaning any person registered at the University at any given time.
- s) The term '**term**' shall be taken as the study duration of the academic year including exam weeks 1 & 2.
- t) The term '**user**' shall be taken as meaning any person making use of the Libraries facilities.

This revised version of the Library Rules & Regulations was approved by the MNU Library Committee on June 15, 2010 and is in effect from June 27, 2010. [The instances where "MCHE" and "College" occur throughout the document has been replaced with "MNU" and "University" respectively, in lieu of the change from College to University status in February 2011.]

First version approved - 2003

Revision 1 - 15 June 2010

Revision 2 - 01 June 2017

Revised from academic senate on: 17th September 2017

The MNU Libraries

University Central Library

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Malé, Maldives

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3345163, 3345166, 3345167, 3345168

Business Studies Library

Faculty of Management and Computing
Sosun Magu
Malé, Maldives

Contact no.: 3345499

Health Sciences Library

Faculty of Health Sciences
Handhuvaree Higung

Malé, Republic of Maldives

Contact no.: 3346502

Maritime Studies Library

Centre for Maritime Studies
Vili-Malé, Maldives

Contact no.: 3390681

Kulhudhuffushi Campus Library

H. Dh. Kulhudhuffushi Campus
Maldives

Contact no.: 6527761

Thinadhoo Campus Library

G. Dh. Thinadhoo Campus
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*Contact the University Central Library
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Email : library@mnu.edu.mv

Blog: <http://mnulibrary.wordpress.com>

Website: <http://www.mnu.edu.mv/library>

Online Public Access Catalogue: <http://www.mnu.edu.mv/opac>



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