



## OLOF PALME MUNICIPAL LIBRARY ROSE HILL

ISO 9000 Registration



RF 057  
MS ISO 9001:2008

### B BIS

### LIBRARY membership Rules and Regulations

#### BORROWER AND CIRCULATION INFORMATION

##### How to join the library

- Filling of an application form in person at the Olof Palme Municipal Library  
OR  
Download the application form from [www.bbrh.org](http://www.bbrh.org), fill it out and bring it to the main library.
- Documents to produce:
  - i. N.I.D card of applicant (18 years old and above)
  - ii. Birth certificate (applicant < 18 years old)
  - iii. 1 Passport size photograph of applicant
  - iv. Valid proof of address e.g. CEB or CWA or Mauritius Telecom bills (Latest) of applicant and guarantor.
  - v. Photocopy of N.I.D card of guarantor.
  - vi. N.I.D card of parent (applicant < 18 years old)

##### Membership

- Membership to the library is open to the citizens of Mauritius.
- Membership is free to the residents of Beau-Bassin/Rose-Hill and staff of the Council.
- For Non-Residents of Beau-Bassin/Rose-Hill, a deposit (Rs 100) and an annual membership fee of Rs 100 are payable irrespective of the types of membership (Adult or Junior)
- Membership is not transferable.

##### Library Membership Card

- Library membership card is compulsory for the issue of materials.
- For lost/damaged of a library membership card, a replacement fee of Rs 25 is payable.
- A fee of Rs 10 is payable for library card plastification on registration.

##### Lending Limitations

**Adult Section:** A borrower may take up to four (4) items (books or magazines etc) simultaneously for a period of one month.

**Junior Section:** A borrower is authorised to borrow a maximum of two (2) items (books or magazines) for a period of one month

## **Borrower's Responsibilities**

- The library reserves the right to:
  - i. Refuse to issue library materials to a user if he/she fails to return library materials in his/her possession/lost etc longer than the authorised period.
  - ii. Suspend a borrower's subscription/account or declared inactive if found violating any of the regulations of the library.

## **Inactive Membership/Cancellation**

- A membership is declared inactive when a borrower is unable to conform to borrowing policies and procedures and may be subsequently subject to cancellation.
- A borrower with an inactive/suspended account is not eligible for borrowing.
- An inactive/suspended membership can be reactivated provided that the borrower fulfills conditions stipulated in a notification letter sent to him/her or else to pay all fees or amount outstanding or to abide to laws and regulations of the library.
- For Non-resident membership, any patron who keeps library materials for more than 6 months will be notified and his/her deposit forfeited.
- A subscription which is not active for more than one year will be put in "INACTIVE MODE".
- Refusal to pay fines will lead to suspension of a membership. User will be accordingly informed and ultimately his/her deposit will be forfeited after the prescribed period indicated in the letter sent to him/her.

## **Overdue Fines**

- Rs5.00 per week is charged for any library material kept beyond one month.
- For fines accrued in one's account for more than 30 days, no borrowing may be allowed.
- Failure to receive reminder from the library will not excuse borrower from late charges.
- Reminder may be sent either by email or post or else as may be decided by the library.

## **Renewals for books**

### Renewals for books permitted twice

- Patrons may renew materials either by phone or call in person, provided that the materials have not been reserved or are not on the reservation list.
- Renewal of the same item cannot be effected for more than thrice.
- Item on Reservation list can be renewed for only two weeks.
- Renewal will not be allowed if fine is accrued in subscriber's account.

## **Reservations**

- Only item on loan may be reserved.
- A maximum of 3 items may be reserved simultaneously.
- When a reserved item is available, the patron will be informed accordingly to pick up the item within 10 days from the date he/she has been informed.
- Reserved item can be checked out only by the patron who placed the reservation.
- Any reserved item not collected within the allocated time will be either passed on to the next patron on the reservation list or put in circulation.

### **Photocopies**

- Price charged per page : Rs 2
- Only photocopy from library resources will be done for the general public and in conformity to the existing Copyright Act.

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### **RULES AND REGULATIONS**

- Bags and personal belongings should be left outside the library. It is advisable to keep your valuable items, money, laptop, cell phone and personal documents etc with you.
- The library accepts no responsibility for any lost/stolen of bags, money, cell phone and personal documents etc
- Eating, drinking and smoking are prohibited within the library premises.
- Cell phone use is restricted within the library. All phones should be either turn off or put on 'silent mode'.
- Loitering in the library without making use of its materials is not allowed. Aimless wandering within the library is equally prohibited.
- Any conduct that interferes with another person's use of the library service or materials is prohibited. Such conduct includes, but is not limited to:
  - i. Loud activity
  - ii. Conversation and behavior that distract others.
  - iii. Make bad use of library furniture, equipments and materials
  - iv. Harassing others, either verbally or physically.
- The library is not responsible for children left unattended in the library premises.
- Patron shall be responsible for any damage to books/magazines etc borrowed. Patron may be requested to replace a damage book/ magazine by a new one of the same author or may be fined depending on the gravity of the damage.
- A fine of Rs 10 is charged for damaged barcode.
- The internet access time per user is 30 minutes.
- Display of obscene pictures, provocation images and access to illicit sites are not permitted.
- Use of electricity by the user from any existing electric point within the library premises is not permitted.
- The library reserves the right to inspect any bags etc in search of library materials.

## 1.1 Opening Hours

Sections	Period	Opening hours
<b>Main Library</b> - Adult / Children / Reading area / Cybercafé  (Town Hall, Royal Road, Rose Hill)	• Mid-January to Mid-December	Weekdays: 09.00 – 17.00 Saturdays: 09.00 – 13.00
	• Mid-December to Mid-January	Weekdays: 09.00 – 16.00 Saturdays: 09.00 – 12.00
<b>Reference Library</b> (Eddy Norton)	• Mid-January to Mid-December	Weekdays: 09.00 – 17.00 Saturdays: Closed
	• Mid-December to Mid-January	Weekdays: 09.00 – 16.00 Saturdays: Closed

## 1.2 Mini / Sub / Branch Libraries: Opening Hours

	<b>Mini / Sub / Branch Libraries</b>	<b>Opening hours</b>
1	<i>Maingard Sub Library</i> Marie Michel Utile Centre Cr Maingard/Pope Hennessy St Beau Bassin	1. Weekdays : 12.00-17.30 (Except on Wednesdays) 2. School holidays : Weekdays : 9.00-12.00 ; 13.00-16.00 Saturdays : 9.00-12.00
2	<i>Mare Gravier Mini Library</i> Hossenally Street, Mare Gravier, Beau Bassin	Weekdays : 14.30-17.30 (Except on Tuesdays) Saturdays : 13.00-16.00
3	<i>Trèfles Mini Library</i> J. Rougeot Polyvalent Centre Dr Ferriere St., Trefles, R.Hill	Weekdays : 14.30-17.30 (Except on Fridays) Saturdays : 13.00-16.00
4	<i>Camp Levieux Mini Library</i> Ave. Crétin, Camp Levieux, R.Hill	Weekdays : (Monday, Wednesday, Friday) 14.30-17.30 Saturdays : 13.00-16.00
5	<i>Stanley Mini Library</i> Berthaud St., Stanley, R.Hill	Weekdays (Tuesday, Wednesday, Friday) : 15.00-17.30 Saturdays : Closed
6	<i>Roland Moothoo Library</i> Mozart Lane, Trefles	Weekdays (Monday & Thursday) : 15.00-17.30 Saturdays : 13.00-16.00
7	<i>Chebel Mini Library</i> Mere Thérèse Social Hall Chebel Branch Road, B. Bassin	Weekdays (Tuesday & Thursday) : 14.30 – 17.30 Saturdays : 13.00 -16.00
8	<i>Les Chebecs Mini Library</i> Sir Gaetan Duval Municipal Centre	Weekdays ( Monday, Wednesday, Friday) : 14.30-17.30 Saturdays : Closed
9	<i>Mont Roches Mini Library</i> Raymond Rivet St, Mt. Roches	Weekdays ( Monday, Wednesday, Friday) : 15.00-17.30 Saturdays : Closed
10	<i>Plaisance Mini Library</i> Emile Duvivier Social Hall Sister Marie Clemence, Plaisance	Weekdays (Tuesday & Thursday) : 14.30-17.30 Saturdays : 13.00 -16.00

### ❖ Mini / Sub / Branch Libraries:

**Mid-December to Mid-January -** Weekdays: 13.00 – 16.00

Saturdays: 13.00 - 16.00