



OLOF PALME MUNICIPAL LIBRARY ROSE HILL



B BIS LIBRARY MEMBERSHIP RULES AND REGULATIONS

Revision Number: 01

Date: 01 July 2020

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 <https://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 Student Pass – Secondary/Tertiary) of applicant
 - v. Photocopy of N.I.D Card or Passport of applicant
 - vi. N.I.D Card or Passport of parent (applicant < 18 years old)

Membership

- Membership to the library is open to all 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/Junior Section: A borrower may take up to four (4) items (books or magazines) simultaneously 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

- Rs 5.00 per week are 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.

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.
- All transactions (Lending/Reference) should be made at latest five (5) minutes before closing time.

OPENING HOURS:

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

Mini/Sub Libraries	Period	Opening Hours
1. Maingard Sub Library Marie Michel Utile Centre Cr Maingard/Pope Hennessy St. Beau Bassin	•Mid January to Mid December	Weekdays: 12.00-17.00 hours
	•Mid December to Mid January •School Holidays	Weekdays: 9.00-12.00 ; 13.00-16.00 hours (Closed on Wednesdays) Saturdays : 09.00-12.00 hours
2. Mare Gravier Mini Library Hossenally St., Mare Gravier, Beau Bassin	•Mid January to Mid December	Weekdays: 14.30-17.00 hours
	•Mid December to Mid January	Weekdays: 13.00-16.00 hours (Closed on Tuesdays) Saturdays : 09.00-12.00 hours
3. Trèfles Mini Library J. Rougeot Polyvalent Centre Dr. Ferrière St., Trèfles, Rose Hill	•Mid January to Mid December	Weekdays: 14.30-17.00 hours
	•Mid December to Mid January	Weekdays: 13.00-16.00 hours (Closed on Fridays) Saturdays : 09.00-12.00 hours
4. Camp Levieux Mini Library Ave. Crétin, Camp Levieux, Rose Hill	•Mid January to Mid December	Weekdays: 14.30-17.00 hours
	•Mid December to Mid January	Weekdays: 13.00-16.00 hours (Closed on Tuesdays, Thursdays & Saturdays)
5. Chebel Mini Library Mère Thérèse Social Hall Chebel Branch Road, Beau Bassin	•Mid January to Mid December	Weekdays: 14.30-17.00 hours
	•Mid December to Mid January	Weekdays: 13.00-16.00 hours (Closed on Mondays, Wednesdays & Fridays) Saturdays : 09.00-12.00 hours
6. Les Chebecs Mini Library Sir Gaëtan Duval Municipal Centre Les Chebecs	•Mid January to Mid December	Weekdays: 14.30-17.00 hours
	•Mid December to Mid January	Weekdays: 13.00-16.00 hours (Closed on Tuesdays, Thursdays & Saturdays)

Mini/Sub Libraries	Period	Opening Hours
7. Plaisance Mini Library Emile Duvivier Social Hall Sister Marie Clémence, Plaisance	<ul style="list-style-type: none"> •Mid January to Mid December •Mid December to Mid January 	Weekdays: 14.30-17.00 hours Weekdays: 13.00-16.00 hours (Closed on Mondays, Wednesdays & Saturdays)
8. Stanley Mini Library Berthaud St., Stanley Rose Hill	<ul style="list-style-type: none"> •Mid January to Mid December •Mid December to Mid January 	Weekdays: 14.30-17.00 hours Weekdays: 13.00-16.00 hours (Closed on Mondays, Thursdays & Saturdays)
9. Roland Moothoo Library Mozart Lane, Trèfles	<ul style="list-style-type: none"> •Mid January to Mid December •Mid December to Mid January 	Weekdays: 14.30-17.00 hours Weekdays: 13.00-16.00 hours (Closed on Tuesday, Wednesdays & Fridays) Saturdays : 9.00-12.00 hours
10. Mont Roches Mini Library Raymond Rivet St., Mont Roches	<ul style="list-style-type: none"> •Mid January to Mid December •Mid December to Mid January 	Weekdays: 14.30-17.00 hours Weekdays: 13.00-16.00 hours (Closed on Tuesdays, Thursdays & Saturdays)
11. Bibliothèque du Savoir Espace Concorde, Camp le Vieux, Rose-Hill	<ul style="list-style-type: none"> •Mid January to Mid December •Mid December to Mid January 	Weekdays : 14.30-17.00 hours Weekdays: 13.00-16.00 hours (Closed on Tuesdays, Wednesdays & Fridays) Saturdays : 9.00-12.00 hours