



## OLOF PALME MUNICIPAL LIBRARY ROSE HILL



### B BIS LIBRARY MEMBERSHIP RULES AND REGULATIONS

Revision Number: 04

Date: 15 March 2023

## 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. 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 of Library Materials**

- Renewals for books/magazines are permitted thrice.
- Patrons may renew materials either by phone, email 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.

### **Loss of Library Materials**

- For any damaged/loss of a library material in his/her possession, same must be replaced by a new one with same title, author and series on his/her next visit to the library.
- If the book/magazine is out of print, a new item by same author and language but with another title is permissible.
- One month delay is granted for replacement of the damaged/loss of library material.
- No borrowing is permitted for the item lost.

### **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. However, an electricity point is available for library users to charge laptops only. Request from user should be done at the Readers' Advisory Service, Circulation Counter.
- 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.