

MEDICAL SCIENCES LIBRARY

RULES FOR LIBRARY USERS

1. HOURS

SEMESTER

Mondays to Thursdays 8:30 a.m. - 10:00 p.m.

Fridays 8:30 a.m. - 8:00 p.m.

Saturdays 8:30 a.m. - 5:00 p.m.

VACATION PERIODS

Mondays to Fridays 8:30 a.m. - 5:00 p.m.

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

Vacation hours will apply to the first week of each academic year.

MEMBERSHIP

The University of the West Indies

2. The Library is open to registered graduate and undergraduate students and staff of all campuses of The University of the West Indies.

Non-University of the West Indies

3. a) Visiting research workers, faculty and students of other universities and tertiary level institutions may be granted reading and reference privileges on recommendation of a faculty member and at the discretion of the Librarian.*
b) Other non-university persons over the age of 16 may be granted reading and reference privileges. This is, however, subject to a review by the Librarian on duty and is dependent on the specific need of the particular person.
c) A fee may be charged for long periods of use or repeated use as outlined in Information Bulletin No. 9 (Rev.).

LOANS

General

4. No book, periodical or other library material may be removed from the Library unless it has been legitimately charged out at the Loans Desk and the date label stamped by the member of staff on duty. A user is responsible for any book or other item borrowed in his/her name. This responsibility ends only when the loan is officially cancelled. Failure to comply with this rule will be treated as a major and deliberate offence.
5. Users' identification cards are not transferable. It is a major offence to lend or borrow identification cards. Persons contravening this rule may have their library privileges withdrawn or may be referred to the Principal for further action.

6. Certain publications may not be removed from the Library. These include reference books, items in Special Collections, works of special value and other designated Not for Loan Items. All such material will be clearly marked.
7. Loans may extend for varying periods depending on the extent of demand for each item. All material loaned will be subject to recall by the Librarian at any time. No loans may be renewed for more than seven (7) days.

In cases where a book issued on loan is requested by another user, it may be recalled after it has been on loan for a minimum of seven (7) days. A new date due is assigned and fines are charged for non-return of the item after the new date.

Undergraduates

8. Undergraduate students of the Faculty of Medical Sciences may have on loan up to twelve (12) books and serials at a time.

Graduates

9. Graduate students of the University may have on loan up to fourteen (14) items (including serials).

Graduate Research Assistants/Teaching Assistants (non Graduate students)

10. Research assistants may have on loan up to twelve (12) items (including serials).

Academic, Senior Administrative and Professional Staff

11. Academic, Senior Administrative, and Professional Staff of the Faculty of Medical Sciences including part-time and Honorary Lecturers may have on loan up to nineteen (19) items including serials.

In case of special need, additional items may be loaned at the discretion of the Librarian. All loans are subject to recall by the Librarian at any time.

Other persons

12. Other persons permitted to borrow library material may not borrow serials and may borrow books in accordance with the Patron Category assigned.

Departments

13. Library materials may be loaned for extended periods to Departments of the University under certain conditions and at the discretion of the Librarian.

Reserve books

14. All persons to whom the Library is open under Rule 2 may borrow, in addition to the books permitted above, two (2) books reserved for overnight use only. At the discretion of the Librarian, use may be restricted to In Library only. These may be

borrowed before the specified times posted at the loans desk and must be returned by half an hour after opening time on the next working day.

Serials

15. Periodicals and other serials (excluding certain titles and newspapers, which are not for loan) may be issued on loan for a period of seven (7) days. These loans shall NOT be renewable. The most recently received issue of a periodical may not be borrowed except at the discretion of the Librarian.

Overdues

16. The Librarian is empowered to levy a fine upon all users who fail to return library material within the prescribed period. The fine for late return of items is one dollar (\$1.00) for each day the loan is overdue. This fine will apply to normal loans and items recalled to satisfy other borrowers' requests. The fine for late return of items in the Reserve Collection will be one dollar (\$1.00) per hour or any part thereof, per item. The maximum for each overdue item in all categories is five hundred (\$500.00) dollars, after which further disciplinary action may be taken.
17. After a third overdue notice is dispatched, all borrowing privileges will be automatically suspended. Items which are not returned after due notice will be presumed lost and treated accordingly.
18. When, after due notice, a fine or replacement cost has not been paid, the Librarian is authorised to request the Bursar to arrange for the amount of the fine/replacement cost to be recovered by the University.
19. The names of all those students who are not in good standing with the Library, i.e., those who after due notice have failed to return overdue publications or to pay for items lost or other outstanding fines - will be submitted to the Principal once per year for further action.
20. The Librarian shall have power to remit or reduce fines in any case at his/her discretion.
21. All users are required to return promptly to the Library all items on loan on completion of his/her period of study or termination of employment.

Conduct

22. (a) The Library is provided exclusively for the purpose of academic study and research. Any conduct inconsistent with this purpose or detrimental to its pursuit by others shall constitute a breach of these rules.

(b) All library users must be prepared to present the appropriate identification cards entitling them to use the Library and/or its special collections at any time when asked to do so by a member of the Library or Security staff.

- (c) Silence shall be observed in the Library.
- (d) No bags, briefcases, handbags, parcels or other receptacles exceeding 8" x 6" x 4" or 20 cm x 15 cm x 10 cm may be brought into the Library. [See attached specimen]. Such bags, briefcases, handbags etc. may be left in the lockers (rental) provided in the Amphitheatre area. The University accepts no responsibility for the loss or damage of any articles so left.
- (e) Laptop computers on battery power may be used in the Library.
- (f) Pagers must be used with discretion and cellular phones may only be used as designated.
- (g) Chairs and tables and other library equipment, fittings and furniture may not be marked, defaced or disarranged. Users may not place their feet on chairs or tables.
- (h) Food or drink may not be brought into the Library's service areas or there consumed.
- (i) The Library has been designated a smoke-free area and smoking is strictly forbidden.
- (j) Books, periodicals, etc., taken from shelves and used in the Library should be left on the tables after use and NOT replaced on the shelves.
- (k) All users leaving the Library must show all books, folders, periodicals, papers, etc., in their possession whether these belong to the University or not. Users may also be required to open for inspection any receptacle carried out of the Library.
- (l) All members of the Library and security staff are empowered to require users to comply with these rules.
- (m) The Librarian shall at all times have authority to maintain good order in the Library and may exclude from it or suspend from its use any user who breaks these rules. The Librarian may report to the appropriate University authority any person responsible for serious or persistent breach of these rules; such conduct by any member of the University community shall be considered a breach of University discipline.

Theft, Mutilation and Loss

23. Loss or damage to library material on loan to a user should be reported immediately. The user must pay the cost of replacing a lost or seriously damaged book or other

item, in addition to any fine which may have been incurred prior to reporting the loss or damage.

Replacement costs will include library processing costs up to thirty five (\$35.00) per item. Where damage to library material is reported the user may be subject to a fine appropriate to the extent of the damage. When such damage is not reported but discovered this may be treated as a major offence.

24. The following will be considered a major offence against the University:

- (i) *the illegal removal of library materials,*
- (ii) *any attempt to obtain library materials or to gain access to library facilities by false pretences or forgery,*
- (iii) *the intentional misplacement of books in the Library,*
- (iv) *the wilful mutilation or defacement of library material.*

Any University person who commits such offences may be reported to the appropriate University authority for disciplinary action, which may include suspension or expulsion.

Non-University persons who commit such offences may be subject to legal action.

25. Any breach of these rules by a user may render him/her liable to a fine not exceeding five hundred dollars (TT\$500.00) at the discretion of the Librarian.

26. The Librarian may institute such operating rules and procedures in addition to the above as may be deemed necessary and appropriate for good library economy and service.

***NB: (a) “Librarian” means the Campus Librarian or anyone delegated by her/him.**

(b) Major offences are specified in “The Charter of Principles and Responsibilities”.

<i>Medical Sciences Library The University of the West Indies Eric Williams Medical Sciences Complex Champs Fleurs, Republic of Trinidad & Tobago</i>	<i>(Tel.) 1-868-645-2640 Ext.5206 (Fax) 1-868-662-1392 E-mail: medlib@sta.uwi.edu Webpage: http://www.mainlib.uwi.tt/msl</i>
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SPECIMEN SIZE OF HANDBAG

15 cm.

20 cm