

# NEAPOLIS UNIVERSITY PAFOS

## Learning Resource Centre Regulations

To use all services of the Library require registration of users and the acquisition of the card user.

The library user knows and accepts the rules of procedure which is set out below. Users are required to comply with the recommendations of staff and respect the space and their colleagues. Users have a duty to be careful to use the materials and equipment. Any damage or loss of material restored or compensated as shown in the following.

Please read these regulations carefully, as ignorance of them cannot be accepted as an excuse for non-observance. Users are expected to respect the library environment as a place of study and conduct themselves with consideration to both library staff and other users.

A borrower's card must be presented when taking out material. The card is not transferable and the holder will be held responsible for all items issued on their Library Card until they are returned to the LRC and duly discharged.

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## **1. Users**

All members of the academic community of the University of Neapolis acquire the right to use the library when equipped with a special card and password lending. The card and code is strictly personal and provide the holder access to all collections and services of the library and displayed to users for borrowing and use of any library material.

Teaching Staff to be eligible to use the materials and services of the library should be provided with a membership card on production of certificate from the Human Resources Department referred to the relationship and working time to the University of Neapolis.

Conditions of membership, borrowing privileges, and access to electronic and audio-visual resources are dependent on the category under which the user is registered with the University of Neapolis.

Membership at LRC is open to the following:

### ***Internal Users***

- All University staff and all matriculated university students

Library membership is conferred automatically on all registered students and University staff, normally following receipt of a written application on the standard form required by the Library.

Membership forms with personal details are completed by each applicant, while any change of address or telephone must be notified at once. Every user, after completing the registration form found on the website of the LRC, will be issued with a Library Borrowing Card and a Library Membership Card.

### ***External Users***

- Residents of the Pafos community are entitled to use the facilities of the library as external members or Visitors, and are subject to such conditions and fees as the Head of Library Services may determine:

- Special supplement the signed application form accepting the terms contained therein.

- Proof of identity, preferably Photo ID, showing current postal address, will be required for all types of external membership, including day pass applications.

- Pay an annual membership fee of 20 Euros.

Where the request is accepted the external user is issued with a special card bearing the photograph of the user in the process of borrowing. The submission of false data is considered a serious breach and is followed by immediate cancellation of membership.

### ***Visitors***

Members of the public, who are not registered as external members, may be admitted to the LRC as Visitors for consultation and reference only. Members of the public may access the electronic resources, and main collections as prescribed. The users must submit to the Issue Desk their ID or passport and sign in the visitors' book. Borrowing privileges may be extended to members of the Pafos community at the discretion of the Director of Information Services and if registered as external members.

## **2. New Library Acquisitions**

All Academic Staff of the University of Neapolis and members of the Library have the obligation and the right to suggest acquisition of material by contacting the Acquisitions Department.

Acquisitions Department collects all requests for ordering and advances them to the Director, who is responsible to approve them or not.

Library users can be informed about the process of their requests via the on-line library catalogue.

Customary orders' proposals (renewal of periodicals etc) are prepared annually in cooperation by the Acquisitions Department and the Director.

Departments must inform the library on time about the annual curriculum and request any relevant material that is not available in the library.

## **3. Regulation of Borrowing**

Users of the Library with acquired membership and with not outstanding charges, have the right of borrowing library material. Borrowing material should be returned on time if not the user will be charged with a fine 30 cents (0,30) per day per book.

Users must produce a valid Library Card whenever they wish to borrow. No items may be removed from the LRC without first being formally issued as a loan. Any removal or attempted removal of an item without complying with this procedure constitutes an offence and renders the user liable to disciplinary action. LRC users will be held responsible for all items issued on their Library Card until they are returned to the LRC and duly discharged.

In case of not

Users are entitled to borrow items up to the loan allowances as described below and are responsible for the timely renewal and return of all items:

Borrower Categories	Maximum number of items	Period of borrowing (in days)
Academic Staff	8	30
Undergraduate Students	5	7-15
Postgraduate Students	15	7-15
External Users	1	7-15
University Staff	2	7-15

### ***Reference Material:***

Some library materials may not be borrowed and may not be removed from the Library. This includes journals, and general reference materials items designated as Reference Material for the purposes of the Academic Units (such as textbooks, personal copies of items, journal articles and/or photocopies, disks, audiovisual materials, etc), which are kept at a special section, and are available for internal use

only by students of Neapolis. All students before removing from the shelves Reference Material are obliged to leave their name and title of the book to the Librarian. Reference Material, such as Dictionaries, Encyclopedias, Handbooks etc., shall also not be available for loan.

***Special Short-term Loan Collection:***

Items included in Short Loan Collection, such as required recommended readings for specific Academic Units and books-in-high demand for projects, assignments and tutorials may be borrowed for limited periods only (either 3 days only or overnight or reference material only) or none (closed collections). These periods are decided with consultation of the teaching staff and the librarians shall have the authority to limit or extend the loan.

***Renewals:***

All categories of users are entitled to renew once the borrowed material with the precondition that it's not reserved by another user. After the renewal the same user may not be reissued the same material provided that the 3 days are over. The renewal of items can be made either on-line through the website of the library, or in person at the Issue Desk of the Library. Borrowed material which is overdue exceeding the 3 days allowance cannot be renewed.

***Reservations:***

Users may reserve items that are already on loan. In this case: The user that has borrowed the material cannot renew his/her loan. The book is kept for three days from the date of return and the users enter a priority mode depending on the day and time the reservation was made.

**4. Short-term Loan Collection**

The books moved from the main collection in the short-term loan collection after a request from the academic staff designating the time limit of the material to the collection. Copies are collected by the academic staff and delivered to the library staff in charge of organizing. The material is delivered at least two weeks before the start of the course, time to define its position on the shelves and make the necessary processing. The collection does not include reference volumes and journals, reference books and rare and precious books. The academic teaching staff can give their own copies or notes to be included in the short-term loan collection shelf.

The academic staff state if they wish to keep their personal material in the library at the end of the academic semester. In this case the material is recorded as a donation and is forwarded directly to the Department of Acquisition for further processing. If the academic staff does not want to leave the material in the Library can receive it right away the semester.

Upon delivery of personal material for the academic staff in the Library is recorded in a book, which is maintained for the purpose, date, title and number of copies and signed by the staff who delivers and the librarian who receives it. On return of the material the staff follows a similar procedure.

**5. Late return or damage of material**

Users have the responsibility for the timely return of borrowed materials. The Library notifies all users who have overdue items and should be returned to the Library via e-mail. Users who fail to return an item by the determined due date, will be charged with a fine of 0.30 cents per day for each item that is returned late. The fine for the material of Short Loan Collection is EUR 1.00 per day. The fines do not include Sundays and public holidays. In the case the user has outstanding charges for overdue items will be not eligible for any other loan material. Users shall be held responsible for any loss, or damage of Library Material that is in their possession and may be required to pay full costs of replacement or repair. Such loss or damage should be reported immediately to the Library Issue Desk, and the Librarian shall determine the amount to be paid.

## **6. Membership termination**

This section refers to users who graduate, quit or retire from the University of Neapolis:

### ***Students***

Students who interrupt their studies lose the right to use the Library. In case a student interrupts his/her studies or graduates, the Students' Registries contact the Circulation Department and give graduation certificate only after they receive official notification from the Library that this user is not responsible for any overdue material. The Library suspends the users' rights when informed for graduation or interruption of studies.

### ***Academic Staff***

Academic Staff who quit their cooperation with any Department: Should make sure that any borrowed material and their library card are returned before leaving. The Academic Staff Department informs the Library when a member of the Academic Staff quits, and requests official notification from the Library that this user is not responsible for any overdue material. This is official notification is a precondition for paying the last salary and give the termination certification.

## **7. Interlibrary loan services**

Entitled interlibrary loan services are offered for members of the University community solely.

The Interlibrary loan services office receives requests from users in print or electronic format and forwards the orders as soon as possible to provide users of the library with articles in paper or electronic form and to secure the loan of material from libraries in Cyprus and abroad.

Expenses are covered by the applicant. Cost depends on the supplier, the type of material (book, article), the way the item is sent (mail, email, fax), and the number of pages. Where loans, the borrower is solely responsible for any damage or loss of material.

The cost of the material reaches the Library is not received by the user remains a liability of the user to the library, where any delay in delivery not responsible interlibrary loan service. In case of default user loses the right of loan.

## **8. Copying Facilities**

Copying facilities are available in the Library for use by registered students or members of the university staff. The facilities should be used for the purpose of research, study or other proper and lawful use. Users cannot photocopy or digitize large amounts of printed works (e.g. an entire book or an entire journal issue). The Library expects users to comply with copyright policies. The use of the facilities for a purpose which constitutes an infringement of copyright is forbidden.

## **9. Computer facilities (IT Center)**

The LRC IT Center is equipped with computers with several integrated office software packages, printers, scanners, copy machines, and audio-visual material for the convenience of the user.

Purpose of the IT Center is to provide access to all the information resources that are available on the premises of the library facilities in order to service users and to provide access to all sources of information to which the Library has provided access.

Right of use of computer equipment have all the users and as prerequisite is possession of the card user's Library.

The library at the beginning of each academic year, offers seminars on new students on the use of the computer equipment.

In the case of University Departments that want to use the premises of the IT Center for educational purposes and where the organization of space permits without creating problems in proper functioning of the library, should inform the Information Department of the Library, indicating the desired date, hours of detention, and equipment.

Problems that which occur in the operation of computing resources are taken directly to the supervisor operator or personnel who deal with the problem to be solved as soon as possible.

## **10. Contact in the LRC**

Any disorderly conduct in the Library, or any behavior which unfairly inconveniences other users or causes damage or the risk of damage to books and library furniture, constitutes a breach of the Regulations. The person responsible may be penalized by the Librarian; this may include the suspension of access and borrowing rights. Regulations for orderly conduct in the Library include the following:

- Do not smoke in the Library.

- Talking on mobile phones is only permitted in specific areas. Switch mobile phones to silent mode upon entering the Library.

- Do not consume food or drink in the Library; bottled water may be used in the Library as long as the bottle has a screw top and is not left open on the desk. Food must remain wrapped or in containers and must not be opened whilst in the Library.

- The presence of animals within the premises of the library.

*The privilege of using or borrowing from the Library can be restricted or withdrawn by the Librarian if, in his or her opinion, circumstances warrant this.*