



# *Guidelines for use of the Republic Bank Library*

## *The purpose of guidelines*

By enrolling at the Arthur Lok Jack Graduate School of Business, you agree to abide by our rules and regulations. The Republic Bank Library tries to avoid unnecessary rules, but some are needed so that we can live and work together for the benefit of everyone.

Rules are also there to protect our community against individuals whose behaviour does not reach the standard that we expect and to safeguard the Lok Jack GSB's name and reputation.

We therefore ask all students and staff to observe certain standards of behaviour and to meet certain obligations.

In the main, you are unlikely to encounter problems if you use your common sense, have a sensible appreciation of what is right and wrong, show respect for other students and staff, do not misuse the facilities available to you and respect the Lok Jack GSB and its property.

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## **Membership**

The Library will serve all registered students of the Arthur Lok Jack Graduate School of Business.

Registered students of The University of the West Indies, visiting researchers, corporations, tertiary level institutions and alumni of the Arthur Lok Jack Graduate School of Business may be granted reading and reference privileges on recommendation of a faculty member and at the discretion of the Librarian.

*The use of the Library and its physical and electronic resources may be denied for due cause. Such cause may be failure to return Library materials or to pay penalties, destruction of Library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on Library premises.*

## **Loans**

Students may have on loan up to 5 items at one time. Academic and support staff may borrow up to 3 items at any one time.

Books may be borrowed for a period of 7 days and may be renewed on one occasion for 3 days if there is not a waiting list for the title.

Some items may not be removed from the Library. These include reference materials such as dictionaries etc. All such materials will be clearly marked.

Periodicals cannot be borrowed.

Audio-visual materials housed in the Library may only be borrowed by faculty members, or anyone delegated by him/her, for use in classes only, and must be returned to the Library at the end of the class. These items are not allowed to leave the compound.

## **Overdue items**

The Librarian is authorized to impose fines on all users who fail to return borrowed items within the designated period.

Materials are due on the date indicated on the date due slip, as stated when borrowed.

The Library is not responsible for notifying borrowers that materials are overdue.

Overdue items will incur fines of \$5.00 for each day that the item is overdue.

Patrons who have overdue items will be denied borrowing privileges and access to view grades until those overdue items are returned and fines paid

Patrons who have a maximum of \$1.00 in fines on their record will also be denied borrowing privileges and access to view grades until the fines are paid.

Where items have been lost or returned damaged, the patron is required to pay the cost of replacement/repairs and any administrative cost incurred in addition to any overdue fines.

## **Renewals**

Loans may be renewed for three (3) days providing that the material is not overdue or required by the Library or another user.

Items may only be renewed once.

Renewals can be done via email, phone or in person.

## **Conduct**

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

Library materials shall not be removed from the Library unless they have been legitimately checked out and a return date stamped by the staff on duty.

Library materials on loan may not be transferred to another person. The person on whose name the item was loaned shall be solely responsible for the safekeeping and return of the item.

All Library users must have their UWI Student ID card in their possession and must be prepared to present it when asked to do so by a Library staff or security. UWI Student ID cards are specifically required for any loan transaction.

Student ID cards are not transferable. It is a major offence to lend or borrow Student ID cards. Persons contravening this rule may have their Library privileges withdrawn. Lost or stolen Student ID cards should be immediately reported.

Library users must refrain from any noisy or unseemly behaviour, or other conduct likely to interfere with the comfort or convenience of other persons within the Library.

Library users are permitted to use their own books and materials in the Library on condition that they are subject to examination on exit. The Library is not held responsible for the loss or damage of personal items that are left unattended.

The use of equipment likely to disturb or distract other users or to damage Library materials (e.g. Mobile telephones, digital scanners, radios, personal hi-fi equipment, or computers to perform any of the functions of such machines) is not permitted in the Library.

Damage or defacement of Library materials, by marking, erasure or mutilation is strictly forbidden.

All materials on loan will be subject to recall by the Librarian after it has been on loan for a minimum of five (5) days.

Library users may not mark, deface or alter the arrangement of Library furniture, equipment and fittings nor misuse them in any way.

Eating, drinking and smoking are strictly forbidden in the Library.

Library materials on the open access shelves may be removed for use within the Library, but should not be replaced on the shelves by users. Materials should be left on the reading tables after use. Library materials obtained from the Library's staff should be returned to the staff on duty.

Library users may not reserve reading places. Any reader absent for more than 15 minutes from the place that they have been using forfeits their right to that place. Their books may be removed from the table and the place taken by another reader.

A Photocopier is provided for students and users are advised that there are restrictions on copyrighted materials. Photocopying within the Library shall be in accordance with the provisions of the Trinidad and Tobago Copyright Act of 1997. Any violation of copyright is the responsibility of the copy machine user.

All transactions (borrowing and returning of items) end 15 minutes before closing time.

## **Lockers**

The lockers located at the north of the first floor of the building are for the **exclusive use of patrons of the Republic Bank Library.**

Lockers are provided for the storage of library users' bags since bags are not allowed in the library.

To protect our physical resources and maintain a clean and comfortable environment for you and our future students, the Republic Bank Library does not permit food and drinks in the Library. The lockers are provided for the storage of such items.

### **Requirements & Guidelines**

- Library lockers are available on a first come, first served basis and are for the exclusive use of the Library patrons while using the resources of the Republic Bank Library.
- The lockers require the use of a key which is distributed by the Library staff on duty. Your GSB Access Card and UWI ID Card must be provided in order to be issued a locker key
- Once you are issued with a Locker key, you are responsible for the key until it is returned.
- You are not allowed to leave campus with the key in your possession.
- Lockers have integral locks. Use of additional/supplemental locks is forbidden. All personal locks will be cut off and disposed of.
- Patrons shall remove all of their personal items from the locker upon leaving the Republic Bank Library and return the key to the Library staff. **Day storage, overnight storage, or temporary storage while attending classes is not permitted.** Items are not to be left in lockers overnight. Items left in lockers will be removed and disposed of.
- Access to and use of the lockers will only be permitted during regular Library hours.
- The Library is not responsible for the loss of personal material or for the loss of Library material charged out to you. Please keep your locker locked at all times.
- There is a \$200.00 (cash only) replacement fee for a lost locker key, or if a key is not returned to the Library staff by the closing time of the Library on the date borrowed. Patrons who fail to pay this fee will be denied borrowing privileges until the fee is paid.

## **Complaints**

### **Opening Hours**

Library staff will consider all legitimate concerns about library charges.

Reasons that **DO NOT** constitute a basis for appeal are:

- Lack of knowledge of library policy
- Disagreement with library fine or fee structure
- Inability to pay fees and charges
- Unwillingness to take responsibility for material loaned to a third party
- Forgetting the due date
- Non-receipt or untimely receipt of library notices
- Returning items to libraries other than the Republic Bank library
- Being out of the country
- Semester breaks

Extenuating circumstances will be considered.

If there is another matter concerning a service provided by the Library, please follow these procedures:

- a) **Inform a member of Library Staff**
- b) **Speak to the Librarian**

## **Internet/Electronic Resources /Electronic Resources**

Users may use the Internet for research and the acquisition of information to address their educational needs.

Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.

Users agree to not incur any costs for the Library through their use of the Internet service.

The commercial use, systematic or "excessive" downloading, or redistribution of electronic information to non-subscribers or to non-subscribing institutions are expressly prohibited.

User account activity is tracked closely by the database vendors, and violations can result in suspension or cancellation of the service.

Access to licensed electronic resources is restricted to current students of The University of the West Indies, faculty and staff.

Most of the Library's electronic resources are available without restriction from any computer workstation on campus.

## **Theft/Mutilation**

### **Lockers**

Loss or damage to Library materials on loan should be reported to the Library staff. If the damage is not reported but discovered, this may be treated as a deliberate offence.

If materials are lost or damaged, so as to be judged by the Library as being unsuitable for the collection, the patron must pay the replacement cost, which will include the present cost of the item as well as a processing cost at a minimum of \$50.00 per item as well as any fine incurred up to the date of reporting the item lost or damaged to the Library staff.

The illegal removal of Library materials or equipment and any attempt to obtain Library materials or to gain access to Library facilities under false pretences or forgery are major offences against the University.

## **Computer/Equipment Use**

The computers are for the use of registered users only.

Computer equipment may not be used to display, print or transmit electronic information that may be offensive to a reasonable person or that may create a hostile environment for other users.

Workstations may not be used for commercial ventures.

In the library's computing facilities, personal use is not encouraged. In the event that a patron is using a computer for personal uses such as playing games, conversing via chat rooms, accessing email, and the like, he or she may be asked to relinquish computers to those users seeking access to the Library catalog, other electronic databases, or Library specific programs for research purposes.

Computers are allocated on a first-come, first-serve basis.

The Library holds no responsibility for loss or damage of data or disks that may occur while using Library computer equipment. Staff will attempt to assist in the recovery of data but cannot guarantee its recovery.

External hardware devices may not be connected to workstations at any time.

Unattended computers are available computers.

### **Computer/Equipment Use**

Do not attempt to circumvent security (hardware or software), modify files, software or equipment, or store personal files on the Library computers.

Do not leave a computer logged in and unattended. You are liable to find that another user has started work on that computer, and it leaves your files open to accidental or deliberate corruption.

At busy times, library staff will log off computers unattended for more than ten minutes.

Authorized users are provided with access to the School's IT facilities by means of a username and password. Users must take all reasonable steps to keep their passwords confidential and not disclose them to anyone else. If an authorized user believes that their password has become known to anyone else, the password should be changed at the earliest opportunity.

Any user who, for whatever reason, comes to know the password of any other user must not attempt to obtain access to the School's IT facilities using that password nor disclose it to any other person. Use of a password by anyone other than the authorized person will be treated as serious misconduct.

*Users who fail to comply with the Library's policies will face disciplinary action, which may include expulsion.*

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