



## *Guidelines for use of the Republic Bank Library and Information Resource Centre*

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## Foreword

### *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 and Information Resource Centre 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.

***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.***

## Opening Hours

**Opening Hours:**  
**Monday to Thursday: 8:30 am to 8:00 pm**  
**Fridays: 8:30 am to 5:00 pm**  
**Saturdays: 8: 30 am to 4:30 pm**

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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 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

Full time students may have on loan up to 5 items at one time. Part time students may have on loan up to 3 items at one time. Academic staff may borrow up to 5 items at any one time and support staff may have up to 2 items on loan at 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.

Authorised 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 authorised 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 authorised person will be treated as serious misconduct.

Work stations are not to be locked for more than 10 minutes.

## Internet/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.

## Computer/Equipment Use

The computers are for the use of registered users only.

The computing facilities are for educationally related applications only. Instructions for use will be located near the computers and the Library staff will be readily available to provide further assistance when needed. Tutorial manuals will be prepared and provided to patrons.

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.

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.

## 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 only once.

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

## Overdues

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. This fine will accrue from the date due until the item is returned.

Patrons who have overdue items will be denied borrowing privileges until those overdue items are returned or paid for if lost and/or damaged.

Patrons who have a maximum of \$5.00 in fines on their record will also be denied borrowing privileges 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.

## Conduct

The Library is provided exclusively for the purpose of academic research and study. It is the patron's responsibility to maintain the necessary and proper standards of behavior in order to uphold the purpose of the Library.

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 ID card in their possession and must be prepared to present it when asked to do so by a Library staff or security.

ID cards are not transferable. It is a major offence to lend or borrow ID cards. Persons contravening this rule may have their Library privileges withdrawn. Lost or stolen 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 be subject to examination on exit.

The use of equipment likely to disturb or distract other readers 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.

Photocopies are provided 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 10 minutes before closing time.

## Theft/Mutilation

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 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 cost of the item as well as a processing cost at a minimum of \$50.00 per item.

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.