

# WORLD MARITIME UNIVERSITY

## RULES MADE UNDER THE GENERAL MANAGEMENT STATUTE

### LIBRARY RULES

#### **Citation**

1. These rules are made in accordance with Clause 3 of the General Management Statute and may be cited as the Library Rules.

#### **Interpretation of Expressions**

2. For the purposes of these Rules, unless some other meaning is clearly intended, the expression:

"Head of Information Services" means the person holding the office of Head of Information Services of the University and includes any person officially deputising during the Head of Information Service's absence;

"Library" means the library of the World Maritime University and, except where the context otherwise requires, includes all library materials, equipment and facilities provided by or available at the Library;

"Library materials" includes all books, manuscripts, journals, pamphlets, records, periodicals, newspapers, music scores, pictures, prints, photographs, microforms, maps, charts, plans, films, slides, sound recordings, video recordings, computer disks, CD-ROMs and other items of a like nature held by the Library.

#### **Powers of the Head of Information Services**

3. The Head of Information Services is responsible to the President, through the Vice-President (Academic), for control and management of the Library and may, in addition to any powers conferred by these Rules, give such directions in accordance with policies and guidelines established by the President or his delegate as appear to the Head of Information Services necessary or desirable with respect to the use of the Library and the conduct of the persons using it.

#### **Library Hours**

4. The usual hours during which the Library will be open shall be prescribed by the Head of Information Services and posted on a board at the entrance to the Library.

The current opening hours are:

Monday - Thursday: 0830 - 1700  
Friday: 0830 - 1600

### **Closure of the Library**

5. The Head of Information Services may close the whole or any part of the Library without due notice if that appears to the Head of Information Services to be necessary for the security and/or proper operation of the Library. Any such action taken by the Head of Information Services shall be reported to the President or his delegate as soon as practicable.

### **Persons Who May Use Library**

6. Subject to any exclusion or suspension imposed under these or any other rules, the following persons have the right to use the Library:

members of the Board of Governors or staff of the University;  
students of the University;  
any other person having the permission (which may be given orally, and subject to any conditions or restrictions) of the Head of Information Services, or of any member of the staff of the Library authorised by the Head of Information Services to give permission on his or her behalf.

### **Exclusive Use**

7. The Head of Information Services may reserve any part or parts of the Library for the exclusive use of a restricted category of authorised users.

### **General Conduct in Library**

8. A person shall not behave in the Library in such a manner as to interfere with its proper use by others or to cause damage or the risk of damage to any Library materials or facilities.

### **Restrictions**

9. A person shall not:  
  
smoke, eat or drink in any part of the Library;  
bring any animal into the Library;  
offer anything for sale in the Library without the permission of the Head of Information Services; or  
put up any bill, placard or notice in the Library without such permission.

### **Children**

10. A child who has not attained the age of 14 years shall be admitted to the Library only if accompanied by an adult who undertakes to be responsible for the child, and if a member of the staff of the Library considers that the child's behaviour is causing disturbance to others, he or she may require the adult and the child to leave the Library.

### **Complying with Instructions**

11. A person on Library premises shall comply at all times with any reasonable direction given by a member of the staff of the Library.

### **Removal of Library Materials**

12. A person shall not remove any Library materials from the Library otherwise than by borrowing them in accordance with the procedures prescribed under Sections 16 to 21, and shall not do anything intended to hinder others in finding materials they may wish to use.

### **Inspection/Removal of Personal Belongings**

13. A person who has brought any case, bag, parcel or other item into the Library shall do so at the person's own risk and, if so requested by a member of the staff of the Library, shall allow it to be inspected before and/or when leaving the Library. Any personal belongings that are left unattended may be removed by any member of the staff of the Library and stored at their owner's risk.

### **Reservation of Seats**

14. No person may reserve a seat in any part of the Library.

### **Identification of Users**

15. A person who, in the opinion of a member of the staff of the Library, has contravened or failed to comply with any of the provisions of these Rules shall, if so requested, give the member his or her name and address and produce (if able to do so) some means of identification.

### **Borrowing**

16. Subject to any suspension or exclusion imposed under these or any other rules, library materials may be borrowed -

- by any student of the University;
- by any member of the Board of Governors or staff of the University;
- by any other person having the permission of the Head of Information Services;
- by any Library, approved by the Head of Information Services for that purpose, to meet a request for an interlibrary loan.

### **Restricted Borrowing (Special Items)**

17. Library materials consisting of -
- items included in any special display;  
items placed by the Head of Information Services in the Reserve/Short Loan Collection;
- and
- items temporarily withdrawn for the purposes of maintenance may be borrowed only in accordance with special arrangements approved by the Head of Information Services.

### **Borrowing Procedures**

18. The procedure for borrowing Library materials and the conditions on which they are borrowed, including conditions as to the number of items that a borrower may have on loan at any one time and the duration and renewal of loans, shall be such as are prescribed by the Head of Information Services.

The current loan periods are as follows:

- Books, reports, articles, computer disks and CD-ROMs (21 days for students/42 days for staff and PhD candidates)(items may be renewed if they are not required by another user);  
Videos, sound tapes and IMO Committee papers (7 days)(items may be renewed if they are not required by another user);  
Back issues of periodicals (7 days)(items may be renewed if they are not required by another user);  
Reserve/Short Loan items (number of days as determined by the Library staff, and item to be returned by 0900 hours on the specified day)(short loan items cannot be renewed);  
Reference documents (overnight from 1300 hours to 0900 hours the following working day (reference items cannot be renewed).

Note: Current periodicals are not available for loan.

### **Early Return of Items**

19. A borrower may be required to return any item to the Library by a date earlier than that on which the loan would otherwise expire by notice, addressed to the borrower by mail, email or phone, issued by or on behalf of the Head of Information Services.

### **Late Return of Items**

20. A borrower who fails to return any item by the date on which it is due (whether by reason of the expiry of the loan or the giving of a notice under Section 19) shall, subject to Section 21, be liable to a charge for each day that the item is overdue of an amount from time to time fixed by the President on the recommendation of the Head of Information Services.

The current charges are as follows:

One Swedish Kronor per working day for each item. In the case of Short Loan/Reserve/Reference items the charge will be one Swedish Kronor per working hour, starting at 1000 hours on the specified day.

### **Maximum Charge**

21. The maximum charge for each item that is overdue shall be 50 Swedish Kronor.

### **Lost Items/Overdue Items**

22. If the borrower has notified the Head of Information Services that the item is lost, or if the charge has reached 50 Swedish Kronor, the borrower shall be liable to pay to the University a sum equal to the cost, as assessed by the Head of Information Services, of replacing the item, together with a processing fee of 100 Swedish Kronor.

### **Repayments**

23. The Head of Information Services has discretion to direct the repayment to the borrower of the whole or part of any sum paid where the borrower has complied with the provisions of Section 22 and subsequently returned an item to the Library.

### **Damaged Items**

24. Where an item borrowed from the Library is damaged otherwise than by fair wear and tear, the person in whose name it was borrowed shall be liable to pay to the University on demand an amount equal to the cost of repairing the item or, if the Head of Information Services considers it necessary that the item be replaced, the replacement cost as assessed by the Head of Information Services.

### **Reduction/Waiving of Charges**

25. The Head of Information Services has the discretion to reduce or waive any charges, fees or other amounts that a person has become liable to pay under these Rules. Any action taken by the Head of Information Services under this Section to waive any charge, fee or other amount shall be reported to the President or his delegate.

### **Enforcement**

26. The member of staff for the time being in charge of the Library may exclude, for a period not exceeding 24 hours from the time of the exclusion, any person appearing to the member of staff to be behaving, or likely to behave, in a disruptive or destructive manner, and shall record any such incident in a book provided by the Head of Information Services for the purpose.

## **Suspension**

27. Where it appears to the Head of Information Services that a person has contravened or failed to comply with:

a rule relating to the Library;

a condition or direction under Sections 16-21 relating to the borrowing of Library materials; or

that any charge, fee or other amount for which a person is liable under Sections 20 and 21 has not been paid, the Head of Information Services may suspend that person's right to use the Library or to borrow Library materials, or both such rights.

## **Notification of Suspension**

28. On imposing a suspension on any person under Section 27, the Head of Information Services shall notify that person of the suspension by a notice posted to the person's address shown on the University records.

Made November 1991  
Amended January 2001  
Amended June 2003  
Amended April 2008