

FSMed Library Regulations

These regulations have been formulated to safeguard the interests of the library clientele and to assist the Library to efficiently and effectively serve FSMed. They apply to all users of the Library.

- Valid user ID cards must be presented in order to borrow library items.
- All books loaned out shall be deemed to be borrowed by the owner of the ID card under whose name books have been issued.
- All users shall use their own library ID cards to borrow library items
- No library item shall be loaned to a member using the ID card of another member.
- Borrowers are responsible for all items held in their charge and shall be required to pay for the replacement cost of the item if reported lost or damaged.
- A library fine of 10c per day shall be charged on all overdues from the general collection up to a maximum of 30 days, after which an overdue fine of \$50 will be levied.
- If a library item is returned more than 30 days after being declared lost an overdue fine of \$50.00 shall be levied.
- Overdues from the Reserve collection shall incur a fine of 50 cents per hour.
- Items borrowed must be returned by the date specified.
- Borrowing privileges shall cease immediately an item is overdue
- Failure to return or renew a book shall be treated as a disciplinary matter and may result in withdrawal of privileges/membership.
- High use items required by students will not be lent out to external borrowers.
- Items borrowed may be recalled by the Librarian and must be returned within the time specified. Non-compliance may result in loss of library privileges.
- The library is under no obligation to notify borrowers when items are overdue.
- All staff and students leaving FSM are required to obtain clearance from the library
- All external borrowers must present ID cards when wishing to borrow an item.
- Library staff must record all items borrowed.
- Computers are to be used strictly for study, research and academic purposes. Failure to comply attracts the following penalties; \$50.00 first offence, \$100.00 second offence and \$150.00 third offence and may result in referral to disciplinary committee. May also result in withdrawal of privileges and membership.
- Mobile phones are to be switched off or put on silent mode when in the library. Failure to comply will result in fines imposed and after 2 warnings; it shall be treated

as a disciplinary matter and may result in withdrawal of privileges and/or membership.

- Handbags, bags, briefcases etc must be left in the lockers provided in the teaching block. Failure to comply will result in fines imposed and after 2 warnings; it shall be treated as a disciplinary matter and may result in withdrawal of privileges and/or membership.
- The Fiji School of Medicine shall not be held responsible for the loss of personal belongings in the library.
- **The Librarian may terminate membership immediately if any aspects of the library regulations have been breached.**

FSMed Library Rules

- **Silence** must be observed at all times whilst in the library.
- Mobile phones are to be switched off or put on silent mode when in the library.
- Computers are to be used strictly for study, research and academic purposes. Chatting online, playing games and watching movies are prohibited
- Food items, beverages and eating utensils are not to be brought into the Library.
- Smoking is prohibited in the library.
- Laboratory coats are prohibited in the library.
- Handbags, bags, briefcases etc must be left in the lockers provided in the teaching block. .
- Handbags, bags, briefcases etc must not be left in the care of the library security guard.
- Valuables must not be left unattended in any area in the library or in the locker area.
- Library workrooms, staff service areas, staff tearoom and staff toilets are restricted to Library staff only.
- Library furniture must not be moved around and the Librarian's permission must be sought for any special arrangement that maybe required from time to time.
- Library telephones are for office use by the library staff with the exception of clinicians and FSM staff.
- The library shall not provide staples, staplers, pens, pencils, paper, clips, rubber and other stationery to library users.

Rules For Bags

Theft from lockers is an ongoing issue which has escalated recently. A subcommittee comprising Managers – Properties, Student Services and Library met to recommend solutions to the issue which will be presented to management for deliberation.

In the meantime for students who need to use the library and ICT facilities, we have agreed on the following short term measures effective Thursday 09 October until exams are over to assist in keeping your personal belongings safe while you use those facilities.

1. From 8:00 am – 4:30 pm please leave your bags at the student services office. Tavenisa and Barbara will be in charge.
2. For after hours, weekends and public holidays please leave your bags with the security guard in the library.

In both instances you will be issued with a card/number which you must present in order to claim your bag.

Please bear with us as we work towards a long term solution.

Thank you

Manager – Library.