

Curepipe Carnegie Library Regulations 2017

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THE LOCAL GOVERNMENT ACT

Regulations made by the Municipal Council of Curepipe under section 5 of the Curepipe Carnegie Library Act

1. These regulations may be cited as the Curepipe Carnegie Library Regulations 2017.

2. Interpretation

In these regulations:-

“Council” means the Municipal Council of Curepipe;

“library” means the library belonging to the Municipal Council of Curepipe known as the Curepipe Carnegie Library and other branch or sub libraries.

“Senior Librarian” means the Officer in Charge of the Curepipe Carnegie Library as designated by the Chief Executive Officer of the Council.

3. Applications for books/manuscripts to be consulted in the library shall be made as follows:-

- (a) the applicant upon presentation of his/her National ID Card/valid Passport/Driving Licence or Bus Pass shall enter the title of the book/manuscript required on a register provided for the purpose, adding thereto his signature, which shall operate as a receipt for the book/manuscript named on such register;
- (b) only one book/manuscript shall be allowed per applicant for consultation.
- (c) before leaving the library, the applicant shall return the book/manuscript to the Officer in Charge and sign the register before him/her that he/she has handed back the book/manuscript, otherwise he/she shall be held responsible for the book/manuscript entrusted to him/her.

4. Books on loans and back numbers of periodicals may be lent to the public to be read outside the Library on the following conditions:-

- (a) a deposit of 100 rupees per book shall be paid to the Cashier of the Municipal Council of Curepipe;
- (b) for back numbers of periodicals a deposit of 50 rupees for 2 periodicals;
- (c) no applications for books/periodicals shall be granted unless the deposit above has been paid in the hands of the Cashier of the Municipal Council of Curepipe who shall deliver a receipt for the same;
- (d) deposit will be refundable upon cancellation of membership only upon presentation of the original receipt of the deposit fee;
- (e) membership for non-resident of town of Curepipe shall be payable against an annual fee of 50 rupees for book(s) and 30 rupees for two periodicals.

5. Membership card shall be issued to any person who has paid the deposit fee for books/periodicals and are subject to the following conditions:-

- (a) borrower's membership is not transferable; he/she will be allowed to borrow books/periodicals suitable to his/her age group;
- (b) borrowers are required to bring their membership card as it is compulsory for the issue of books/periodicals;
- (c) if the library membership card is lost, the borrower shall pay 30 rupees for a duplicate which will be issued to him/her immediately;
- (d) repeated loss of library membership card may lead to discontinuation of borrowing facilities extended to the reader.

6. The loan of books and periodicals for reading outside the library shall be subject to the following conditions:-

- (a) books/periodicals will be loaned for a period of 21 days but the Senior Librarian may recall any book/periodical on loan if it is required in the Library;
- (b) persons returning a book/periodical may on application be authorized to keep it for another period of 21 days if there has been no call for that book/periodical;

- (c) borrowers can get the book(s)/ periodicals reissued on or before the due date by intimating the library through telephone or email. Overdue books/periodicals will not be reissued;
- (d) books/periodicals will be reissued for not more than two times. After that the borrower shall return the book(s)/ periodicals;
- (e) reference books and rare books, including the collection of the Indian Ocean shall not be loaned out of the library. The Senior Librarian may use his/her discretion for the issue of such materials mentioned above. He/she shall have to keep a record of all books lent in a register;
- (f) any person who shall keep a book/periodical for a longer period than the one stipulated above shall be charged a fine of one rupee per book/periodical for every day's delay (including Sunday and public holiday) and no book/periodical shall be lent to that person until the one previously lent is returned, and the amount charged for the delay has been paid;
- (g) no person shall lend to another a book/periodical which has been borrowed from the Library, and no book/periodical shall be lent to any person who shall be found guilty of such a breach of the regulations.
- (h) any person losing, damaging or tampering a book or periodical shall replace it with a new one of same title, author and edition. No other book/periodical shall be lent to that person until same has been replaced. This foregoing is without prejudice to any action which can be taken under sections 7 and 8 of the Act or under these regulations.

7. Latest issues of periodicals shall be kept in the library for the use of public, visitors and readers.

8. Readers shall take great care of the books or periodicals entrusted to them and shall not tamper or damage them, part of same and/or any property of the Library. They shall report to the Senior Librarian any accidental damage which they may discover to have occurred previously and same should be done at the time of collecting the material.

9. (1) Reference in the manuscripts shall be allowed from 9.00 hours to 16.00 hours during weekdays. No copy or any reproduction except as otherwise mentioned of the manuscripts shall be allowed. Photography, recording and scanning shall not be allowed on library premises without prior authorization from the Council.

(2) Special restrictions may apply to the use of manuscripts and other media, being given that they are old editions, precious, rare or from limited editions and as such are particularly delicate and/or require special care. Conservational measures may even require certain items to be excluded from use. The safety precautions deemed necessary for the conservation of these collections must be respected.

(3) Special permission is required to publish texts and/or images originating from manuscripts and other rare and/or delicate items from the library's collections. In such cases, special arrangements must be made with the Senior Librarian subject to prior approval of the Municipal Council.

10. The Municipal Council shall have the power to withdraw for such time as it may consider appropriate the privilege of access to the Library from any person showing gross neglect or carelessness with regards to books or any property in the Library or towards the library staff or cause disturbances on the premises or who shall fail to comply with the above regulations.

11. Library staff are empowered to stop any activity in the Library which they consider prejudicial to the safety, well-being, or security of readers or Library staff or to the preservation of the collections.

12. (1) No person shall be allowed to make photocopy concerning the rare collections. The Senior Librarian may use his/her discretion for photocopy of such materials mentioned above.

(2) Some items in the library cannot be copied because of copyright laws, poor condition, or donor restriction.

(3) Photocopy of library materials only shall be allowed upon request and subject to the Copyright Act.

(4) A fee of two rupees shall be charged for the A4 paper for the photocopy of any library document.

(5) Copyright law shall be strictly observed by all library users when making copies of library materials.

(6) The Senior Librarian has the right to refuse or withdraw copying privileges and to suspend access to any services where he/she has reason to believe that a breach of copyright or licence conditions has taken place or is likely to take place.

13. (1) The IT workstations and equipment must be handled in accordance with their intended use.

(2) Accessing unauthorised sites, playing games, chatting etc. are strictly prohibited.

(3) Installing or customising any computer programs in the Library's computers is also strictly prohibited.

(4) A fee of 50 cents per minute shall be charged for the use of the workstations be it for internet access or using Microsoft Word or Excel etc.

(5) Printing facilities shall be provided at three rupees per page (Black).

(6) The applicant upon presentation of his/her National ID Card/valid Passport/ Bus Pass shall enter his/her full name on a register provided for the purpose, adding thereto his signature, which shall operate as a receipt for the use of the IT Workstations on such register.

14. (1) The use of portable computers, mobile devices and other electronic devices is permitted in the Library provided that they cause no disturbance to other users and staff.

(2) Use of electricity by the user from any existing electric point within the Library premises is not allowed.

15. Bags and other personal belongings should not be left unattended by the user. The Library accepts no responsibility for any lost/stolen of bags, money, cell phone and personal documents, and personal belongings.

16. Eating, drinking and smoking are strictly prohibited within the library premises.

17. The Library is not responsible for any minor left unattended in the library premises and/or for latter's belongings.

18. The Library staff are entitled to inspect bags, purses, briefcases, backpacks or any other personal belongings of any users in search of library materials.

19. The Library shall be open on weekdays from 9.00 a.m. to 5.00 p.m. (Winter) and 9.00 a.m. to 5.30 p.m. (Summer) and from 9.00 a.m. to 3.00 p.m. on Saturday. The Municipal Council reserves itself the right of altering the hours of opening and closing whenever need for such a change arises.

20. Any person who shall commit a breach of these regulations shall be guilty of an offence and liable to a fine not exceeding Rs 10,000.

- for each offence apart from the penalties already stipulated in the present regulations or in the Act.

- 21.** The Curepipe Carnegie Library Regulations 2014 are revoked.
- 22.** These regulations shall come into operation on the date of publication in the Gazette.

Made by the Council on 30 March 2017.