

NEAPOLIS UNIVERSITY PAFOS

Learning Resource Centre / Library Regulations

To use all services of the Library requires registration of users and the acquisition of the User Card.

The Library user knows and accepts the rules of procedure which are set out below. Users are required to comply with the recommendations of Staff and respect the space and their colleagues. Users have a duty to be careful to use the materials and equipment. Any damage or loss of material restored or compensated as shown in the following.

Please read these regulations carefully, as ignorance of them cannot be accepted as an excuse for non-observance. Users are expected to respect the Library environment as a place of study and conduct themselves with consideration to both Library Staff and other users.

A User Card must be presented when taking out material. The Card is not transferable and the holder will be held responsible for all items issued on his/her Library Card until they are returned to the LRC and duly discharged.

Regulation

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1. Membership and Types of Users

All members of the academic community of the Neapolis University Pafos acquire the right to use the Library when equipped with their User Card and institutional codes (username/password). The Card and the codes is strictly personal and provide the holder access to all collections and services of the Library and should be displayed to Library personnel for borrowing and using any Library material.

Any change of address, e-mail or telephone must be notified at once. Conditions of membership, borrowing privileges, and access to electronic and audio-visual resources are dependent on the category under which the user is registered with the NUP.

Membership at LRC is open to the following:

Internal Users

All NUP staff and all matriculated University students. Library membership is conferred automatically on all registered students and University staff, and the User details are forwarded to the Library by the Secretariat Offices of the University. Teaching Staff to be eligible to use the materials and services of the Library should be provided with a membership card on production of certificate from the Human Resources Department referred to the relationship and working time to the NUP.

External Users

Residents of the Pafos community, but not restricted only to this, are entitled to use the facilities of the Library as External Users, and are subject to such conditions and fees as the Library Director may determine:

- External Users can ask for the issuing of a User Card, by completing either the printed application form that is available from the Circulation Desk or the electronic form that is available in the Library Website.
- Proof of identity, preferably Photo ID, showing current postal address, will be required for all types of External membership, including day pass applications.
- A passport/ID photo is required.
- External Users need to deposit an annual membership fee of ten (10) Euros.

Where the request is accepted the External User is issued with a special card bearing his/her photograph in the process of borrowing. The submission of false data is considered a serious breach and is followed by immediate cancellation of membership.

Visitors

Members of the public, who are not registered as External Users, may be admitted to the LRC as Visitors for consultation and reference only. Members of the public may access the electronic resources and main collections as prescribed. The users must submit to the Circulation Desk their ID or passport and sign in the Visitors' book. Borrowing privileges may be extended to members of the Pafos community at the discretion of the Library Director and if registered as External Users.

2. Library Acquisitions

All Academic Staff of the Neapolis University and members of the Library have the obligation and the right to suggest acquisition of material by contacting the Acquisitions Department. The Acquisitions Department collects all requests for ordering and advances them to the Library Director, who is responsible to approve them or not. Library users can be informed about the process of their requests via the on-line Library catalogue or by contacting the Department. Customary orders' proposals (renewal of periodicals etc.) are prepared annually in cooperation by the Acquisitions Department and the Library Director.

Departments must inform the Library on time about the annual curriculum and request any relevant material that is not available in the Library. Departments have the right to suggest acquisition of material also through their representatives in the Library Committee.

The Library accepts donations of information resources, such as book collections, journal collections, multimedia material and so on, provided that these serve the educational and research aims of Neapolis University. The Library also accepts donations of resources that are historically and culturally significant for the local community and the Cypriot community in general. Interested individuals or organizations that wish to donate to the Library should contact the Library Director and express their will through a Letter of Intent. This Letter is discussed in the Library Committee, which has the duty to decide whether to accept the donation or not.

3 Loaning Regulation

Users of the Library with acquired membership and with not outstanding charges, have the right of borrowing Library material. Users must produce a valid User Card whenever they wish to borrow. No items may be removed from the Library without first being formally issued as a loan. Any removal or attempted removal of an item without complying with this procedure constitutes an offence and renders the user liable to disciplinary action. Library users will be held responsible for all items issued on their User Card until they are returned to the Library and duly discharged.

Users are entitled to borrow items up to the loan allowances as described below and are responsible for the timely renewal and return of all items:

Borrower Categories	Maximum number of items	Period of borrowing (in days)
Academic Staff	8	30
Undergraduate Students	5	30
Postgraduate Students	5	30
External Users	2	15
University Staff	2	15

3.1. Reference Material

Some Library materials cannot be borrowed and should not be removed from the Library. This category of material includes journals and general reference material items that are designated as Reference Material for the purposes of the Academic Units (such as textbooks, personal copies of items, journal articles and/or photocopies, disks, audiovisual material, etc.). These are kept at a special section and are available for internal use only by Users of the Neapolis University Library. Reference Material, such as Dictionaries, Encyclopedias, Handbooks etc., shall also not be available for loan.

3.2. Short-term Loan Collection:

Items included in Short Loan Collection, such as essential readings for specific Academic Units and books in high demand for projects, assignments and tutorials may be borrowed for limited periods only or none (closed collections). Regularly this limited loaning period is defined to seven (7) days only or overnight for reference material only. These periods are decided with consultation of the Academic Staff and the Library Director shall have the authority to limit or extend the loan.

3.3. Renewals

All categories of Users are entitled to renew once the borrowed material with the precondition that it is not reserved by another user. After the renewal the same user may not be reissued the same material provided that three (3) days have passed. The renewal of items can be made either on-line through the website of the Library, or in person at the Circulation Desk. Borrowed material which is overdue exceeding the three (3) days allowance cannot be renewed.

3.4. Reservations

Users may reserve items that are already on loan. In this case the user that has borrowed the material cannot renew his/her loan. The book is kept for two (2) days from the date of return and the Users enter a priority mode depending on the day and time the reservation was made.

4. Late Return or Damage of Material

Users have the responsibility for the timely return of borrowed materials. The Library notifies all Users who have overdue items and should be returned to the Library via e-mail. Users who fail to return an item by the determined due date, will be charged with a fine of thirty (30) cents per day for each item that is returned late. The fine for the material of Short Loan Collection is one (1) Euro per day. The fines do not include Sundays and public holidays. In the case the User has outstanding charges for overdue items will be not eligible for any other loan material. Users shall be held responsible for any loss or damage of Library material that is in their possession and may be required to pay full cost of replacement or repair. Such loss or damage should be reported immediately to the Library Circulation Desk and the Library Director shall determine the amount to be paid.

5. Membership Termination

This section refers to users who graduate, quit or retire from the Neapolis University:

Students

Students who interrupt their studies lose the right to use the Library. In case a student interrupts his/her studies or graduates, the Students' Registries give graduation certificate only after they have contacted the Circulation Desk and received an official notification from it that the student is not responsible for any overdue material. The Library suspends the User's rights when informed for graduation or interruption of studies.

Academic Staff

Academic Staff who quit their cooperation with any Department should make sure that any borrowed material and their User Card are returned before leaving. The Academic Staff Department informs the Library when one of its members quits and requests official notification from the Library that this User is not responsible for any overdue material. This is official notification is a precondition for paying the last salary and give the termination certification.

6. Interlibrary Loan Services

Entitled Interlibrary Loan services are offered for members of the University community solely. The Interlibrary Loan services office receives requests from Users in print or electronic format and forwards the orders as soon as possible to provide Users of the Library with articles in paper or electronic form and to secure the loan of material from libraries in Cyprus and abroad.

Expenses are covered by the academic department; otherwise they are covered by the applicant. Cost depends on the supplier, the type of material (book, article), the way the item is sent (mail, email, fax), and the number of pages. Where loans, the borrower is solely responsible for any damage or loss of material.

The cost of the material reaches the Library is not received by the User remains a liability of the User to the Library, where any delay in delivery not responsible Interlibrary Loan service. In case of default, User loses the right of loan.

7. Copying Facilities

Copying facilities are available in the Library for use by registered students or members of the University Staff. The facilities should be used for the purpose of research, study or other proper and lawful use. Users are not allowed to photocopy or digitize large amounts of printed works, such as an entire book or an entire journal issue. The Library expects users to comply with copyright policies. The use of the facilities for a purpose which constitutes an infringement of copyright is forbidden.

8. Computer Facilities

The LRC IT Center is equipped with computers with several integrated office software packages, printers, scanners, copy machines, and audio-visual material for the convenience of the user.

Purpose of the IT Center is to provide access to all the information resources that are available on the premises of the Library facilities in order to service users and to provide access to all sources of information to which the Library has provided access.

All the users have the right of use of computer equipment with the prerequisite of possessing a Library User Card. The Library in conjunction with the IT Department of the University offers seminars on new students on the use of the computer equipment at the beginning of each academic year.

In the case of University Departments that want to use the premises of the IT Center for educational purposes and where the organization of space permits without creating problems in proper functioning of the Library, should inform the Library Director, indicating the desired date, hours of detention, and equipment.

Problems that which occur in the operation of computing resources are taken directly to the supervisor operator or personnel who deal with the problem to be solved as soon as possible.

9. Conduct in the Library

Any disorderly conduct in the Library or any behavior which unfairly inconveniences other users or causes damage or the risk of damage to books and Library furniture, constitutes a breach of the Regulations. The person responsible may be penalized by the Librarian; this may include the suspension of access and borrowing rights. Regulations for orderly conduct in the Library include the following:

- The Users are asked to avoid loud talking and noise making in the Library.
- Talking on mobile phones is only permitted in specific areas. The Users are kindly asked to switch their mobile phones to silent mode upon entering the Library.
- No smoking is allowed in the Library.
- Do not consume food or drink in the Library; bottled water may be used in the Library as long as the bottle has a screw top and is not left open on the desk. Food must remain wrapped or in containers and must not be opened whilst in the Library.
- The presence of animals within the premises of the Library is not allowed.

The privilege of using or borrowing from the Library can be restricted or withdrawn by the Librarian if, in his or her opinion, circumstances warrant this.