



## LIBRARY - REGULATIONS

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To use all the services of the Library, user registration and the acquisition of a library/student card are required.

Registering in the Library indicates that the user knows and accepts its internal operating regulations listed 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 in the way they use the material and equipment. Any damage or loss of material shall be repaired or compensated as follows.

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 borrower's 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 their Library Card until they are returned to the LRC and duly discharged.

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## Article 1. USERS

### **Internal Users**

All members of the academic community of the University of Neapolis have the right to use the Library if they register in it and obtain a library card with a borrowing code. The card and the code written on it, are strictly individual, they grant their holder the right to access all the Library's collections and services and are presented by users in order to borrow and use any kind of Library material.

In order to have the right to use the Library's materials and services, the members of the Teaching Staff must be provided with a library card, after presenting to the Library a certificate from the Human Resources Management department stating their relationship and working time at the University of Neapolis.

The User Services Department, after processing the issue of the card, informs the interested party to collect it from the Library (*note: This procedure will not be necessary if the student management system allows the student information to be automatically sent to the library, in which case the cards member to be issued automatically.*)

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 University of Neapolis.

Membership at LRC is open to the following:

### **External Users**

People who wants to use the facilities of the library as External Members or Visitors, and are subject to such conditions and fees as the Head of Library Services may determine:

- Special supplement the signed application form accepting the terms contained therein.
- Proof of identity, preferably Photo ID, showing current postal address, will be required for all types of external membership, including day pass applications.
- Pay an annual membership fee of **20 Euros**.

If their application is accepted, a special card is issued bearing the photo of the external user and must be presented during the loan process.

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 members, 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 Issue Desk their ID or passport and sign in the visitors' book.

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## Article 2. NEW LIBRARY ACQUISITIONS

All Neapolis University faculty and Library members have the right and obligation to indicate to the Acquisitions Department new material for the development of the Library's collections.

The Acquisitions Department receives the orders, forwards them for approval to the Chancellor of the University (*or Head of Department, depending on the structure of the University*). Approved orders are forwarded to the appropriate supplier for processing.

Users can monitor the progress of orders through the [Library's electronic catalog](#).

The Procurement Department is obliged to inform the orderers at regular intervals about the progress of their orders.

Standing orders for material (magazine subscription renewals, etc.) are recommended annually by the Head of the Acquisitions Department together with the Director.

The Academic Departments inform the Library in time about the planning of the year's courses and the lecturers indicate any deficiencies in the required bibliography.

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## Article 3. REGULATION OF BORROWING

Users of the Library with acquired membership and with not outstanding charges, have the right of borrowing library material. Borrowing material should be returned on time, if not the user will be charged with a fine **30 cents (0,30) per day per book**.

Users must produce a valid Library Card whenever they wish to borrow. No items may be removed from the LRC 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. LRC users will be held responsible for all items issued on their Library Card until they are returned to the LRC and duly discharged.

In case of not 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 CATEGORY	MAXIMUM NUMBER OF ITEMS	PERIOD OF BORROWING (IN DAYS)
Academic Staff	8	30
Undergraduate Students	5	7-15
Postgraduate Students	5	7-15
External Users	1	7-15
Administrative Staff	2	7-15

**Reference Material:** Some library materials may not be borrowed and may not be removed from the Library. This includes journals, and general reference materials items 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 materials, etc), which are kept at a special section, and are available for internal use only by students of Neapolis. All students before removing from the shelves Reference Material are obliged to leave their name and title of the book to the Librarian. Reference Material, such as Dictionaries, Encyclopedias, Handbooks etc., shall also not be available for loan.

**Special Short-term Loan Collection:** Items included in Short Loan Collection, such as required recommended readings for specific Academic Units and books-in-high demand for projects, assignments and tutorials may be borrowed for limited periods only (either 3 days only or overnight or reference material only) or none (closed collections). These periods are decided with consultation of the teaching staff and the librarians shall have the authority to limit or extend the loan.

### ***Renewals***

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

### ***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 three days from the date of return and the users enter a priority mode depending on the day and time the reservation was made.

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## **Article 4. SHORT-TERM LOAN COLLECTION**

The books moved from the main collection in the short-term loan collection after a request from the academic staff designating the time limit of the material to the collection. Copies are collected by the academic staff and delivered to the library staff in charge of organizing. The material is delivered at least two weeks before the start of the course, time to define its position on the shelves and make the necessary processing. The collection does not include reference volumes and journals, reference books and rare and precious books. The academic teaching staff can give their own copies or notes to be included in the short-term loan collection shelf. The academic staff state if they wish to keep their personal material in the library at the end of the academic semester. In this case the material is recorded as a donation and is forwarded directly to the Department of Acquisition for further processing. If the academic staff does not want to leave the material in the Library can receive it right away the semester. Upon delivery of personal material for the academic staff in the Library is recorded in a book, which is maintained for the purpose, date, title and number of copies and signed by the staff who delivers and the librarian who receives it. On return of the material the staff follows a similar procedure.

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## Article 5. 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 **0.30 cents per day for each item** that is returned late. The fine for the material of Short Loan Collection is EUR 1.00 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 costs of replacement or repair. Such loss or damage should be reported immediately to the Library Issue Desk, and the Librarian shall determine the amount to be paid.

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## Article 6. MEMBERSHIP TERMINATION

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

### ***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 contact the Circulation Department and give graduation certificate only after they receive official notification from the Library that this user is not responsible for any overdue material. The Library suspends the users' 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 library card are returned before leaving. The Academic Staff Department informs the Library when a member of the Academic Staff 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.

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## Article 7. 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 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.

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#### **Article 8. 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 cannot photocopy or digitize large amounts of printed works (e.g. 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.

	<b>COLOR</b>	<b>BLACK AND WHITE</b>
<b>A4</b>	<b>€ 0,50</b>	<b>€ 0,05</b>
<b>A3</b>	<b>€ 0,90</b>	<b>€ 0,50</b>

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#### **Article 9. COMPUTER FACILITIES (IT CENTER)**

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. Right of use of computer equipment have all the users and as prerequisite is possession of the card user's Library. The library at the beginning of each academic year, offers seminars on new students on the use of the computer equipment.

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 Information Department of the Library, 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.

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## Article 10. CONTACT IN THE LRC

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:

- Do not smoke in the Library
- Talking on mobile phones is only permitted in specific areas. Switch mobile phones to silent mode upon entering 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

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.

**For more information  
ask your librarian!**

NEAPOLIS UNIVERSITY PAFOS  
**LEARNING RESOURCE CENTRE | LIBRARY**  
DANAES AVENUE 2, 8042 PAFOS, CYPRUS

+357 26 843 313 | LIB@NUP.AC.CY