



**LIBRARY MEMBERSHIP AND CIRCULATION POLICY
FOR EXTERNAL COMMUNITY**

1. Policy Statement

The aim of the policy is to allow the external community to gain access to the necessary information resources and library services.

2. Policy Guidelines

2.1. Membership

- 2.1.1. The membership of the library is open to the external community.
- 2.1.2. For external community, a valid ID card or letter from the affiliation organization/institutions is required to become member.
- 2.1.3. The following membership criteria applies to external community:

Member	Criteria
Alumni or Casual Visitor or Secondary School Students	After getting permission from campus librarian or library officer In-Charge, alumni or visitor or secondary school students can access and utilize the library's resources and services within the library.
General Public	Considered as not members of the FNU community
Library Donors	Library donors can have life time membership in the library on free of charge.

- 2.1.4. Senior citizens free access but pay for ID card – only for reading.
- 2.1.5. Allow Institutional membership (only schools with Form 7 via a fee of \$500 – only allow reader privilege, no borrowing.
- 2.1.6. Parents, children & spouse of staff members – reading only.
- 2.1.7. External membership is available to the general public. However, this privilege is for personal research purposes only and not for commercial or professional purposes. The University Librarian has the right to accept or decline such applications.
- 2.1.8. **Access and Borrowing** –external membership cost is \$10 per month plus the cost of ID card up to maximum max F\$75 for 12 months. Under this membership, external members can access the library's resources and services as well as borrow one item at a time from the General collection of the library.
- 2.1.9. **Security Deposit** - external members shall be required to pay a refundable deposit of F\$200 or a guarantor from the academic or administrative staff of FNU.
- 2.1.10. **Application for External Membership** - Application form is available from any library or via FNU library webpage (<http://www.fnu.ac.fj/newsite/library/index.php/quick-links/forms>). The

form shall be submitted to the University Librarian office after it has been filled.

- 2.1.11. **Please, do not include the membership fee at this stage.** Requester will be informed upon approval (which is at the discretion of the University Librarian) within a week, and requested to pay the appropriate fee.
- 2.1.12. To be eligible to use the library facility, an ID card issued by FNU after paying the fee.

Contact details:

University Librarian
Fiji National University
P.O.Box 7222,
Nasinu, Fiji
Telephone: (679) 3394000, Ext. ?
E-mail: UL@fnu.ac.fj

2.2. Circulation

- 2.2.1. Borrowing books and materials from the library is considered a privilege not a right.
- 2.2.2. Lending periods and borrowing privileges vary according to the status of the user.
- 2.2.3. A valid ID card implies agreement by the borrower to abide by the assigned due dates and to return the materials in good order.
- 2.2.4. Failure to meet either condition may result in fines and/or the loss of borrowing privileges.
- 2.2.5. The following table stipulates the borrowing guidelines for different users:

Member	Resource Collection	Item	Period	Fine
External	General	1	14 Days	F\$ 0.50 per book per day

- 2.2.6. To be eligible to use library facilities, external members will be required to present the ID Cards issued by FNU to the library staff.
- 2.2.7. Items from General, Close Reserve, and CD/DVD collection shall be returned within the due date or time mentioned on the due date slip.
- 2.2.8. Pre/post-Overdue electronic notifications about returning the items and late return fines will be posted to the external members.
- 2.2.9. Items from Reference, Archival, Pacific, Fiction and Periodical collection may be loaned on the discretion of the University Librarian.
- 2.2.10. The library reserves the right to call any user to return any item at any time.
- 2.2.11. In case of loss/damage of items, the person shall be responsible for

replacing the items within 30 consecutive days of Notice from the library.

- 2.2.12. After issuing the three notices electronically or manually within 30 days, the item shall be deemed as lost.
- 2.2.13. If the person fails to replace the item within the stipulated time, a fine at the rate of 'current market price + 60% markup fee from the current market price + \$50 processing fee' will be incurred. If the user fails to comply with the above, no clearance will be provided from the library, and recovery action resorted to.
- 2.2.14. The member shall be responsible for informing and returning library items before de-activating membership. Upon safe return of all the items, the library will issue official clearance.
- 2.2.15. Due to licensing agreement with vendors/publishers, no electronic resources will be available to those who are not members of the FNU community.
- 2.2.16. The library strictly adheres to copyright laws <http://www.fnu.ac.fj/newsite/library/index.php/quick-links/copyright>. Users are expected to abide by them.
- 2.2.17. Library staff reserve the right to check/inspect users' bags and books/materials at the entry/exit gate to ensure proper authorization of materials.
- 2.2.18. The University Librarian has the right to cancel library membership of any member who is found to be continuously violating the rules and regulations of the library.
- 2.2.19. The rules and regulations are subject to change in accordance with the changes in the Library Policy.

3. Policy Review

This policy is flexible and subject to ongoing review and can be amended to reflect changes in University teaching, learning and research.