

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

**1. Policy Statement**

The aim of the policy is to allow the FNU 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 FNU community.

2.1.2. For staff and students, a valid ID card is required to become members or to be eligible to use the facility.

2.1.3. The following membership criteria or fee are applicable to members of the FNU community:

<b>Member</b>	<b>Criteria or Fees (F\$)</b>
FNU Staff	Free
FNU Student	Free
Official Visitor	Free

**2.2. Circulation**

2.2.1. Borrowing books and materials from the library is considered a privilege rather than 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:

<b>Member</b>	<b>Resource Collection</b>	<b>Item</b>	<b>Period</b>	<b>Fine</b>
<b>FNU Students (at a time)</b>	<b>General</b>	10	21 Days	F\$ 0.50 per book per day
	<b>Close Reserve</b>	1	2 hours loan during the day if item is not required by another user. After 2 hours, the library may call the user to return the item for	F\$ 0.50 per book per hour

			issue to another user. Continuing use after 2 hours for upto 6 hours if no other user expresses need for this.	
			Overnight loan only (item should be returned the next day by 10.00 am)	F\$ 5.00 per book per day
	<b>CD/DVD</b>	1	2 hours loan only (item will be used inside the library). After 2 hours, the library may call the user to return the item for issue to another user.	F\$ 0.50 per CD/DVD per hour
<b>FNU Academic Staff &amp; Official Visitors</b>	<b>General</b>	20	30 Days	F\$ 0.50 per book per day
	<b>Close Reserve</b>	2	1 Day	F\$ 5.00 per book per day
	<b>CD/DVD</b>	2	5 Days	F\$ 5.00 per CD/DVD per day
<b>FNU Administrative Staff</b>	<b>General</b>	4	14 Days	F\$ 0.50 per book per day
	<b>Close Reserve</b>	1	Overnight loan only (item should be returned the next day by 10.00 am)	F\$ 5.00 per book per day
	<b>CD/DVD</b>	1	2 Days	F\$ 5.00 per CD/DVD per day

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

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

- 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 charged. If the user fails to comply with the above, clearance will not be provided from the library, and recovery action resorted to. For University employees, recovery from salaries becomes an implied condition of staff employment contract under this section of the library policy.
- 2.2.14. After issuing the three notices electronically or manually within 30 days, the item shall be deemed as lost.
- 2.2.15. The user or member shall be responsible for informing and returning library items before de-activating their membership or resigning/leaving the Institution. Upon safe return of all the items, the library will issue official clearance.
- 2.2.16. The library strictly adheres to copyright laws <http://www.fnu.ac.fj/newsite/library/index.php/quick-links/copyright>. Users are required 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.