



The following is a set of guidelines adopted by the Fiji National University for its library users, for the purposes of maintaining good practice, safety and convenience for users and the University. The FNU Library now allows users to take their bags into the library. However, the following rules shall apply at all times. Library users are deemed to have accepted these rules by entering the Library.

1. **Baggage size:** One bag without wheels per user, of a dimension of up to 40 x 30 x 15 cm. (comparable to a laptop bag or similar, reasonable size, stationery and textbook bag) shall be allowed in the library.
2. **Security checks:** Library users shall allow library staff at any exit control point to check/inspect a user's books, bags, folders, etc. and contents therein. If a library user refuses such an inspection, he/she may be denied entry or asked to leave the library.
3. **Banned items:** The following items are prohibited from the library: food, drugs, cigarettes, alcoholic or intoxicating or fizzy drinks, liquids of all kinds **except water**, kava, matches, lighters, sharp objects, scissors, razors, industrial tools, weapons of any kind, sports gear, umbrellas, and rainwear.
4. **Safety of items:** The library shall not be held responsible for the safety of a user's belongings, whether inside or outside the library.
5. **Storage:** Bags or personal belongings should not be left unattended in the library or near the entrance, otherwise such items will be removed and a fine levied upon retrieval. Unclaimed items will be treated as lost property.
6. **Passageways:** Bags should be kept with users in such a way that aisles, bookshelves or passageways are not blocked. Bags must not create a safety hazard for library users or staff. The Library shall not be liable for any injury sustained by library users as a result of negligence by other users.
7. **Theft:** Unauthorized removal of library books or materials, or parts thereof, or instances of library books, materials or parts of books and materials, found in users' bags without any written authority of a library staff, shall be deemed to be theft. Students must check their bags before departing the Library and ensure that there is no such material placed by them or others in their bags. Users found at exit points with Library materials of whatever type in their bag without authority from the Library shall be expelled from the University with immediate effect, and reported to the police for criminal prosecution.
8. **Disciplinary action:** Theft/defacing library or library materials or equipment (tampering with security systems, cameras and any gadget installed in the library) shall be dealt with under the FNU Security Policy and the University Academic & Student Regulations, which prescribe disciplinary procedures and allow for serious criminal offences to be referred to the police.