

POLICY ON
UNACCEPTABLE BEHAVIOUR AND
UNACCEPTABLE USE OF LIBRARY FACILITIES

1. Policy Statement

- 1.1. The aim of the policy is to eliminate the unacceptable behaviour or unacceptable use of library facilities and to provide a welcoming, comfortable and safe environment that promotes free intellectual exploration, research and learning.

2. Policy Guidelines

2.1. Acceptable Behaviour

All library users are expected to:

- 2.1.1. obey and comply with all applicable University and library Policies, including posted notices inside and outside the library.
- 2.1.2. use the Internet and computer resources within the guidelines and time limits. Note: Library computers are limited in number and high in demand, therefore priority use of these is reserved for students and staff engaged in education related activities.
- 2.1.3. respect the rights of other patrons to use the library resources and facilities in a quiet, clean and peaceful atmosphere where courteous behaviour is expected.
- 2.1.4. respect and care for all library materials, equipment and property.
- 2.1.5. be responsible for their personal property at all times and should never leave personal items unattended. The library shall not be responsible for any loss or damage to personal property.
- 2.1.6. put their mobile phones and laptop sounds on mute mode always.

2.2. Unacceptable Behaviour

Certain behaviour are regarded unacceptable and may be ground for penalties including removal from the library on a temporary or permanent basis.

All library users are requested to refrain from the following behaviours:

- 2.2.1. exhibit disruptive activity or behaviour including but not limited to verbal abuse, intimidation or harassment or engaging in behaviour that is potentially unsafe or harmful to self and others.
- 2.2.2. possess, use or be under the influence of alcohol or controlled substances.
- 2.2.3. smoking, drinking and eating in the library.
- 2.2.4. be in unauthorised areas of the library.
- 2.2.5. remaining in the library after closing or when requested to leave during emergency situations, drills or when not abiding by the Library Policy.
- 2.2.6. misuse, damage, steal, obstruct, or vandalise library equipment, resources or facilities.

- 2.2.7. maliciously access, alter, damage or destroy any library computer or database.
- 2.2.8. remove or attempt to remove library materials, equipment or property without proper checkout or official authorisation by the librarian.
- 2.2.9. vend, peddle or petition in the University library or post and distribute materials without permission.
- 2.2.10. use of library under subsection 45.3.1 – 45.3.4 of FNU University Academic & Student Regulations.

2.3. Penalties for Unacceptable Behaviour or Unacceptable Use of Library Facilities

2.3.1. The following penalties may be imposed by a library staff under authority of the University Librarian on those who breach the rules of library use.

Sl. No.	Misconducts	Fine FJD (\$)
1.	Highlighting or marking the pages of the books /magazines/ journals/ reading materials.	If with permanent ink: replacement cost = current market price + 60% markup fee from the current market price + processing fees (\$50). If with pencil: a warning letter and \$100 fine.
2.	Theft or stealing of any kind of reading material or equipment belongs to Library.	Users found with reading material and/or equipment of whatever type in their bag or possession without authority from the Library shall be banned for 6 months from use of library facilities, \$200 fine for each material and given a final warning letter from the Registrar of the university with immediate effect. Reoffending cases shall be reported to the police for criminal prosecutions.
3.	In case of damage to library material and equipment	Users shall be responsible for replacing the material and equipment within 30 consecutive days of notice from library with \$50 processing fee. If the user fails to replace the material and equipment within the stipulated time, current market price + 60% markup fee from the current market price + \$50 processing fee shall be incurred.
4.	Giving his/her login ID or password to another user or an outsider Using the login ID or password of another user,	Ban from use of library facilities for 6 months and \$50 fine

	outsider or someone banned from library	
5.	Using library ICT facilities for pornographic viewing	Ban from use of library facilities for 6 months and \$50 fine. Reoffending cases shall be reported to the police for criminal prosecutions.
6.	Disruptive noise from users in the library reading areas	1 st Offence = \$10 fine
7.	Consumption of food/drinks (except bottled water).	2 nd Offence = \$20 fine
8.	Mobile phones or audio-visual devices or laptop with sound except those who are required to carry these for duty or recommended audio visual devices in which case student may use ear phones.	3 rd Offence = \$30 fine Subsequent offences: 20% escalation over the previous fine

60% MARKUP FEE: 37% bookshop markup fee +15% VAT +8% freight charges

2.3.2. Fines will be paid into the general funds of the University.

2.3.3. After the first offence, each succeeding offence would attract an escalating fine.

2.3.4. University Librarian in his/her discretion may refer the misconduct cases of students to the General Disciplinary Committee.

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.