



Library Policy on Personal Belongings and User Conduct

1. Policy Statement

- 1.1. The aim of the policy is to guide users to safeguard their personal belongings to eliminate the misconduct and misuse of library facilities and to provide a welcoming, comfortable and safe environment that promotes free intellectual exploration.

2. Policy Guidelines

2.1. Personal Belongings

All library users are expected to:

- 2.1.1. Be responsible for their personal belongings and shall not leave them unattended in the library. The library shall not be responsible for safety, any loss or damage to personal belongings.
- 2.1.2. Deposit all unattended items if found in the library to the circulation desk.
- 2.1.3. Carry one standard bag (dimension of up to 40 x 30 x 15 cm) without wheels. Bags comparable to a laptop bag or similar, stationery and textbook bag shall be allowed in the library.

2.2. Acceptable Conduct

All library users are expected to:

- 2.2.1. Comply with all applicable University and library policies, including posted notices inside and outside the library.
- 2.2.2. Use the Internet and computer resources within the time limit and the ICT guidelines. Library computers are limited in number and high in demand, therefore priority is given to users engaged in educational related activities.
- 2.2.3. 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.
- 2.2.4. Be courteous and adhere to the instructions of the library staff.
- 2.2.5. Care for all library resources, equipment and facilities.
- 2.2.6. Allow library staff at any entry or exit control point to check/inspect users' reading materials, bags, folders, and contents therein.
- 2.2.7. Keep personal belongings away from aisles, bookshelves or passageways to avoid hazard for users and staff. The library shall not be liable for any injury sustained by library users as a result of negligence by other users.
- 2.2.8. Always keep electronic gadgets i.e. mobile phones, tablets, laptop etc. on mute mode. In case of physically challenged users, designated areas can be used.
- 2.2.9. Respond to security gate alarms, emergency alarms and any other hazardous situations as instructed by the library staff.
- 2.2.10. Use library under the university academic & student regulations (UASR) of the FNU.

2.3. Misconduct

Certain behaviour is regarded as misconduct and is prohibited:

- 2.3.1. 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.
- 2.3.2. Possess, use or be under the influence of alcohol or controlled substances.
- 2.3.3. Smoking, drinking except bottled water/coffee/tea (i.e. takeaway cups) and eating in the library.
- 2.3.4. Be in unauthorized areas of the library.
- 2.3.5. Remaining in the library after closing or when requested to leave during emergency situations, drills or when not abiding by the Library Policy.
- 2.3.6. Misuse, damage, unauthorized removal, obstruct or vandalize equipment, resources or facilities.
- 2.3.7. Maliciously access, alter, damage or destroy any library computer or database and software.
- 2.3.8. Remove or attempt to remove library materials, equipment or property without proper checkout or official authorization by the librarian.
- 2.3.9. Vend, peddle or petition in the university library or post and distribute materials, any notice inside or outside library without permission.



2.4. Penalties for Misconducts and Misuse of Library Facilities

2.4.1. The following penalties may be imposed by a library staff under the authority of the University Librarian:

Sl. No.	Misconducts	Fine FJD (\$)
1	Highlighting or marking the pages of the books/ resources	<p>permanent ink: replacement cost = current market price + VAT + \$50 processing fee (shipping + freight + end processing) or a new replacement + \$50 processing fee</p> <p>pencil:</p> <p>1st Offence = \$10 fine 2nd Offence = \$20 fine 3rd Offence = \$30 fine</p> <p>After the 3rd offense, all the cases will be referred to the registrar's office.</p>
2	Unauthorized removal of any kind of reading material or equipment that belongs to the Library.	Users found with reading material and/or equipment of whatever type in their bag or possession without authority from the Library shall be barred for 6 months from use of borrowing library resources, \$200 fine for each material and given a final warning letter from the University Registrar with immediate effect.
3	In case of damage to library material and equipment (tampering with security systems, cameras and any gadget installed in the library)	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 + VAT + \$50 processing fee (shipping + freight + end processing) or a new replacement + \$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, outsider or someone barred from library	Warning letter from the University Registrar + \$50 fine.
5	Using library ICT facilities for pornographic and censored material viewing	Warning letter from the University Registrar + \$50 fine.
6	Disruptive noise from users in the library reading areas	1st Offence = \$10 fine 2nd Offence = \$20 fine
7	Consumption of food/drinks (except bottled water/ coffee/ tea in takeaway cups).	3rd Offence = \$30 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.	After the 3rd offense, all the cases will be referred to the registrar's office.

- 2.4.2. Fines will be paid into the general funds of the University. All fees and fines will be paid under the general funds of the University or library account.
- 2.4.3. After the first offence, each succeeding offence would attract an escalating fine. Reoffending cases will be reported to the University Registrar.
- 2.4.4. 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 learning, teaching and research.





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