



FIJI NATIONAL
UNIVERSITY



Library Membership Policy for FNU and External Community

1. Policy Statement

- 1.1. The policy aims to allow the FNU and external community to gain access to the necessary resources, information and library services through membership.

2. Policy Guidelines

2.1. Membership

- 2.1.1. The membership of the library is open to the FNU and external community.
- 2.1.2. For staff, students and research scholars, a valid FNU ID card is required to become members, or to be eligible to use the facility.
For the external community, a valid ID card from the University Registrar's Office or a letter from the affiliation organisation/institution is required to become a member.
- 2.1.3. The following membership criteria or fee are applicable to members of the FNU and External community:

FNU INTERNAL COMMUNITY		
Library Membership	Fees	Requirements
FNU Academic Staff	Free	Valid FNU Staff ID card
FNU Administrative Staff	Free	Valid FNU Staff ID card
FNU Student/Research Scholar	Free	Valid FNU Student ID card
Official Visitor	Free	Authorization from respective FNU Section Heads.
Alumni	Free	Valid FNU Alumni ID card



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EXTERNAL COMMUNITY		
Library Membership	Fees	Requirements
Secondary School Students (Form 6 and Form 7 only) or Equivalent	F\$5 per month – print resources for reference only	Secondary school students or equivalent can access and utilise the library's resources and services within the library. A valid photo ID card or authorised letter from the University Registrar's Office or an authorised letter from the respective school.
Institutional membership	F\$500 per year – for reference only	Signed contract with the FNU and the institution and a valid photo ID card or authorised letter from the University Registrar's office.
General Public	Visit only	<ul style="list-style-type: none"> · Produce any valid ID card · Fill out the library access form
	Accessing: F\$10 per month for reference only	A letter or email from the guarantor, academic or administrative staff of FNU.
	Accessing and Borrowing: F\$10 per month plus pay a refundable deposit F\$200 to Finance	A letter or email from the guarantor, academic or administrative staff of FNU.
Library Donors	Free for 1 year only – print resources for reference only	A valid photo ID card or authorised letter from university registrar's office.
Senior citizens	Free access – print resources for reference only	A valid photo ID card or authorised letter from university registrar's office.

- 2.1.4. FNU staff members are allowed to bring their children (age: 10 years and above only) and spouse for reading only based on availability of seating space.
- 2.1.5. Children are not permitted in the library except as per clause 2.1.4.
- 2.1.6. External membership is available as per clause 2.1.3. However, this privilege is not for commercial purposes. The University Librarian has the right to accept or decline such applications.
- 2.1.7. **Borrowing** – external members can borrow one item at a time from the General collection of the library. All external members shall be required to pay a refundable deposit of F\$200 to Finance.
- 2.1.8. **Application for External Membership** – Application form is available from any library or via the [FNU library webpage](#). The form shall be submitted to the University Librarian office. Requester will be informed of the appropriate-membership fee upon the approval (which is at the discretion of the University Librarian) within 24 hours.

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- 2.1.9. The external members are eligible to use the library facilities once a valid FNU ID card or authorised letter is issued from university registrar's office.

Contact details:

University Librarian

Fiji National University

P.O.Box 7222, Nasinu, Fiji

Telephone: (679) 3394000, Ext. 2804

E-mail: ul@fnu.ac.fj

2.2. Borrowing Privilege

- 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 user category.
- 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 clauses above (2.2.2 & 2.2.3) may result in fines and/or the loss of borrowing privileges.
- 2.2.5. The following table stipulates the borrowing guidelines for different users:

User Category	Resource Collection	Item	Period	Fine
FNU Students Undergraduate	General	10	21 Days	F\$0.50 per book per hour
	Closed Reserve/ Pacific / Audio Visual	1	2 hours loan but can be extended if the item is not reserved.	F\$0.50 per book per hour
			Overnight loan - item to be issued within the 2 hours of the library closing time and to be returned before 10.00am next day.	F\$0.50 per book per hour
	Book Bank*	5	Course academic term	F\$0.50 per book per day

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User Category	Resource Collection	Item	Period	Fine
FNU Students Post Graduate and Research Scholars	General	15	21 Days	F\$0.50 per book per day
	Closed Reserve/ Pacific/ Audio Visual	1	2 hours' loan but can be extended if the item is not reserved.	F\$0.50 per book per hour
			Overnight loan - item to be issued within the 2 hours of the library closing time and to be returned before 10.00am next day.	F\$0.50 per book per hour
	Book Bank*	5	Course academic term	F\$0.50 per book per day
Alumni	Apart from printed resources' accessibility within the library, online resources could also be accessible both within and outside the library.			
FNU Academic Staff** & Official Visitors	General	20	30 Days	F\$0.50 per book per day
	Closed Reserve/ Pacific/ Audio Visual	2	1 day and 5 days for Audio Visual	F\$5.00 per book/ CD/ DVD per day
FNU Administrative Staff	General	5	30 Days	F\$0.50 per book per day
	Closed Reserve/ Pacific/ Audio Visual	1	1 day and 5 days for Audio Visual	F\$5.00 per book/ CD/ DVD per day
External (as per the membership clause 2.1.3.)	General	1	14 Days	F\$0.50 per book per day

*Depending on the academic program students are enrolled in, borrowing from a book bank allows students to use five books for an entire summer/block/quarter/trimester/semester.

**FNU academic staff shall borrow maximum 5 'staff copies' for 180 days for academic purpose only.

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- 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 valid FNU ID card to the library staff.
- 2.2.8. Items from General, Closed Reserve, Pacific and Audio-Visual 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, 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. The borrower shall be barred from borrowing after the fine is accumulated to \$50.00.
- 2.2.13. In case of loss/damage of items, the borrower shall be responsible to replace the items within 30 consecutive days.
- 2.2.14. The charges to replace the item shall apply 'latest or same edition of the item with \$50 processing fee'.
- 2.2.15. In case, items not returned within 30 consecutive days of overdue, the library shall calculate the fine manually for maximum one year. After one year, the items will be deemed as lost.
- 2.2.16. For lost or damaged, the fine at the rate of 'current market price + VAT + \$F50 processing fee (shipping + freight + end processing) will be charged.
- 2.2.17. In case of 'out of print' the fine at the rate of 'cost of lost item + \$50 processing fee' will be charged.
- 2.2.18. If the borrower fails to comply with the above, clearance will not be provided from the library and recovery action will be resorted to.

For University employees, the matter shall be escalated to the HR/Finance for recovery action.
- 2.2.19. The 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.
- 2.2.20. The library strictly adheres to copyright law <https://www.fnu.ac.fj/library/>. Users are required to abide by them.
- 2.2.21. Library staff reserve the right to check/inspect users' bags and books/ materials at the entry/exit gate to ensure proper authorisation of materials.
- 2.2.22. Any member who is continuously violating the rules and regulations of the library shall be referred to the University Librarian.

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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