

Curepipe Carnegie Library Regulations 2014

GN No. 178 of 2014

Government Gazette of Mauritius No. 82 of 13 September 2014

THE LOCAL GOVERNMENT ACT

Regulations made by the Municipal Council of Curepipe under section 5 of the Curepipe Carnegie Library Act

1. These regulations may be cited as the **Curepipe Carnegie Library Regulations 2014**.
2. Interpretation

In these regulations —

“Council” means the Municipal Town Council of Curepipe;

“library” means the library belonging to the Municipal Town Council of Curepipe known as the Curepipe Carnegie Library and other branch or sub libraries.

“librarian” means the officer in charge of the Curepipe Carnegie Library as designated by the Chief Executive Officer of the Council.

3. Applications for books to be read in the library shall be made as follows —
 - (a) the applicant shall enter the title of the books required on a register provided for the purpose, adding thereto his signature, which shall operate as a receipt for the books named on such register;
 - (b) before leaving the library, the applicant shall return the books to the officer in Charge and sign the register before him that he has handed back the books, otherwise he shall be held responsible for the books entrusted to him.

4 Books on loans and back numbers of periodicals may be lent to the public to be read outside the Library on the following conditions —

- (a) a deposit of 100 rupees per book shall be paid to the library employee of the Municipal Town Council of Curepipe;
- (b) for back numbers of periodicals a deposit of 50 rupees for 2 periodicals;
- (c) no applications for books/periodicals shall be granted unless the deposit above has been paid in the hands of the library employee of the Municipal Town Council of Curepipe who shall deliver a receipt for the same;
- (d) deposit will be refundable upon cancellation of membership;
- (e) membership for non- resident of town of Curepipe shall be payable.

5. Borrowers' tickets shall be issued to any person who has paid the deposit fee for books/periodicals and are subject to the following conditions —

- (a) borrowers' tickets are not transferable;
- (b) borrowers are required to keep their tickets safely;
- (c) if any ticket is lost, the borrower shall pay 30 rupees for a duplicate which will be issued to him immediately;
- (d) the original ticket and the corresponding entry in the registers of the library shall be cancelled;
- (e) repeated loss of tickets may lead to discontinuation of borrowing facilities extended to the reader.

6. The loan of books and periodicals for reading outside the library shall be subject to the

following conditions —

- (a) books will be loaned for a period of 21 days but the Senior Librarian may recall any book on loan if it is required in the Library;
- (b) persons returning a book may on application be authorised to keep it for another period of 21 days if there has been no call for that book;
- (c) borrowers can get the book(s) reissued on or before the due date by intimating the library through telephone. Overdue books will not be reissued;
- (d) books will be reissued for not more than two times. After that the borrower shall return the book(s);
- (e) reference books and rare books, including the collection of the Indian Ocean shall not be loaned out of the library. The Senior Librarian may use his discretion for the issue of such materials mentioned above. He shall have to keep a record of all books lent in a register;
- (f) any person who shall keep a book for a longer period than the one stipulated above shall be charged a fine of one rupee per book for every day's delay and no book shall be lent to that person until the one previously lent is returned, and the amount charged for the delay has been paid;
- (g) no person shall lend to another a book which has been borrowed from the Library, and no book shall be lent to any person who shall be found guilty of such a breach of the regulations.
- (h) Any person losing or damaging a book shall replace it with a similar one or shall be charged its full value. No other book shall be lent to that person. This without prejudice to any action which can be taken under sections 7, 8 and 21 of the Act or under these regulations.

7. Periodicals shall be kept in the library for the use of public, visitors and readers.

8. Reference in the manuscripts shall be allowed from 9.00 hours to 16.00 hours during weekdays. No copy of the manuscripts shall be allowed. Photography and recording shall not be allowed on library premises without prior authorisation from the Council.

9. Readers shall take great care of the books or periodicals entrusted to them and shall not damage them, part of same or any property of the Library. They shall report to the Senior Librarian any accidental damage which they may discover to have occurred previously and same should be done at the time of collecting the material.

10. (1) No person shall be allowed to make photocopy concerning the rare collections. The Senior Librarian may use his discretion for photocopy of such materials mentioned above.

(2) Some items in the library cannot be copied because of copyright laws, poor condition, or donor restriction.

(3) No persons shall be allowed to make photocopy of more than 30 pages per book.

(4) Copy right law shall be strictly observed by all library users when making copies of library materials.

(5) The Librarian has the right to refuse or withdraw copying privileges and to suspend access to any services where he/she has reason to believe that a breach of copyright or licence conditions has taken place or is likely to take place.

11. (1) The IT workstations and equipment must be handled in accordance with their intended use.

(2) Accessing unauthorised sites, playing games, chatting etc. are strictly prohibited.

(3) Installing or customising any computer programs in the Library's computers is also strictly prohibited.

(4) A fee of 50 cents per minute shall be charged for the use of the workstations be it for

internet access or using Microsoft Word or Excel etc.

(5) Printing facilities shall be provided at 3 rupees per page (Black).

12. The use of portable computers and mobile devices is permitted in the Library provided that they are quiet in operation.

13. Library staff are empowered to stop any activity in the Library which they consider prejudicial to the safety, well-being, or security of readers or Library staff or to the preservation of the collections.

14. (1) Special restrictions may apply to the use of manuscripts and other media, which, due to their age, value, rarity or condition (special collections) are particularly fragile or require special protection. Conservational measures may even require certain items to be excluded from use. The safety precautions deemed necessary for the conservation of these collections must be respected.

(2) Special permission is required to publish texts and/ or images originating from manuscripts and other rare and/or fragile items from the library's collections. In such cases, special arrangements must be made with the Senior Librarian.

15. The Municipal Council shall have the power to withdraw for such time as it may consider appropriate the privilege of access to the Library from any person showing gross neglect or carelessness with regards to books or any property in the Library or towards the library staff or cause disturbances on the premises or who shall fail to comply with the above regulations.

16. Any person who shall commit a breach of these regulations shall be guilty of an offence and liable to a fine not exceeding Rs 10,000.

— for each offence apart from the penalties already stipulated in the present regulations or in the Act.

17. The Curepipe Carnegie Library Regulations 1997 are revoked.

18. These regulations shall come into operation on 1 October 2014.

Made by the Council on 26 June 2014.