

# CHAPTER 15

## THE UNIVERSITY LIBRARY

### 15.1 GENERAL INFORMATION

#### 15.1.1 Building Capacity

The first phase of the University Library, almost in the geographic centre of the campus, is a modern functional building on two levels. The Library was designed by Messrs Norman and Dawbarn, as were most of the University buildings during that time. Its foundation stone was laid down by Her Royal Highness Princess Alexandra on 15 September 1969 and the structure itself was completed two years later. It has a floor area of 10 200 square feet with a book capacity of approximately 50,000 and space for 120 readers. An extension of about 22 000 square feet to the first Library building started in 1977 and was completed by the end of 1979.

#### 15.1.2 Ground Floor

The ground floor houses a computer lab for students to browse for webopac and online journals, offices of the Chief Librarian and administrative staff as well as a multi-purpose auditorium now occupied by the Campus Numérique Francophone (AUF). The western wing houses the shipping and receiving sections, the typing pool, and a large technical processing room for books, periodicals and other materials.

#### 15.1.3 First Floor

The first floor is an open area with reader tables and a popular browsing area. The sections that are found on this floor are Circulation Counter, the Mauritiana Section, offices of the Senior Librarian, Librarian and Senior Library Officers. There is also a room where photocopy facilities are available for library users.

#### 15.1.4 Second Floor

The second floor is used for stacking the main book collection.

#### 15.1.5 Third Floor

The third floor is occupied by the Reserve Collection, Law Collection, UN and References. There is also a space for reading and studying purposes.

#### 15.1.6 Acquisitions Policy

The present policy of the Library is to acquire, by purchase or through donations, gifts and exchange, all the necessary materials to support the teaching, research and informational needs of the six constituent Faculties of the University - Agriculture, Engineering, Law and Management, Science, Social Studies and Humanities and Ocean Studies- as well as the Centre for Innovative and Lifelong Learning (CILL) and the Centre for Information Technology and Systems (CITS). Significant textbooks and reference works on a wide range of subjects are also purchased.

#### 15.1.7 Subject Areas

Subjects already represented in the library stock relate mainly to the following: accounting, agriculture, animal sciences, banking, business studies, chemistry, civil engineering, communication, computer science, economics, engineering, law, local government, management,

mathematics, mechanical engineering, physics, political science, public administration, pure and applied sciences, sociology, statistics and surveying, medicine, science.

#### **15.1.8 Present Stock**

There are some 188945 volumes at present in the Library, consisting of some 174881 monographs and 11412 periodicals in bound volumes. The Library also has access to online journals via the following databases: ScienceDirect, Ebscohost, Emerald, LexisNexis, Henry Stewart Talks, JStor, Unesco Encyclopedia of Life Support Systems. The audio-visual section has a small collection of records, videotapes and also some selected documents on tapes. These will eventually be transferred to the multimedia centre to be set up in the Library so that users can access information stored in other non-conventional format including electronic format like CD-ROM or optical disks.

#### **15.1.9 Facilities**

Apart from the normal borrowing and consultation facilities provided to the readers, the professional staff of the Library also handles a variety of queries on a multitude of topics. The Library staff normally searches for specific information from the resources already available within the collection or guides readers to the proper sources of documentation. In case the information is not available at the University, the readers are referred to other local libraries, which have the required materials.

The University Library has also entered into inter-library loan agreements that allow it to borrow documents from other libraries, both local and foreign. For journal articles or research papers of moderate length not available locally but needed for research purposes, the Library can order copies from abroad. Photocopies of articles from the learned journals already available at the Library are provided at cost. A wide range of audio-visual facilities is also made available to the University and its members.

To facilitate information search and retrieval by both staff and users, the Library has embarked on a new computerised Library Management System (LIBERO). The cataloguing and circulation services are now fully automated.

#### **15.1.10 Inter-Library Cooperation**

The Library maintains close cooperative links with the libraries of the Mauritius Sugar Industry Research Institute (MSIRI), the Food and Agricultural Research Council (FARC), the Mauritius Institute of Education (MIE), the Mahatma Gandhi Institute (MGI), the Open University of Mauritius (OUM), the National Library and other libraries and documentation centres in the island. Special working relationships and cooperation also exist with such international bodies as the British Library, AGRIS, CARIS and AUF.

#### **15.1.11 Special Collection**

Documents on agriculture going back to its early beginnings in Mauritius are held in the Library. It is building up its Mauritian collections, which already include among others official and private publications, periodicals and most local newspapers to which the Library currently subscribes. A special law collection has been set up to meet the needs of students following the LLB Programme. This collection is also available for reference purposes to *bona fide* students of the Council of Legal Education.

### **15.1.12 Medical Sciences Library**

With the running of a degree course in Medical Science, the Library is building up a core collection of medical books to meet the teaching, learning, information and study requirements of the students enrolled on this programme and the teaching staff.

### **15.1.13 Special Regulations**

The University Library Regulations will apply to the Medical Sciences collection with the following exceptions:

- (i) Loan privileges are restricted to the students and academic staff of the Departments of Medicine and Health Sciences.
- (ii) Medical books may, on occasions, be placed in the Reserve Section for the use of students during special courses necessitating the use of these materials.

### **15.1.14 Publications of the United Nations and its Agencies**

As mentioned before, the University Library has been selected as the official/ partial depository for Mauritius of documents of the United Nations and some of its specialised agencies.

With all these resources at hand, the University Library is thus striving to keep pace with the development needs of the country as well as acquire a small representative stock of universal literature to play its role as efficiently as possible as an information dispenser and a reference Centre.

### **15.1.15 Membership**

The Library is enjoying increasing popularity. Its members include staff and registered students of the University and such other categories of outside members as stipulated in the Library Regulations. However, requests for borrowing privileges need to be checked as the present limited resources of the Library are insufficient to satisfy the information needs of its academic population. Only in exceptional cases that outsiders are permitted to borrow books from the Library. *Bona fide* members of the public can use the Library for reference consultation and reading facilities only.

## **15.2 LIBRARY REGULATIONS**

### **15.2.1 Preamble**

The University of Mauritius Act, 1971 provides in part under Section 21 (d) as follows:

“Subject to the provisions of the Statutes, the Senate shall have power to make regulations relating to (...) the use of the Library.”

The University of Mauritius Regulations approved by Senate, 1971 provide Chapter III D as follows:

“ 25 Library Regulations

All matters of internal discipline on the library premises shall be governed by the Library Regulations. If the matter is of such seriousness that it warrants action under the Disciplinary Regulations, then the provisions of these Regulations shall prevail.”

### 15.2.2 Hours of Opening

Week days	8.00 am - 8.00 pm
Saturdays	8.00 am - 1.00 pm

(The opening hours may change on the decision of the Chief Librarian)

### 15.2.3 Membership of the Library

Membership is open to

- (i) University full time & part-time academic staff , and visiting lecturers;
- (ii) all registered students of the University of Mauritius including students following short or part-time courses;
- (iii) technical staff of the University;
- (iv) academic and research staff of the Mauritius Institute of Education (MIE) and the Mahatma Gandhi Institute (MGI) on the recommendation of their respective librarians;
- (v) research and technical staff of the Ministry of Agro-Industry and Fisheries and the Mauritius Sugar Industry Research Institute (MSIRI) on the recommendation of their respective librarians;
- (vi) *Bona fide* researchers from Government Ministries and Public Corporations on application to the University Library.

### 15.2.4 Registration

All persons eligible to register as members of the University Library must complete and sign the prescribed registration form obtainable at the Circulation Desk of the Library. Members under 15.2.3(ii) will pay the appropriate fee as prescribed by the University Council from time to time.

### 15.2.5 University of Mauritius/Library ID Cards

- (i) All borrowers are issued with a valid UoM ID card for loaning out books as follows:
  - (a) Borrowers in category 15.2.3(i): 6 books including 2 from Reserve Section.
  - (b) Borrowers in category 15.2.3(ii): 3 books including 1 from Reserve Section.
  - (c) Borrowers in category 15.2.3(iii): one book
- (ii) A valid UoM/Library ID card must be presented before borrowing a book and when the book is discharged.
- (iii) UoM Library ID cards are issued at no cost in the first instance. Lost ID cards will not be replaced automatically; replacement will, in any case, be charged for at the rate of Rs 50 each. UoM Library ID cards are personal and not transferable.
- (iv) Members should return all library books and UoM/Library ID card in their possessions to the Chief Librarian at the termination of their respective courses or on expiry of their membership of the University Library. A library clearance certificate will then be issued to students for the conferment of their university awards.

## **15.2.6 Loans**

### **15.2.6.1 General**

All books on ordinary loans are subject to immediate recall.

All books must be charged out at the Circulation Desk before being removed from the Library.

A reader remains responsible for a book charged out to him/her until it has been returned.

In special circumstances, the Chief Librarian may, at his/her discretion, lend books for such periods as s/he may decide.

### **15.2.6.2 Ordinary Loans**

- (i) Academic, senior administrative and research staff of the University and visiting lecturers may borrow up to six books at a time for a period of one month.
- (ii) Borrowers in category 15.2.3(ii) are permitted to borrow up to two books at a time for a period up to fourteen days. A book may be renewed for a further period of fourteen days provided that no other reader has reserved it and is not overdue. For such renewals, books must be produced at the Circulation Desk so that the appropriate date may be stamped in.
- (iii) Other members of staff of the University and borrowers registered under category 15.2.3(iii) may borrow one book for a period of fourteen days. Renewals can be arranged as at rule 15.2.6.2(ii).
- (iv) MPhil and PhD students may borrow up to five books at a time.

### **15.2.6.3 Special Loans**

Books from the Reserve Section may not be taken out of the Library during working hours; they may however, be borrowed one at a time overnight or over a weekend. In such cases, the book will be issued at closing time and should be returned on the next opening day at 9:00 am sharp. Rule 15.2.5(ii) applies in this instance. Members may only borrow reserve books connected with their course of study.

## **15.2.7 Fines**

- (i) The Chief Librarian is empowered to levy fines on readers who fail to return books within the prescribed time.
- (ii) The fine for ordinary loans is three rupees (Rs 3.00) for each day the book is overdue including Sundays and holidays for the first seven days, six rupees (Rs 6.00) per day for 8-14 overdue days and ten rupees (Rs 10.00) per day for 15 overdue days and above.
- (iii) The fine for special loans made under Rule 15.2.6.3 is five rupees (Rs 5.00) per day for 1-7 overdue days, ten rupees (Rs 10.00) per day for 8-14 overdue days and fifteen rupees (Rs 15.00) per day for 15 overdue days and above.

### **15.2.8 Periodicals**

Unbound periodicals are to be consulted in the Library; they may not be borrowed. For bound volume, the Chief Librarian must be consulted.

### **15.2.9 Reference**

- (i) Reference books and certain other library materials from special collections may not be borrowed.
- (ii) Books from the Mauritiana collection must be consulted in the special room where they are located.
- (iii) Access to thesis/dissertation is by way of application to the Chief Librarian made on Thesis/Dissertation Access Condition Form, which is obtainable at the counter in the Library.

### **15.2.10 Damage and Loss of Library Materials**

- (i)
  - (a) The Chief Librarian is authorised to collect the cost of replacing lost or damaged library materials.
  - (b) The Chief Librarian is authorised to withdraw all library privileges from any reader who willfully damages or misuses the Library or its facilities or whose conduct is deemed to be unbecoming.
  - (c) Other borrowers found guilty of serious misuse of library facilities shall be reported to the Vice-Chancellor.
- (ii) Borrowers are not permitted to smoke, eat or drink in the Library.
- (iii) Bags and briefcases must be deposited in the spaces reserved for this purpose near the main entrance.
- (iv) All items being carried out of the Library are subject to inspection on exit.

None of the foregoing Regulations can be interpreted as a prejudice to the general stipulations of the General Regulations and Disciplinary Regulations approved by the Senate on 21.09.71 or as they may be amended by Senate from time to time.

### **15.2.11 Library Lending Code**

This code describes the privileges and responsibilities of all borrowers using circulating collections in the University of Mauritius Library, hereafter cited as “the Library”, as noted below. Its main objective is to foster optimal use of the circulating collections for UoM students, faculty, staff, and others. The code is also designed to promote equitable access to the collections and their safekeeping.

#### **(i) Eligible Borrowers**

The following categories of individuals are eligible for University of Mauritius Library borrowing privileges unless such privileges are prohibited by Library or University policy e.g. unmet financial obligations to or suspension from the University.

- (a) *Automatic Borrowing Privileges with UoM ID*

UoM academic staff; UoM part-time lecturers; UoM registered students.

(b) *Borrowing Privileges upon Application*

Official visiting academics/ scholars sponsored by UoM departments;  
UoM vacation courses enrolees.

**(ii) Borrower Cards**

A valid UoM Library card must be presented in order to borrow library materials either for on-site or off-site use.

A borrower is responsible for items checked out on her/his ID or Library card and for any fines incurred; this responsibility cannot be transferred.

The Library will not knowingly check out material to someone using another's ID.

A lost ID or Library card should be reported to the Library immediately. The ID number will be blocked so that it can no longer be used for borrowing and a replacement Library card will be issued against payment of the appropriate replacement fee.

**(iii) Address Information**

(a) *Current Address*

It is the responsibility of a borrower to keep the Library informed of his/her current address to permit mailing of notices by the Library. To avoid potential fines or delinquencies, a borrower who changes addresses must notify the Library directly of the address change. If mail sent to a borrower is returned by the Postal Service, borrowing privileges will be suspended.

(b) *Temporary Absence from Current Address*

A borrower who will be away from her/his address for extended periods (break periods, vacations) should either return all library materials before leaving or make arrangements to ensure that the borrowed library materials can be located and returned to the Library if recalled.

**(iv) Confidentiality**

It is the general policy of the University of Mauritius Library not to release information about the activities of individual borrowers as well as the materials used by them in order to protect both the privacy of these individuals and their right to consult and borrow library materials without prejudice.

**(v) Loan Periods and Recalled Materials**

(a) *Loan Periods*

UoM academic staff and part-time lecturers have a loan period of one month. All other borrowers have a two-week loan period. Some categories of materials (items on reserve or for specific programmes) are circulated with short-term loan periods (, one-day and one-week loans).

(b) Recalled Materials

Materials on loan may be recalled from any borrower. Items needed for reserve are subject to immediate recall. Otherwise, an item charged out to a borrower is subject to recall once it has been on loan for one week.

(c) Borrower Responsibilities

When library material is borrowed for a short-term loan period, the Library will record a date (or date and time) due. Borrowers are responsible for observing the date (or date and time) due for each item and returning the short-term loan item directly to the location from which it was borrowed. Selected material may be restricted to in-library use and may not be removed from the lending Library.

**(vi) Library Clearance**

Graduating, withdrawing, or non-returning students must return all outstanding items and pay all charges before leaving the University.

University faculty and staff who are terminating their employment with the University must also return all outstanding items and pay any charges due.

Part-time lecturers must also return all outstanding items and pay any charges due at the end of their affiliation or contract with the University.

**(vii) Constraints and Penalties**

Fines apply equally to all borrowers and are assessed as follows:

- (a) Late Return or Non-Return of Library Materials on loan
- (b) Delayed Response or Non-response to a Recall Notice

1. *Due Dates*

Borrowers are expected to observe due dates for library materials loaned to them. The due date is the date specified on the date label in the book or the date specified on the recall notice. Library materials will not be due on dates when the lending library is closed.

There is NO grace period for either long-term or short-term loans. Each item must be returned by the date (or date and time) due, and overdue charges are assessed from the expiration of the date due.

2. *Renewals*

Borrowers are permitted to renew long-term loan items provided that the item has not been recalled. A short-term loan item will be renewed only if another borrower has not requested it. Renewal of loan for items on reserve is not allowed. Various methods of renewal are available, but no telephone or mail renewals are permitted.

3. *Overdue Notices*

For an item that has not been returned or renewed by its due date, the Library will generate an overdue notice, as a courtesy reminder to the borrower, seven days after the

due date. This notice will be sent to the current mailing address that the borrower maintains with the Library. A borrower's failure to receive an overdue or library fine billing notice will not result in cancellation of library charges.

4. *Library Charges*

(a) Overdue Fines

	<b>No. of Overdue Days</b>		
	<b>1 – 7 Days</b>	<b>8 – 14 Days</b>	<b>15 Days and above</b>
General Books	Rs 3 per day	Rs 6 per day	Rs 10 per day
Reserve Books	Rs 5 per day	Rs 10 per day	Rs 15 per day

If a fine of Rs 300 is reached for an overdue book, the borrowing privileges of the defaulter will be suspended.

(b) Replacement Charges

Once the maximum fine has been accrued for an item not yet returned or renewed, the borrower is subject to being billed for replacement costs of the item in addition to processing fees and the maximum overdue fine. Should an item be declared lost before the maximum fine has accrued, overdue fines, replacement and processing charges may be imposed. If an item is then returned by the borrower, the borrower's charge for replacement may be reduced or cancelled.

If a recalled item is not returned, the borrower will be billed for replacement and processing costs, as well as the maximum late fine.

(c) Damage of Library Materials

Borrowers who damage library materials are subject to charges which may vary according to the extent of the damage. For seriously damaged material, the Library may assess the borrower replacement charges and processing fees.

(d) Unpaid Charges

Unless on appeal, library charges must be paid promptly. Failure to do so may result in loss of borrowing privileges, the placement of holds on grades, transcripts, and enrolment.

5. *Theft/Intentional Mutilation of Library Materials*

As a deterrent to theft and intentional mutilation of library materials, and as a means to recover the cost of resulting damages, the Library will send to the University Discipline Committee persons who willfully damage Library materials, who intentionally misplace books in the Library so as to deprive others of their use, or who willfully and without authorisation take or attempt to take materials from the Library.

6. *Suspension of Borrowing/Access Privileges*

Borrowing privileges are suspended if the borrower:

- (a) fails to return a long-term loan or recalled item to the lending library by the time the maximum fine has been incurred;
- (b) fails to return a short-term or reserve item by the time the maximum fine has been incurred;
- (c) accumulates a total of Rs 300.00 or more in unpaid library charges.

In addition, borrowing privileges may be suspended if the borrower fails to pay library charges or other University charges, if the borrower's record contains incomplete or inaccurate information, if mail has been returned as undeliverable, or at the request of reciprocal-arrangement libraries.

In cases of flagrant and repeated breach of library regulation, or for other good cause, the Library may suspend the offender's privileges of access to library facilities and/or report the matter to other appropriate University authorities for action.

7. *Appeal Rights*

A borrower has the right to appeal any library charge within 30 days of the date, which appears on the original Library billing notice. The provisions of the Lending Code itself may not be appealed, but suggestions for changes in the Lending Code may be addressed to the Chair of the University Library Committee, which can amend the Code from time to time.

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