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**GENERAL INFORMATION**

1	<b>Document category</b>		Policy
2	<b>Document approver</b>		Col
3	<b>Minimum list of document users to be notified upon release of document update</b>		All staff and all students
4	<b>Document change history</b>		
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Updating of Paragraph 8 and website links.			

***Instructions for document users with access to College Website***

*All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website [www.mcast.edu.mt](http://www.mcast.edu.mt).*

*Document users are encouraged **NOT** to retain printed hard copies of the Quality Management System documents. If however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.*

**MESSAGE FOR CONTINUOUS IMPROVEMENT**

*Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today**. !*



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## 1. Introduction

- 1.1 These regulations aim at a full and proper understanding of the MCAST Library and Learning Resources Centres (LLRCs) users' entitlements and responsibilities.
- 1.2 The main objective of these regulations, which are approved by the MCAST Council of Institutes (COI), is to provide all Library users with the opportunity to make the fullest use of the LLRCs.
- 1.3 The MCAST LLRCs are open for the purposes of study, research and informal teaching. All Library Members are expected to respect the Library Users Code of Behaviour, which is stipulated in Section 7 (Behaviour in the Library) of these regulations.
- 1.4 These regulations do not cover every eventuality; a strict interpretation of the rules is not justified in all cases, especially in exceptional circumstances. For example, although disciplinary measures will be imposed on those who are responsible for the late return of library items, there may be a good reason for this (for example, sickness, or unavoidable and unforeseen absence). In such cases, at the discretion of the Librarian, disciplinary measures may be modified or waived altogether.
- 1.5 Library users are expected to cooperate fully with the Library staff in order to ensure the smooth administration of the MCAST LLRCs.
- 1.6 The Librarian, who reports to the Principal through the Deputy Principal (Curriculum and Student Affairs) may use his/her discretion for valid reasons in the application of these regulations.
- 1.7 The Librarian ensures that the College website provides updated information about Library collections, access, opening hours, special events, news, services, research facilities and other relevant issues.
- 1.8 The Library shall normally open on all working days during hours prescribed by the Librarian from time to time. Detailed opening times for each Library are available on-line [here](#).
- 1.9 These Library Regulations, which are approved by the Council of Institutes (COI), become effective from 1 November 2008 and are binding on all Library users.

## 2. Definitions of Terms

- 2.1 **'Library'** Any College premises under the immediate jurisdiction of the Librarian.
- 2.2 **'Librarian'** The person who has the overall responsibility for the MCAST Libraries as well as Assistant Librarian/s in charge of the Library during the absence of the Librarian.
- 2.3 **'Library members'** Any person using the library by his/her eligibility under Section 3 of these regulations.
- 2.4 **'Library items'** Any information item, in any physical format which is available either for use on the premises, or for loan from the MCAST Libraries.



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### 3. Library Members

- 3.1 The MCAST LLRCs may be used by full-time and part-time members of MCAST, as follows:
- active and 'ex' members of the Board of Governors;
  - members of the Council of Institutes;
  - academic staff;
  - members of the administrative staff, and
  - all students who follow any MCAST programme of studies, which is made available as full-time, part-time or evening course.
- 3.2 The facilities of the LLRCs may also be made available by special permission of the Librarian to other persons, who will be equally bound by these same regulations. See 4 below – Special Permits
- 3.3 Library membership is achieved through a registration form, which can be downloaded online from [here](#) or obtained from any library circulation counter. All prospective users have to present their filled in Library membership application form personally to any one of the MCAST LLRCs, with some form of a valid personal identification document (National ID Card/Passport; or in the case of full-time students, the official MCAST Student card is the only valid document).
- 3.4 Library members have access to Library PCs on all Library sites. In the Main Library, Paola and in some offsite Institute libraries, PC users require a username and a password, which are issued by the MCAST IT office and obtained from the respective Institutes.
- 3.5 The Librarian has the discretion to admit day visitors to the Library. Guests are not entitled to borrow library items.

### 4. Special Permits

- 4.1 Special Permits may be issued, with the approval of the Librarian to:
- registered students of other approved Colleges or other Institutions of further and higher education when the student is residing in Malta;
  - persons engaged in research work and who require library items unavailable in other Maltese libraries accessible to the public;
  - ex MCAST students; and
  - visiting members of recognized overseas colleges, who may not borrow library items.
- 4.2 Library users falling under categories 4.1 'a' 'b' and 'c' will be charged an annual fee of €35 but may, in the case of donors, be waived of this fee.
- 4.3 Applications for Library permits shall be made on the form available on-line [here](#) or from any library circulation counter, to which should be added a signed letter addressed to the Librarian, explaining the reason for requesting to use the Library.
- 4.4 Applications under sub-paragraph 4.1(b) require the support of a person recognised in sub-paragraphs 3.1(a), (b) or (c), except that the Librarian may, at his discretion, accept a recommendation from a person of professional status resident in Malta.
- 4.5 Applicants under sub-paragraphs 4.1(a) and 4.1(d) of this regulation require a written recommendation by the recognised overseas institution.



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## 5. Loan of Library items

- 5.1 Library users may borrow Library items from the Library on presentation of a valid personal identification document, as specified in 3.3, and after a record of their loan has been made by the Librarian.
- 5.2 Library users are held responsible for all library items issued to their name and as long as the library records for such library items do not show that they have been returned. In cases where library users dispute these library records, the final word of the Librarian will hold, unless Library users can provide documented proof otherwise.
- 5.3 Library users can borrow library items for their personal use only, and they should not lend them to any person, whether s/he is entitled to use the Library or not.
- 5.4 Library users have to return library items when these are due for return, on or before the date stamped on them, as electronically marked, or as notified to the user at the time of issue or renewal, unless recalled.
- 5.5 Library users wanting to renew library items have to present them in person, together with some kind of a valid identification document as specified in 3.3, or electronically through [My Library Account](#) web page.
- 5.6 In the case of physical library items loans and loan renewals, the date-label on the library item must be stamped by a member of the Library staff indicating when the library item is due for return. In the case of online renewals there will be no such stamp. It becomes entirely the user's responsibility to take note of the new return date, electronically generated. Such new return dates can be viewed electronically through the [My Library Account](#).
- 5.7 A fine of €0.12 (twelve Euro cents) per day is incurred by Library users when they fail to return the library item to the Library by the official return date. The maximum fine for any single overdue item is €25.00.
  - 5.7.1 Failure to cover this fine for a period of 7 consecutive days will automatically lead to the indefinite suspension of borrowing rights until such fine is paid.
  - 5.7.2 A formal warning is issued for the late return of library items. Third time offenders may have their borrowing rights suspended even if fines are paid.
  - 5.7.3 In the case of students failing to pay overdue fines, MCAST reserves the right to withhold a student's stipend until such a fine is paid.
- 5.8 On the 28<sup>th</sup> of June of each academic year, student loaning rights are no longer valid except for evening students whose courses run through summer. All other students must return all Library items upon termination of each academic year of study and at the end of their course of studies.
  - 5.8.1 The College shall preclude students who do not abide by this regulation from progressing or graduating.
  - 5.8.2 Students who have taken their final exams cease to have library use rights, unless they apply for Special permits under Regulation 4.
  - 5.8.3 Progressing students automatically regain their library use rights as soon as their status is confirmed by the Registrar, at the start of each academic year.



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- 5.9 Reference library items whose shelf mark is 'R' may not be generally borrowed, unless permission is granted for an overnight loan by the Librarian at his/her discretion. Such library item loans will be allowed from an hour before the Library closes until 09.00am the next day, when the Library opens.
- 5.10 The Librarian may vary the loan period, withhold, or restrict the circulation of any library item in the Library.
- 5.11 Library items may be renewed for a further loan period if they are not required by another user. Library items may be renewed either in person or electronically, through [My Library Account](#) web page.
- 5.12 The Librarian may recall a library item on loan at any time. The library item must then be returned to the Library by the date specified on the recall notice, notwithstanding the date stamped on the library item, or notified at the time of issue or renewal.
- 5.13 Students may not borrow library items during the summer recess.
- 5.14 The Library staff may refuse to renew a loan for valid reasons.
- 5.15 At any one time, Library members or Permit holders may have in their possession not more than the number of library items specified below for a period of 3 consecutive weeks:
- Six (6)** library items for the MCAST academic and administrative staff;
  - Four (4)** library items for all other Library members/users, except that Levels 4, 5 and 6 students may have **Five (5)** items.

The Librarian may adjust these loan allowances in special circumstances at his/her discretion in the case of 'a' only. In whatever circumstance, not more than ten (10) library items may be taken on loan at the same period in the case of 'a' (academic and administrative staff) only.

- 5.16 MCAST staff requiring Library items, such as text/work library item materials beyond the loan period stipulated in 5.15 'a' have to obtain the written recommendation of their Institute Director to borrow such additional Library items for three months, at a time. All library users are allowed to reserve and borrow these items during the academic year. This special Library loan does not invalidate their normal borrowing entitlement (cf. 5.15 'a').
- 5.17 All academic and administrative staff may request an extension of their borrowing rights over the summer recess in order to continue with their professional development and/or in preparation for the following academic year.

## 6. Copyright

- 6.1 Library users are expected to familiarize themselves and follow the provisions stipulated by the local Copyright Act XIII of 2000, and subsequent amendments as found [here](#). In this respect, photocopying guidelines drawn up by the University of Malta and reproduced with permission (with minor changes done by the MCAST LLRC) are available in the library.
- 6.2 Library users must understand that MCAST reserves its right to take legal action against individuals who cause it to be involved in legal proceedings as a result of violation of its electronic and/or other resources licensing agreements.

## 7. Behaviour in the Library



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- 7.1 Library users have to respect silence in all public study areas, except in areas, specifically set aside for group study, discussion, informal lecturing or presentation purposes.
- 7.2 All Library users are expected to wear decent clothes, follow Library regulations and procedures, enhance the learning experience of other Library users through proper conduct, and to be fully responsible for the good maintenance of the LLRCs.
- 7.3 Tampering with equipment is not allowed and damage, even if accidental, should be reported immediately.
- 7.4 The Library staff is authorized to remove any unattended articles left on chairs, tables or anywhere else in the Library, at all times.
- 7.5 The Library accepts no responsibility for belongings left in the Library buildings.
- 7.6 Library users have to vacate the Library as instructed, a few minutes before closing time.
- 7.7 Refusal to cooperate with Library staff is considered to be a very serious breach of regulations and will lead to disciplinary action.
- 7.8 The Librarian and/or his/her attendants may request Library users to show all Library items at the exit. In such situations, Library users must make available for inspection any other objects in their possession, including personal effects.
- 7.9 Library users who misplace, or take away Library items, or any property belonging to other Library users will lose their right of access to the Library for a definite period as determined by the Librarian. They may also be liable to prosecution.
- 7.10 Library users have to ensure that Library items are not defaced or marked in any way.
- 7.11 Library users are responsible for, and will have to make good for any loss of or damage to, the Library items on loan to them, or being used by them in the Library.
- 7.12 Oversize bags, cases and parcels are not allowed inside the Library. These personal belongings have to be kept in the allocated areas/lockers near the Library entrance. It is the responsibility of the Library user to ensure that no valuables are left in these areas.
- 7.13 Library users may use their own laptops or other electronic equipment, only in accordance with instructions from library staff.
- 7.14 Library staff may refuse any user from carrying any material into the Library, which material could, in their judgement, cause damage to Library material, equipment, furniture and furnishings, or which could cause disturbance to other users. Such material found within the Library may be confiscated and returned to the user on departure.



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- 7.15 The consumption of food (including sweets and chewing gum) and drinks (with the exception of a small bottle of water) in any part of the library is strictly prohibited
- 7.16 Library users may use personal sound equipment in the Library, only if headphones are used and its use does not cause any disturbance to others. Mobile phone use is only allowed in stairwells and at the main library entrance. Cameras and recording equipment are not allowed at all, unless by special permission from the Librarian.
- 7.17 A detailed list of regulations governing the use of IT (Information Technology) and AV (Audio Visual) may be found [here](#). Library members may only use such services and equipment for study, research and informal teaching purposes.
- 7.18 The Library staff may require any Library user who is guilty of disorderly or improper conduct, or who is in breach of these regulations to leave the Library.
- 7.19 Library users must follow all other reasonable requests from library staff.
- 7.20 Subject to the provision of the above regulations, the Librarian shall be responsible for the administration and internal discipline of the Library. The Librarian is authorized to exclude temporarily from the Library and deprive from all rights and privileges of membership any Library user infringing these regulations. Any such exclusions shall be reported to the MCAST Principal.

## 8. Dissertations and Theses

All Institutes and Departments shall deposit at the Library a copy of projects, reports, dissertations and theses of all students following courses at Level 5 or higher. Level 4 copies of similar works will be accepted after their level is screened and suitably recommended by the Institute. The provisions of Copyright law and any restrictions on the use of these dissertations and theses shall be respected.