



# Regulations on the Use of the UTM Resource Centre

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## 1. Scope

Members of the Resource Centre may consult and borrow materials from the Resource Centre and receive assistance from Resource Centre Staff. Members may use any or all of the University's Resource Centre's facilities. These Regulations apply to all users of the Resource Centre and may be enforced by any Staff of the Resource Centre.

## 2. Entitlement to use the Resource Centre

- (i) The following categories of people may register as members of the Resource Centre:
  - (a) University students and provisionally registered students, for the period of their study.
  - (b) University staff, members of the Board of Governors, the Academic Council and visiting academic staff and researchers, for the period of their appointment to the University of Technology, Mauritius.
  - (c) Approved external users subject to such arrangements, conditions and fees as the University may determine.
- (ii) The Head of the Resource Centre will consider written applications for membership from people otherwise associated with the University.
- (iii) Some parts of the collections may be consulted by non-members who demonstrate sufficient reason/s for consultation of materials to the Head of the Resource Centre.
- (iv) Resource Centre membership shall terminate automatically when a person ceases to be a member of, or appointed to, the University.
- (v) The Head of the Resource Centre can terminate membership immediately if he/she considers that any aspect of the Resource Centre's Regulations has been infringed upon.

- (vi) Student Members must return all books/materials borrowed from the Resource Centre when their registration lapses at the end of their programme, failing which the University reserves the right to withhold the issue of their certificate or to take any appropriate measures.
- (vii) Failure to pay any outstanding amount due to the Resource Centre may result in the member being referred to the Disciplinary Committee by the Head of the Resource Centre.

**3. Hours of Opening during semester**

|                 |               |
|-----------------|---------------|
| Weekdays:       | 08h30 – 18h30 |
| Saturdays:      | 09h00 – 16h00 |
| Sundays:        | 09h00 – 13h00 |
| Public Holidays | CLOSED        |

**Hours of opening during semester breaks**

|                           |               |
|---------------------------|---------------|
| Weekdays:                 | 08h45 – 16h45 |
| Saturdays:                | 09h00 – 13h00 |
| Sundays & public holidays | CLOSED        |

The opening hours may be changed, if circumstances require, by the Head of the Resource Centre after consultation with the Registrar.

**4. Joining the Resource Centre**

- (i) Persons who wish to register as members of the Resource Centre must fill in and sign a form providing information required for the administration of the Resource Centre, and giving an undertaking to be bound by the relevant Regulations.
- (ii) The Resource Centre reserves the right to alter, delete, amend or add any clause/s without prior notice.
- (iii) Members must inform the Resource Centre immediately of any change of name, address, School or programme. The Resource Centre does not accept responsibility for problems or errors arising from a member's failure to do so.

- (iv) Access to the Resource Centre is open to members holding the Resource Centre card. This card is required to enact transactions involving issue, return and reservation of Resource Centre materials. It must be shown to any staff of the Resource Centre on request.
- (v) Resource Centre Cards are not transferable. All Resource Centre materials issued by means of the card remain the responsibility of the card-owner until returned to the Resource Centre in satisfactory condition and duly discharged.
- (vi) Members must inform the Resource Centre immediately if the Card is lost or stolen. The Resource Centre does not accept responsibility for problems or errors arising from a member's failure to do so.
- (vii) Issue of a new card will be subject to the payment of a fee as determined by the UTM.

## **5. Behaviour in the Resource Centre**

- (i) Students are expected to behave properly in the Resource Centre and to show a high duty of care to others.
- (ii) Users who create any disturbance, or behave improperly will be severely warned or directed to vacate the Resource Centre. Disciplinary action may also follow.
- (iii) Silence must be strictly observed at all times while inside the Resource Centre.
- (iv) Smoking or the consumption of food, chewing gum and drink inside the Resource Centre premises is not permitted.
- (v) Users may reserve a place in the Resource Centre, to cover their absence for not more than thirty minutes at a time. Items left unattended in the Resource Centre for long periods may be removed by Resource Centre's Staff. No Resource Centre staff shall be liable to any claim whatsoever.

- (vi) Users may bring bags and other items and keep same at designated places but at their own risk. The University does not accept liability for any loss or damage to the property/ies of members.
- (vii) Lecture groups should not normally be brought to the Resource Centre, unless prior arrangement has been made with the Head of the Resource Centre, who will request a member staff to accompany them.
- (viii) Photography, filming and similar activities are strictly prohibited except with the prior permission of the Head of the Resource Centre.
- (ix) Mobile telephones must remain switched off at all times inside the Resource Centre.
- (x) Users must not write on or otherwise damage books belonging to the Resource Centre. Any damage to, or loss of, books must be made good to the satisfaction of the Head of the Resource Centre.
- (xi) Any staff of the Resource Centre is authorised to do an inspection on users leaving the Resource Centre.
- (xii) Persons using the Resource Centre's ICT facilities must observe all guidelines in force.
- (xiii) Users must leave the Resource Centre by the closing time, immediately on hearing the fire alarm, or when required to do so in an emergency.
- (xiv) Users should immediately report any accident, theft or incident to any staff of the Resource Centre.

## **6. Use of Resource Centre Materials**

- (i) Users are responsible for all Resource Centre materials or equipment in their care and will normally be required to pay for any damage to, or loss of, such material or equipment.

- (ii) The cost of the damaged or lost material or equipment shall be calculated by the Resource Centre using the replacement cost basis of the item in addition to processing fees and the accrued overdue fines. The amount shall be determined by the Head of the Resource Centre.
- (iii) Users must observe copyright law and regulations in respect of all materials whether in print, audio-visual or electronic. The UTM anti plagiarism regulations shall be strictly observed.
- (iv) Software and data are licensed for educational use only; unless otherwise indicated, they must not be copied or used for commercial purpose. Because the Resource Centre must adhere to the licensing terms and conditions of some software, this means that some members may not have access to it or to one or more of its sections.
- (v) Willful misuse of Resource Centre self-service facilities, including automated systems, ICT facilities and photocopiers may result in membership of the Resource Centre being terminated.

## **7. Borrowing Material**

- (i) The Resource Centre will make available material for borrowing, consistent with the efficient use of the Resource Centre by all members, subject to any conditions of use applicable.
- (ii) All materials borrowed must be authorised and recorded by a member of the Resource Centre staff.
- (iii) Members may borrow up to two items at any one time or as otherwise indicated in the internal rules.
- (iv) The length of loan periods shall be determined by the Head of the Resource Centre.
- (v) The Resource Centre materials fall into one of four categories: standard loan (normally 14 days); 3-day loan; 24-hour loan; not for loan.
- (vi) Only material in the standard loan and 3-day loan categories count towards members borrowing entitlement.

- (vii) Standard loan material may be renewed for further loan periods, provided that it has not been recalled by the staff of the Resource Centre or reserved by another member. Renewal by remote telecommunication means is not permitted.
- (viii) All materials on ordinary loans are subject to immediate recall even if they are within their prescribed loan period.
- (ix) Members must return all materials borrowed on or before the due date which is specified on the date label of the book or on the date specified on the recall notice.
- (x) Failure to return materials by the due date is subject to approved penalty fees.
- (xi) All Resource Centre privileges will be suspended from the date of issue of the first overdue notice until such time as the member returns himself or herself to good standing with the Resource Centre; normally, this shall mean the return of overdue items and/or the payment of outstanding charges.
- (xii) Any person who ceases to be a member of the Resource Centre shall return all materials in their possession promptly and pay any relevant charges.
- (xiii) Resource Centre Card holders other than students must also return all their materials and pay any charges due at the end of their affiliation or contract with the UTM.
- (xiv) Staff who are on long term leave must return all materials and pay charges where appropriate.

## **8. Breach of Regulations**

- (i) These Regulations must be adhered to at all times. Breach of the Regulations constitutes an offence and will be dealt with as per the regulations.
- (ii) A breach of the Regulations occurs when a user willfully or persistently ignores normal arrangements for using or returning material, or the request of Resource Centre Staff concerning behaviour in the Centre.
- (iii) External members who breach the Regulations will have their membership cancelled. Re-admission to membership will be at the discretion of the Head of the Resource Centre.