

# **SAMUEL JACKMAN PRESCOD INSTITUTE OF TECHNOLOGY**



## **LIBRARY RULES**

**2018**

**Willey  
St. Michael  
Telephone: (246) 535-2351**

### ***WHO MAY USE THE LIBRARY AND INTERNET LAB?***

1. All students and members of staff of the Samuel Jackman Prescod Institute of Technology (SJPI) are permitted to use the library and Internet Lab.
2. Non-SJPI staff/students may be allowed for research purposes only, once permission is granted by the Principal or Librarian.

### ***HOW TO BORROW A BOOK?***

1. Every user must be registered in the library by a member of the library staff.
2. Every user will be asked to produce the S.J.P.I identification card for registration and other library purposes.
3. (a) Each user will be issued three (3) library cards. Only one book may be borrowed on each card.  
(b) Students will not be allowed to borrow a library book without a library card.
4. The user retains the card when no books are being borrowed.
5. User cards are not transferable; users are responsible for any books borrowed on their cards.
6. Library cards are valid for the duration of the course/ programme for which the students are enrolled.
7. Only SJPI library cards will be accepted for borrowing books from the SJPI library.

8. (a) Any loss or damage of library property should be reported to the library staff as soon as possible.
- (b) A new library card will be issued after seven (7) days have elapsed.
- (c) A fee of **two dollars \$2.00** will be charged for each new card.

***BOOKS ISSUED FOR FOURTEEN (14) DAYS***

1. Books will be stamped at the circulation desk for fourteen (14) days.
2. Borrowers must ensure that all books in their possession are stamped **for the correct date** at the circulation desk before leaving the library.
3. Books can be renewed on or before the due date to retain them longer than fourteen (14) days. Books can be renewed twice. However, if the renewal is by phone, books can be renewed only **once**.
4. A fine of fifty (50) cents per day will be charged on two week loan books that are overdue.
5. A book will not be issued to a user who has fines outstanding or overdue books.

***RESOURCES ON SPECIAL LOAN***

1. Borrowers may request books on loan by filling out a **Reserve Card** at the circulation desk.
2. Students will be notified when a Reserved book is available. Students may also check periodically with library staff to see if the book is available.

3. A book on reserve will be kept at the circulation desk for a period of five days.
4. Newspapers, yearbooks and any other library materials marked '**FOR REFERENCE**' must be used in the library **only**.
5. Magazines with the exception of current issues can be borrowed for a period of three days.
6. Articles from the Vertical File and Newspaper clippings can be accessed from personnel at the circulation desk.
7. Students are required to purchase a Paper Cut Voucher from the Cashier or the Library staff to use the photocopier and printer in the library.
8. A laminating service is also available in the Library for a fee and must be paid for in cash.

***COST OF LAMINATING***

SIZE	COST BDS \$
<b>6 X 9</b>	<b>4.75</b>
<b>9 X 12</b>	<b>5.50</b>
<b>9 X 14.5</b>	<b>7.25</b>
<b>11 X 17</b>	<b>8.00</b>
<b>12 X 15</b>	<b>10.00</b>
<b>12 X 18</b>	<b>11.00</b>

9. A spiral binding service is also offered to library patrons.  
The cost of this service is available below:

***COST OF SPIRAL BINDING***

NO OF PAGES	COST BDS \$
1-50	5.75
51-75	8.00
76-100	11.50
151-200	17.25
201-300	25.00

Binding covers can be purchased at an additional cost of BD\$2.15 per cover.

10. Playing of music or audio on any kind of electronic device must be done with headphones.
11. Students are advised to take their valuables out of their bags before entering the library. The library will not be held responsible for or will not accept liability for loss of any bags or personal items.
12. Graduating students must ensure that all library material is returned.
13. **Users will be asked to pay the full cost of any library material in their possession that is lost, stolen or damaged. The cost of the item will include the replacement cost plus a fifteen (15%) percent processing fee.**

14. Students who have fines, fees or books outstanding **WILL NOT** receive their certificates until such issues are resolved.

***COST OF LOST OR DAMAGED RESOURCES***

MATERIAL	DAMAGE	FINE
Printed Material	Torn, marked, warped	Replacement cost + Fifteen (15) % Processing Fee
Printed Material	Missing pages	Replacement cost + Fifteen (15) % Processing Fee
Magazines/ Periodicals	Lost or damaged	Replacement cost + Fifteen (15) % Processing fee
Book Card/ Pocket	Removed or damaged	\$5.00
Date Due/ Labels	Removed or damaged	\$1.00
Audio Visual Resources	Any type of damage	Replacement cost + Fifteen (15) % Processing Fee

***PLEASE NOTE***

**SMOKING, EATING, DRINKING AND PLAYING GAMES IS STRICTLY FORBIDDEN IN THE LIBRARY AND INTERNET LAB.**

**LIBRARY PATRONS ARE ADVISED TO SECURE THEIR PERSONAL ITEMS WHILE THEY ARE IN THE LIBRARY.**

**NO BAGS ARE ALLOWED IN THE LIBRARY OR THE INTERNET LAB. THEY MUST BE KEPT IN THE LOCKERS PROVIDED FOR PATRON USE.**

**LIBRARY STAFF AND/OR SECURITY OFFICERS RESERVE THE RIGHT TO EXAMINE ALL USERS' FOLDERS ETC. BEFORE THEY LEAVE THE LIBRARY.**

**A STUDENTS' ID NUMBER ALONG WITH A PASSWORD IS REQUIRED TO USE THE PAPER CUT VOUCHER FOR PRINTING, PHOTOCOPYING SERVICES, AND ACCESS TO COMPUTERS AND LAPTOPS.**

All students are required to read and sign the "Laptop Sign In" book, as agreement that they will abide by the library policies before they are issued with a laptop.

### ***NOTICE TO ALL USERS OF LAPTOPS***

1 (a) All **laptops must be issued by Library Staff**. Staff must initial the "Laptop Sign In" book, when a laptop is loaned and returned.

(b) Students are required to hand in their ID cards in order to be issued with a laptop. On returning the laptop the ID card will be returned.

2. Laptops are available to the students of the Samuel Jackman Prescod Institute of Technology for a two-hour period within the **Library only**. A time period of one (1) hour must elapse before a student is allowed to borrow again.

3. Laptops must be returned half an hour before closing, (i.e. 4.00p.m. when the Library is opened until 4.30p.m. and 5.30p.m. when the Library is opened until 6.00p.m).
4. Students borrowing laptops will be held liable if that laptop is damaged or stolen. Additionally, they will be asked to pay for the laptop or any damaged parts.
5. Students **MUST NOT** tamper with the laptops. Staff should be notified of any laptops that are not in working order. Once available, another will be issued.
6. The use of laptops in the library is strictly for academic purposes only.
7. Users of laptops should not violate other library rules, for example, high noise levels. Refusal to adhere to library policies shall result in the laptops being taken away immediately.
8. **Use of memory sticks is strictly prohibited.**
9. Students should not take photos or record videos of staff or other students in the library without their explicit consent.
10. Staff will be permitted to use laptops **once** they are not in demand by students. Priority must be given to students at all times.
11. **Any violation of the above Rules may result in suspension of library or laptop privileges.**