

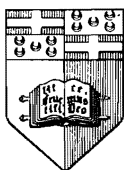
# LIBRARY GUIDE



UNIVERSITY OF MALTA  
LIBRARY - Msida



# UNIVERSITY OF MALTA



## *LIBRARY GUIDE*

MSIDA, MALTA UNIVERSITY LIBRARY  
1991

*Fifth revised and corrected edition, 1991*

This Guide has been prepared to help you to make good use of the Library, but whenever you are in difficulty please remember that members of the Library Staff are always ready to help you find books and use the catalogues, and to assist with subject enquiries.

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## THE LIBRARY

The University of Malta originated as a Jesuit College in 1592, and was raised to full University status in 1769. In 1947 it became autonomous in an academic and constitutional sense. The building in Valletta received two direct hits during World War II, and there were very few useful books left at the end of the war. The removal from the old premises in St Paul Street and the Evans Laboratories in Valletta to the new site at Msida took place in August 1967, and on the 18th September 1967 the Library started functioning again. In March 1980 the Library was merged with that of the former New University. It now contains about 300,000 volumes including about 22,000 at the Medical Library and about 25,000 volumes in a depository. Seating capacity in the Main Library totals 210. The total floor area occupied by the Library building is 2,500 – 2,800 sq. metres (27,000 – 30,000 sq. ft.)

The Library is open to University staff and students and registered borrowers. Its reference and information facilities are also open to the public.

# GENERAL INFORMATION

## Hours of Service

Main Library, Tal-Qroqq, Msida:

1st October – 15th June

Mon. – Fri. : 9.00 a.m. to 7.15 p.m.

Sat. : 9.00 a.m. to 12.30 p.m.

16th June – 30th September

Mon., Wed., Fri. : 9.00 a.m. to 5.00 p.m.

Tue., Thur. : 9.00 a.m. to 1.30 p.m.

Sat. : 9.00 a.m. to 12.30 p.m.

During the Christmas and Easter vacations the Library closes at 5.15 p.m. and at 1.30 p.m. from the 16th to the 31st August. The Library is closed on public holidays, on Holy Saturday and during the first fortnight in August.

## Telephone Numbers

External lines: 333903

The Librarian (personal) 314306

Internal extensions:

Librarian 317

Secretary 316

Inter-library loans 319

Reference Dept. 312

Periodicals Dept. 312

Acquisitions Dept. 313

Circulation Desk 318

Cataloguing Dept. 315

Melitensia 314

Medical Library: 221019, 239783

# DIRECTORY

## **Ground Floor: Barclays Room**

Abstracting and Indexing Journals  
Acquisitions Department  
Audio-Visual materials  
Binding  
Computerised information retrieval  
Information Desk  
Microform reader-printers  
Periodicals Department  
Periodicals: Current and recent issues  
Periodicals: Classes A – P, Z: bound volumes  
Recent acquisitions  
Reference Collection  
Reference Service

## **First Floor**

Catalogues: author-title and subject  
Cataloguing Department  
Circulation Desk  
Fine Art Books Special Collection  
Librarian's Office  
Main Collection (LC classes A – H)  
Manuscripts and Theses  
Melitensia Collection  
(including Maltese Language & Literature)  
Self-service photocopying  
Restricted loans (prescribed texts etc.)

## **Second Floor**

Large Folios  
Main Collection (LC classes J – Z)  
Overseas photocopying and interlending service  
Periodicals: Classes Q – T: bound volumes

## SUBJECT ARRANGEMENT

The amalgamation of the library collections of the former Old and New Universities into the present University of Malta Library has made necessary a rather complex arrangement of the books on the shelves.

Both libraries had originally used the Bliss Bibliographic Classification (referred to in this guide as Bliss), and both subsequently abandoned it for more adequate schemes: in 1967 the University Library adopted the Library of Congress Classification (LC) and in 1975 the then MCAST Library changed over to the Dewey Decimal Classification (Dewey).

In addition to its own original collections, the University Library now houses the books that once formed the MCAST/New Univ. Library collection. It has therefore inherited three rather different classification systems, often resulting in three different sequences for most subjects represented. To give an example: if one wants to know what books are available on personnel management one has to browse in three places – at TDP (Bliss), at HF5549(LC) and at 658.3(Dewey).

The order of arrangement for most subjects is this: the Bliss sequence, followed by the LC sequence, followed by the Dewey sequence. Thus, the 'technology' books, for example, are all shelved together on the second floor; but there are some books classified by Bliss at UE to UY, followed by a larger LC sequence which runs from T10 to TX1105, and then a Dewey sequence numbered 600 to 649 and 680 to 697. It must be emphasized, however, that one class follows another according to the order found in the Library of Congress scheme, the scheme by which all current acquisitions are classified. So, although the LC scheme is sandwiched between Bliss and Dewey, it is the scheme that determines the order of subjects on shelves. (See the LC outline, pp 8 – 9).

# OUTLINE OF THE LIBRARY CONGRESS CLASSIFICATION SCHEME

## Class

- First Floor
- A General Works
  - B Philosophy, Psychology, Religion; includes Logic(BC), Psychology(BF), Aesthetics(BH), Ethics(BJ), Religion(BL), Judaism(BM), Islam(BP), Buddhism(BQ), Christianity: A special scheme complimentary to the Library of Congress scheme is in use. Please consult subject index.
  - C Auxiliary Sciences of History: includes History of Civilization(CB), Archaeology(CC), and Numismatics (CJ)
  - D History: General, European (DA – DR), Asian, African and Australian (DS – DU)
  - E – F American History
  - G Geography: includes Physical Geography (GB), Oceanography (GC), Anthropology (GN), Folklore (GR), Manners and Customs (GT), Recreation, Physical Education and Sports (GV)
  - H Social Science; includes Statistics (HA), Economics (HB – HD), Transportation & Communication (HE), Commerce, Business and Accounting (HF), Finance (HG), Public Finance (HJ), Sociology (HM – HV), Socialism and Communism (HX)
- Second Floor
- J Political Science; includes Political theory (JC), Constitutional history and administration (JF), Europe (JN), Local government (JS)
  - K Law; includes Jurisprudence (KA), Comparative Law (KB), International Law (KC), Religious legal systems (KD), Ancient and medieval law (KE), Common law systems (KF – KN), Other modern legal systems (KP – KV)
  - L Education; includes History of Education (LA), Theory and practice of Education (LB), Special aspects of Education (LC)

- M Music; includes Literature of Music (ML), Music instruction and study (MT)
- N Fine Arts; includes Architecture (NA), Sculpture, Drawing and Painting (NB – NE), Decorative and Applied Arts (NK)
- P Language and Literature; includes Classical langs & lits. (PA), Modern European Languages (PB – PH), Other Modern langs. & lits. (PJ.PM), Comparative literature (PN), Romance Literature (PQ), English Literature (PR), American Literature (PS), Germanic Literature (PT)
- Q Science; includes Mathematics and Computer Science (QA), Astronomy (QB), Physics (QC), Chemistry (QD), Geology (QE), Natural History and Biology (QH), Botany (QK), Zoology (QL), Human Anatomy (QM), Physiology (QP), Microbiology (QR)
- R Medicine; includes Public aspects of Medicine (RA), Pathology (RB), Internal Medicine (RC), Surgery (RD), Ophtalmology (RE), Otorhinolaryngology (RF), Gynaecology and Obstetrics (RG), Pediatrics (RJ), Dentistry (RK), Dermatology (RL), Therapeutics, Pharmacology (RM), Pharmacy and materia medica (RS), Nursing (RT), Alternative therapies (RV – RZ)
- S Agriculture
- T Technology; includes Civil Engineering (TA), Hydraulic Engineering (TC), Sanitary Engineering (TD), Highway, Railroad and Bridge Engineering (TE – TG), Building (TH), Mechanical Engineering (TJ), Electrical, Electronic and Nuclear Engineering (TK), Chemical Technology (TP), Photography (TR), Manufactures (TS), Handicrafts (TT), Home Economics (TX)
- U Military Science
- V Naval Science
- Z Library Science

## THE CATALOGUES

The catalogues, on cards filed in drawers, are on the first floor. Full details of each work available in the Library, recorded on separate cards, make up the catalogues.

There are: The Author/Title Catalogues, the Subject Catalogues and the Index to the LC Subject Catalogue.

## THE AUTHOR CATALOGUES

There are two such catalogues: the larger one, the pre-1981 catalogue, includes cards for all items acquired up to the end of 1980. Cards for works acquired by the Library since January 1981 are being filed in a new catalogue, even if such works were published before 1981. There are also new (post-1981) catalogues in the Melitensia Collection and in the Medical Library.

It became necessary to start a new author sequence when the Library adopted the Second Edition of the Anglo-American Cataloguing Rules (AACR 2), a new cataloguing standard that introduced numerous changes to the forms of headings previously in use. These changes affected personal names, names of corporate bodies and geographic names, and their quantity and extent could not be incorporated into the old catalogue without causing considerable confusion.

The closed pre-1981 catalogue will still be a major source of author/title searching, since it will continue to represent the bulk of the Library's holdings for a long time yet. The new catalogue, however, is a fast growing one – over 1,300 new cards are added to it monthly – and it will be necessary for users to search in both catalogues. Note that the new catalogue will represent the most recently acquired works which will naturally be the most up to date materials on any subject.

In the Author/title Catalogues the cards are arranged in one alphabetical sequence under the names of author/title or editor. If a work is written by two or three authors the main entry is under the name of the first author. When a work is by more than three authors or when it consists of contributions by several authors, the main entry is under the first word of the title of the work. However, additional entries are made under the first-named author, or the editor, of such work. In many cases the 'author' may be a corporate body, e.g. an institution, a society, the name of conference, or a government department – in which case the name of the department is always preceded by the name of the country.

The name, word, or group of words at the head of a card, and by which that card is filed, is known as a heading. Headings are determined according to set rules. Thus, when a personal name consists of more than one element, the cataloguer normally follows customary usage in that person's language or country, e.g.

De La Mare, Walter (English)  
Von Braun, Wernher (English)  
Goethe, Johann Wolfgang von (German)  
De Amicis, Pietro Maria (Italian)  
Le Rouge, Gustave (French)  
Saint-Exupery, Antoine de (French)  
Winter, Karel de (Dutch)

When in doubt you should search under the various possibilities. 'See' and 'See Also' references are usually inserted in the catalogue to guide users.

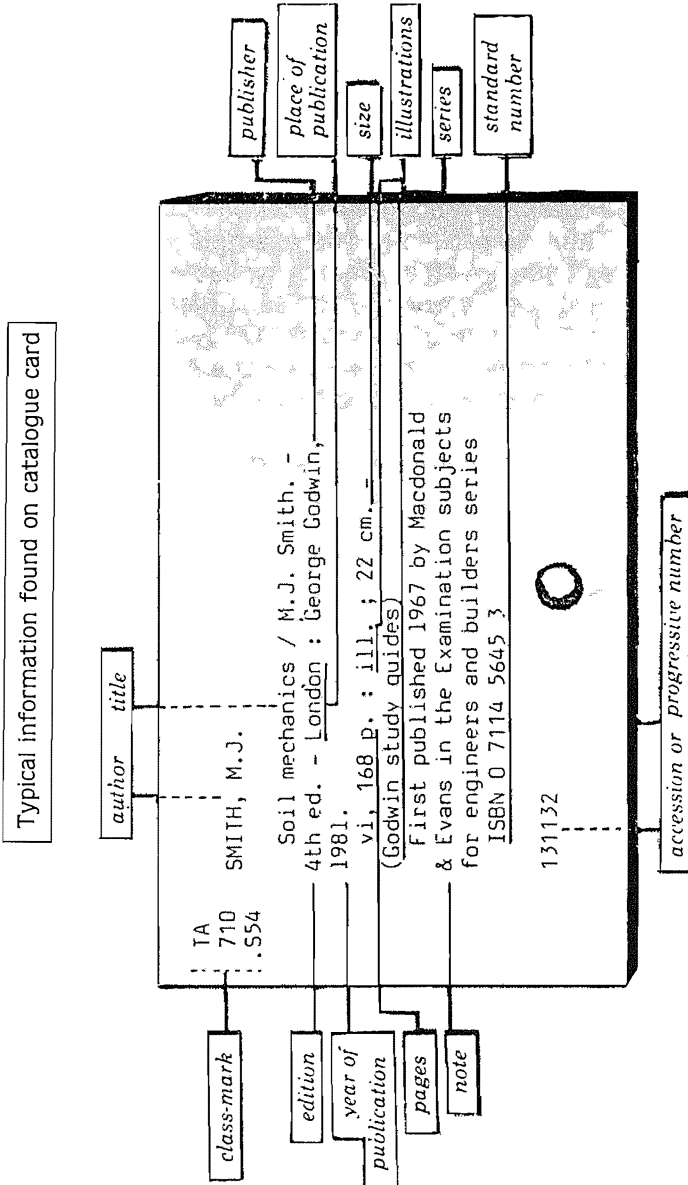
The filing of cards in the Catalogues is according to the English alphabet, and on a word-by-word basis. Proper names with a prefix, however, are filed as one word.

Delahaye  
De La Mare  
Delamart  
Delaney  
Del Toro

Abbreviations are filed as if spelled in full, and numerals too should be treated as if spelled out in the language of the rest of the title. Thus, treat McBride, St. Aubyn, 100, 10 Anni, 16th Century and 1812 as if they were written MacBride, Saint Aubyn, One Hundred, Dieci Anni, Sixteenth Century and Eighteen Twelve (if a date) respectively. There are cases when the same heading may be the name of a saint, a pope, a king, etc. If so these are filed *before* surnames of the same word, e.g.

Charles, Le Temeraire, Duke of Burgundy  
Charles, Sister  
Charles I, King of England  
Charles VII, King of France  
Charles, David E.

# ILLUSTRATION OF A CATALOGUE CARD



## THE SUBJECT CATALOGUES AND THEIR INDEX

You will find these catalogues at the back of the pre-1981 author catalogue.

If you want to know what the Library has on a particular subject you can go straight to the shelves, or, better still, you can start from the Subject Catalogues, where the cards are filed in the order of the classification scheme. Thus, to return to the example already given elsewhere, if you are after what is available on personnel management, you should go to the subject catalogues where, at 658.3, at HF5549 and at TDP you will find filed together the cards for all works on the subject held by the Library, and not just the books on the shelves at any given time.

These catalogues are in three sequences. Starting from the left you will find the Dewey sequence first: here the notation consists of numbers only, and the cards are, therefore, arranged numerically. Next there is the LC sequence where the cards are in alphabetical order by class, and in numerical order within each class or sub-class. Finally there is the Bliss sequence representing works acquired by the Library up to 1967. Since, in the Bliss scheme, the notation consists of letters of the alphabet, the cards here are arranged alphabetically by class.

Because the cards in the subject catalogues are arranged in the order of the classification scheme, an index is necessary to lead one from the name of a subject to its location through the class mark. The index is the key to the proper use of the subject catalogue and to the location of subjects on the shelves. Here are some specimen index entries:

Accounting: Commerce	HF5601 – 5689
Arches: Architecture	NA2880
Industrial Relations	HD6961 – 6876

Mathematics: Study and Teaching      QA11 – 14  
Semiconductors: Electrical Engineering TK7871.85.99

The subject index to the LC scheme is on the blue cards in drawers which stand apart from the catalogues.

The index to the Dewey sequence is on revolving panels placed on top of the corresponding drawers. For the Bliss catalogue you should consult the full index to the Bliss scheme itself. This book lies on the top of Bliss catalogue drawers.

Now that books on a particular subject may be in three places on the shelves make sure you approach the bookstock *through the catalogues*. Remember that the catalogues include records for all works held by the Library, and not just those which are on the shelves at any one time. The book that serves your need best may be out on loan, or on the Reserved Shelves, or at the binder's: only a search in the catalogues will reveal that the Library has it.

The Melitensia Reading Room and the Medical Library at Guardamangia have their own separate catalogues. The catalogues of the Main Library include salmon-coloured cards for books available at the Medical Library, but not for the Melitensia Collection.

## THE REFERENCE DEPARTMENT

The Reference Department is to be found in the Barclays Room, the reading-room on the ground floor of the Library. It provides readers with assistance in tracing or compiling the information they need. In most cases the information is produced from the resources of the Barclays Room Collection, the best general reference collection in Malta, or from the Library's other collections. When these resources prove inadequate, the Department tries to obtain the information from other sources in Malta or overseas. This often happens when the reader is doing specialised research which requires material to be found in foreign national libraries, archives or special libraries. The Reference Department also guides new readers in the use of the Library and in how to use reference works. From time to time it publishes bibliographies or annotated lists of books in special subjects to focus attention on special areas of the Library and throw light on the information to be found in foreign national libraries, archives or special libraries. The Reference Department also guides new readers in the use of the Library and in how to use reference works. From time to time it publishes bibliographies or annotated lists of books in special subjects to focus attention on special areas of the Library and throw light on the information to be found in these books.

There are around 8,000 volumes in the Barclays Room's collection. A 'reference book' may be defined as a book designed by its arrangement and treatment to be consulted and referred to, rather than read through. Of the many types of reference books, the following are the commonest:

**Encyclopaedias**, which give information either on all branches of knowledge (e.g. 'Enciclopedia Italiana Treccani'), or more comprehensively on a particular subject or special field (e.g. 'The Encyclopedia of Education').

**Dictionaries** are concerned with information about words. There are general language dictionaries, bilingual and multi-lingual ones, subject dictionaries, dictionaries of slang, of abbreviations, of synonyms and antonyms etc.

**Biographical Dictionaries** contain information about people. The biographies may be of the essay type, or they may be in the form of data, as in a 'who's who'.

**Bibliographies** are lists of books, theses, articles in periodicals about a subject or author, or by an author.

**Directories** list names of people and organizations in a town, region or country; or firms in trade classifications; or professional people or business houses in a particular profession or commercial activity.

**Abstracting and Indexing** journals. The former contain brief summaries of articles, reports, etc. published in a particular field, e.g. 'Chemical Abstracts'. Periodical indexing services, e.g. 'Current Technology Index', list, under specific subject headings, articles appearing in a selected group of periodicals. Some indexing and abstracting services, as well as a number of other reference works have recently been made available on compact disc and can be consulted via computer terminal. This system offers the student rapid access to information, without the need of consulting a succession of hard-copy annual cumulations. Works on CD-ROM include 'Biological Abstracts', 'Books in Print', 'CITIS' (abstracting service for civil engineers), 'Dissertation Abstracts', the 'Oxford English Dictionary' and 'JUSTIS' (European legislation).

There are several other types of reference books containing varied information in graphic, descriptive and/or statistical form: there are atlases and gazetteers, yearbooks, almanacs and handbooks.

In the Barclays Room: some types of reference books, like directories, general encyclopaedias and biographical dictionaries are kept together. Others are shelved with their respective subject.

## PERIODICALS

The Main Library receives just over 1000 journals including exchanges with several foreign institutions. Many current numbers are displayed on racks in the Barclays Room. All bound volumes of journals are shelved in the Periodicals Annex (classes A to P) or on the second floor (classes Q to T); but all pre – 1970 holdings are kept in a depository. Maltese periodicals are housed in the Melitensia Room and medical journals are kept at the Medical Library. All periodicals are arranged according to the LC classification scheme.

For unbound parts of journals, depository material, and for any queries concerning periodicals, please ask at the Periodicals Annex on the ground floor. Neither current numbers, nor bound volumes of periodicals may be taken out of the Library without special permission.

## THE MELITENSIA COLLECTION

The Melitensia Room, on the first floor, contains a special collection of Maltese interest. It houses well over 10,000 items having a bearing on the Maltese Islands, Maltese language and literature, and on the Order of St. John. Probably the largest collection of its type in the world, next to that of the National Library of Malta, it includes pamphlets, periodicals, reports, maps, theses and illustrations. Some of the books and pamphlets are very rare, and the theses collection constitutes a mass of research not to be found elsewhere. The manuscripts include holographs by a large number of leading 20th century Maltese authors, and the papers of the 19th century educationalist Paolo Pullicino.

The cards for the Melitensia items are filed in a separate catalogue cabinet housed in the Melitensia Room itself. Works are entered under authors and under subjects. There are also separate drawers containing entries to theses, notes and manuscripts. The catalogue includes a subject index on cards. The collection is classified by an expanded version of the Bliss class MZ but new acquisitions in Maltese language and literature are classified by the LC class PJ.

A copy of every known book dealing with subjects of Maltese interest and published recently is bought for the collection. In many cases more than one copy is purchased since only duplicates may be borrowed from this collection. No browsing is allowed in the Melitensia and users are required to read the special regulations or consult the librarian in charge before making use of this section.

## THE MEDICAL LIBRARY

The Medical Library, which forms part of the Medical School at Guardamangia, has over 22,000 books and bound volumes of periodicals covering the general and specialized aspects of clinical medicine, surgery, pathology and dental science.

Books acquired by the Library up to the end of 1980 are classified by the Bliss classification scheme, while those added since January 1981 are classified by the LC scheme. The Library has its own author and subject catalogues, and sets of cards, salmon-coloured, are also interfiled in the catalogues of the Main Library at Tal-Qroqq.

The Library holds a collection of about 600 volumes of Reserved Books which are works in great demand and are therefore issued as short loans. A photocopying service is also provided.

Dated and superseded editions of medical books are shelved and catalogued separately. Although such editions may have no immediate appeal to undergraduates, they are still of considerable use for research work.

The Library takes about 160 journals. Current numbers are displayed on racks. Recent back numbers are bound and shelved alphabetically by title in the Reading Room, while older back files are stored in the Stack Room and are available on request.

One important reference work at the Medical Library is 'Medline' (formerly Index Medicus) which is the indexing service controlling all aspects of medical literature. This is available on compact disc via computer terminal and offers rapid literature searching as well as a current awareness service.

The Medical Library is a depository of the World Health Organization (W.H.O.) and as such it receives a copy of all W.H.O. publications. These are shelved and catalogued separately from the main collection.

The following are the hours of service at the Medical Library:

1<sup>st</sup> October – 15th June

Mon. & Thur.	: 9.00 a.m. to 7.15 p.m.
Tue., Wed., Fri	: 9.00 a.m. to 5.15 p.m.
Saturday	: 9.00 a.m. to 12.30 p.m.

16th June – 30th September

Mon. & Thur.	: 9.00 a.m. to 5.00 p.m.
Tue., Wed., Fri.	: 9.00 a.m. to 1.30 p.m.
Saturday	: 9.00 a.m. to 12.30 p.m.

The Library remains closed on public holidays, on Holy Saturday and during the first fortnight of August.

## OTHER LIBRARY SERVICES

**Accessions Lists.** Lists of newly acquired items are issued regularly and sent to University teaching departments. Copies are also available for consultation in the Library.

**Recent Acquisitions** Those who want to know what books are acquired by the Library should consult the 'Recent Acquisitions' shelves in the Barclays Room from time to time. Here new additions to the Library are kept for about two weeks. These books may not be borrowed before they are put on the shelves in their respective sequence but they may be reserved in advance.

**Inter-Library Loans** Books that are not available in the Library can normally be borrowed from foreign Libraries, but their use is sometimes restricted to the Library. Expenses involved in obtaining and returning an inter-library loan are normally paid by the person who makes the request, but requests channelled through faculties are subsidized by the Library.

**Photocopies** Photocopies of material in the Library can be made against a small per-sheet charge, and subject to copyright restrictions. Self-service photocopying is operated by purchasing special charge-cards. If the material required is not available in the Library, photocopies can be ordered from foreign sources, and the cost of the service is usually borne by the person making the request. The Library however subsidizes requests made through faculties. Requests should be made to the Inter-Library Loans Department.

**Reservations** A user who wishes to reserve a book which is on loan to another user may do so, and he or she will be informed in writing as soon as the book is returned to the Library. Such a book is set aside for five days.

**Reader's Service** All members of the Library staff welcome questions on any matter relating to the use of the Library.

**Handlists** Besides the brief annotated bibliographies of reference works based on the Library's holdings, and the Accessions Lists issued from time to time, the Library staff have compiled the following publications:

P. Xuereb. 'Melitensia : A Catalogue of Printed Books and Articles in the R.U.M. Library Referring to Malta'. (1974)

'Liberty to Print: an Exhibition of Private Press and Street Literature'. (1976)

P. Xuereb. 'Il-Poezija bil-Malti, 1964 – 1974: Bibljografija'. (1976)

A. Mangion. 'Indexing and Abstracting Journals in the University of Malta Library'. (1977)

A. Sapienza. 'A Checklist of Maltese Periodicals and Newspapers held at the National Library of Malta and the University of Malta Library'. (1977)

A. Mangion. 'The Middle East and North Africa: Specialised Reference Material in the University of Malta Library'. (1978)

M. Schinas. 'Index (to the Malta) Treaty Series'. (1978)

P. Xuereb. 'A Bibliography of Maltese Bibliographies'. (1978)

A. Mangion. 'General and Subject Encyclopaedias: an Annotated Bibliography'. (1979)

N. Sammut. 'Agriculture in the Maltese Islands: A Bibliography'. (1979)

L. Sciberras. 'Malta Official Statistical Publications in the University of Malta Library'. (2nd Edition, 1981)

L. Sciberras and V. Magri. 'Authority list of Maltese names for libraries using AACR2'. (1984)

A. Mangion. 'Law: select reference sources'. (1987)

# LIBRARY REGULATIONS

1. In these regulations
  - (a) the word 'Library' includes any University premises under the immediate jurisdiction of the Librarian;
  - (b) the word 'Librarian' includes such officer as is in charge of the Library during the absence of the Librarian;
  - (c) the word 'book' includes a journal, newspaper, map, microform, video or audio cassette, disc, computer file or other single library item bearing information;
  - (d) the term 'library member' means any person using the library in virtue of his eligibility under Regulation 2 or 3.
2. The Library shall be open for the purposes of study and research to:
  - (a) Members of the University of Malta, as follows:
    - (i) Members of the Council and of the Senate;
    - (ii) Professors, Lecturers, and other recognised teachers;
    - (iii) Examiners for the time being;
    - (iv) Members of the Administrative Staff;
    - (v) Registered students of the University;
  - (b) Persons to whom permits have been issued as provided in Regulation 3;
  - (c) Day visitors admitted at the discretion of the Librarian;
  - (d) Registered students of other approved universities or other institutions of higher education residing in Malta, admitted at the discretion of the Librarian;

Category (c) may not borrow books.

3. Permits may be issued to:
  - (a) Persons engaged in study or research requiring books unavailable in other Maltese libraries accessible to the public.
  - (b) Graduates and holders of diplomas of the University of Malta or of any other recognised University;
  - (c) Civil Servants and persons engaged in the public administration.

Before a permit is valid, an annual subscription fee of Lm5 must be paid. The Librarian may, in the case of donors and occasional users of the Library, waive the fee.

4. Application for Library permits must be made on the prescribed form available from the Librarian, except that the Librarian may accept a written recommendation brought by a visiting member of a recognised foreign University.
  - (a) Category (c) of Regulation 3 requires the support of the applicant's Head of Department, who should sign over the appropriate official stamp of the Department concerned;
  - (b) Categories (a) and (b) in Regulation 3 require the support of a person recognised in Regulation 2(a)(i), (ii) or (iv); except that the Librarian may at his discretion accept a recommendation from a person of professional standing resident in Malta.
5. Any person wishing to use the Library may be required to fill in and sign a form of registration which binds him to observe these Regulations.
6. The University Library is open normally on all working days during hours prescribed from time to time by the Library Committee.
7. A Library member may have in his possession at any one time not more than the number of books specified as follows:
  - (a) a member of the University's teaching staff: twenty-five;
  - (b) a research student of the University reading for a higher degree: ten;
  - (c) all other borrowers: four.

The Librarian may increase these allowances at his discretion.

8. The period allowed for loan for each book is as follows:
  - (a) Categories (a) and (b) in Regulation 7: three months;
  - (b) Category (c) in Regulation 7: three weeks;
  - (c) A loan may be renewed for a further period or periods; the book must be brought to the library for this purpose. The Librarian may refuse to renew a loan.

9. (a) All books required for loan must be presented at the circulation desk.
  - (b) The borrower must sign and date the loan-card, to be found in the pocket of the book. He must also fill in and sign a loan-slip for each book; this must be done by copying the loan card;
  - (c) Loan-slips and loan-cards which are illegible or in any other way improperly filled in will not be accepted.
  - (d) The loan-slip and the date-label in the book must be stamped by a member of the Library Staff.
10. (a) A Library member returning a book must wait at the loans-desk to receive the loan-slip for the book.
  - (b) The loan-slip is regarded by the Library Committee as the receipt for the books; therefore its possession or non-possession settles finally all doubt as to whether a book has or has not been returned.
  - (c) A Library member is deemed to be in possession of the book until the loan-slip has been removed from the Library's file.
11. A Library book cannot be transferred to another borrower unless the book is returned and re-issued in the prescribed manner.
  12. If a book is retained beyond the official loan-period without renewal, a fine of 10c per week or part of a week will be charged in respect of each book so retained.
  13. A book will not be accepted for return on the day of issue unless it is required by another borrower.
  14. (a) Any member who borrows or consults a book is responsible for its safekeeping, and any form of mutilation of the book is strictly forbidden.
  - (b) It is strictly forbidden to make or erase any mark in a library book, or turn down the leaves.
  - (c) A member may not use ink while using a library book in such areas of the Library as are designated by the Librarian.
  - (d) A member may not make a tracing from a Library book without the Librarian's permission.

- (e) The member will be required to make good to the satisfaction of the Librarian any loss or damage which may occur to any item of Library property while borrowed, being consulted or in any way used by the member.
15. (a) The Library staff cannot accept articles for safekeeping.
    - (b) All books and papers and the contents of bags, cases and parcels shall be made available by users for inspection at Library exit-points.
  16. Any book may be reserved if on loan to another borrower.
  17. (a) Any book which has been on loan for longer than three weeks must be returned within one week of the despatch by the Library of a notice stating that the book is required by another member.
    - (b) A fine of 20c per week or part of a week will be charged commencing one week from the date of such notice.
    - (c) When a book has been issued as a special overnight or weekend loan, or for any period shorter than three weeks, a fine of 20c per day will be charged for any period exceeding that for which the book has been issued. Such fine will begin to accrue as soon as the loan period has elapsed and independently of whether a recall notice has been sent.
  18. Without prejudice to Regulation 19, any book on the open shelves may be borrowed on application to the circulation desk, provided that the book shall have been catalogued, classified and properly processed before being issued.
  19. (a) The Librarian may at his discretion designate any book a reference book.
    - (b) Books so designated may not be borrowed.
  20. Fines owed by users in terms of Regulations 12, 17(b) and (c) shall not exceed the sum of Lm10 per book, in addition to the value of each book for which a fine is owed should such book not be returned.
  21. (a) Silence is to be maintained at all times in the Library.
    - (b) Smoking is forbidden in the Library.



