

Centre for Labour Studies Library Rules

(Adopted from the University of Malta Library Rules)

Library Patrons

The Library shall be open for the purposes of study and research to:

(1) members of the University of Malta, as follows:

- (a) all academic members of staff;
- (b) members of the University support staff;
- (c) registered students of the University
- (d) visitors

All these categories are entitled to borrowing privileges.

Loan of Items

(2) At any one time authorized Library patrons may have in their possession not more than the number of items specified below:

- (a) a member of the University's academic staff – **three (3)**
- (b) University students – **two (2)**

(3) The date-due slip indicates when an item is due for return, unless this date is subsequently superseded by a recall notification. It is the responsibility of the borrower to ensure that items on loan are duly returned to the Library.

(4) Any item on loan may be recalled, if required by another patron, or if required for teaching purposes. Such items must be returned within **one week from notification** that the item is required by another patron, unless the date due for the return of that item falls beforehand.

(5) All items must be returned to the Library site from which they were borrowed by the date specified.

(6) A Library item shall not be transferred to another Library patron unless the item is returned and re-issued.

(7) Registered students of the University must return any Library items still in their possession upon termination of their course of studies. The University may preclude students who do not abide by this regulation from graduating.

Custody of Items

(8) Library patrons who borrow or consult an item are responsible for its safekeeping. Mutilation of items is seriously offensive.

(9) It shall be strictly forbidden to make or erase any mark in any printed item, make tracings or turn down the leaves.

(10) Library patrons shall be required to make good to the satisfaction of the Director any loss or damage which they may cause to any Library property including borrowed items.

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