

## **LIBRARY GENERAL POLICIES:**

### **Article 4 Code of Conduct**

1. UNYT-Library is committed to providing an environment for library users that is supportive of study, research, and scholarly collaboration. We endeavor to create an atmosphere that is safe, welcoming, and respectful of all and that allows for both individual study and collaborative work.
2. All library users are required to show consideration for the rights of others and should behave in a manner that does not inconvenience, offend, or limit the rights of other library users to access library materials, services, and facilities.
3. Library staff is authorized to inspect any books in the possession of users leaving the Library.
4. The policies and procedures of UNYT-LIBRARY are intended to accord with the Code of User's Rights and Responsibilities.
5. Similarly, library users should behave in a manner that does not interfere with or otherwise prevent the library staff from providing library services.
6. Failure to observe the rules described here may result in disciplinary action being taken against the offender.
7. The following minimum standards of conduct are to be observed in the Library:
  - a) Library users may be required to show valid identification.
  - b) Food and drink are not permitted in the Library, at any time.
  - c) All Library users are required to use library equipment for designated purposes only.
  - d) Activities in the libraries will be conducted in a respectful manner to avoid disturbing other library users.
  - e) Smoking is forbidden in Library.
  - f) Library users may be required to open briefcases, other bags or carrying cases at the exit.
  - g) Visitors may not engage in conduct that disrupts or interferes with the normal operations of the Library, its staff, or its use by other visitors. Such conduct may include but is not limited to: Harassing or threatening behavior, soliciting, petitioning, or canvassing, selling, or advertising any goods or services, making unreasonable noise, including loud talking on a cell phone or otherwise, failing to maintain appropriate personal hygiene, damaging, defacing, or misusing any Library materials or property, or engaging in any activity in violation of state law or University or library policies.
  - h) Pets are not permitted in the Library.

### **Article 5 Membership**

1. All academic and administrative staff and registered students of the University are entitled as to use of the Library, called Members and are provided Library Membership Card.
2. Staff's ID and/or Student's ID are considered as Library Membership Card.
3. Graduates of the University (Alumni), including Post Graduate students who have pursued a course of study for not less than one year full-time, may use the Library for academic and

scholarly purposes.

4. Exchange students (Erasmus or any other) have the same right of UNYT students in terms of Library rules.
5. Exchange Staff (Erasmus or any other) and/or Visiting Scholar have the same right of UNYT staff in terms of Library rules.
6. In such cases, exchange students or staff/visiting scholar shall be given Exchange Student ID or Visiting Scholar ID, respectively.
7. Members of any Institution may use the Library in virtue the agreement between that Institution and UNYT.

## **Article 6**

### **Borrowing: Terms and Period**

1. The borrowing of library books/materials should be done in person.
2. Students, and staff of UNYT are required to have current-valid University ID (or acceptable proof of identity) to borrow materials from Library.
3. UNYT Alumni have also borrowing privileges. A fee may be charged for borrowing.
4. All eligible borrowers are expected to have a current account and e-mail address on file of the Library.
5. UNYT issues the Library card in order to identify eligible users and to determine the level of access to services and resources.
6. Borrowers must return the borrowed materials in good condition, without evidence of defacement or other damage.
7. No books or resource materials shall be removed from the Library until it has been recorded by the library staff.
8. Maximum period of borrowing books/materials for students is 1 (one) month.
9. An undergraduate student cannot borrow more than 3 (three) books/materials at once while a graduate student is eligible to borrow up to 5 (five) books/materials.
10. Maximum period of borrowing books/materials for the staff of the university is 1 (one) semester.
11. The borrowed books/materials shall be returned by the due date.
12. In case of delay of returning the materials, fine will be applied. Fines are levied for the late return of items, in accordance with notices displayed in the Library.
13. Moreover, in case of delay, the borrowing period shall be restricted to maximum 1 (one) week and only 1 (one) book/material in the first; and shall not be allowed any borrowing in the second case.
14. Students/staff of the University shall return all books/materials to the Library before they leave, withdraw, or resign, regardless of due dates.
15. There library materials may have shorter borrowing periods or fewer numbers of renewals due to high demand, limited collection size, material type or lending source. This period is made known to the borrower by the librarian in at the time of checkout.
16. Most printed materials may be renewed up to three times, as long as no one else is waiting.
17. The library reserves the right to make some materials non-circulating and only available for in-library use.

## **Article 12 Clearance**

1. In case of interruption of studies or graduating the University, the Library Clearance Form is needed.
2. Students will be required to present all their borrowings in order to the Clearance Form to be signed by the Librarian.
3. Students and staff whose Clearance Form are not signed, will not be awarded their official documents.
4. For any damage or the loss of the book, the borrower is entitled to compensate the damage to the Library either by bringing the same book as borrowed or paying the price of the book in the moment he/she should have returned it.
5. Damaged books will be charged as a lost book or the re-binding costs whichever is appropriate.
6. In cases of a *Force Majeure* or justifiable grounds, the borrower shall make a request to the Library in order for the requestor to be possibly excused by the authorities.

## **LIBRARY FINES and PENALTIES**

### **Library Fines, Notices, Renewals, and Billing Information:**

Fines for failure to conform to the regulations to loans and to conduct in the Libraries will be levied on all users:

1. Rates of fines will be decided by the Board of Administration and published in the Library Rules.
2. Failure to return materials on time may result in the sending of a bill for replacement plus handling charge.
3. Should an item charged for under this regulation be found and returned, normal rates of fines and handling charge will apply and the charge for the loss will be refunded.
4. Failure by any reader to pay fines or other charges levied in accordance with these Regulations may result in suspension of borrowing privileges and/or exclusion from the library.

### **Courtesy notices Procedure:**

As a courtesy, the Library will send an Overdue notice to the borrower by e-mail to the primary address. Borrowers are responsible for the date the materials are due.

1. If a notice is received, please bring back materials to the Library.
2. If there is no response to the second courtesy notice within 15 days, the overdue material will move into the replacement billing cycle.
3. If borrowed item(s) has been recalled and it is not returned, overdue fines will be charged. Borrowing privileges will be suspended until the item is returned.

## **OVERDUE FINE RATES:**

### **Fines on overdue books:**

1. Students are charged a fine of 50 leké a day per item (up to a maximum of 15 days) on late return of materials.
2. If an item is more than 15 days late, the student pays the fine for the first 15 days, while his/her borrowing privileges are suspended for one semester.
3. Faculty members and teaching staff are charged a fine of 100 leké a day per item (up to 15 days) on late return of materials.

### **Renewal of Items:**

1. Loans are normally renewable unless a previous recall or reservation applies.
2. Most books can be renewed once, unless another local patron has a hold for that title.
3. After an item has been renewed once, it must be returned for at least 24 hours before it may be checked out to the same person again.

### **The case of loss of a book/material:**

Borrowers pay all the loss of book/materials over the date price.