



Guidelines for Using Macao Polytechnic University Library Services

1. Objective

The guidelines are intended to stipulate rules for the use of services of Macao Polytechnic University Library (hereinafter referred to as the “Library”).

2. Opening Hours

Library opening hours are based on actual situations and announced in due time. Details of opening hours are announced on the notice or webpage of the library.

3. General Rules

The materials in the library belong to Macao Polytechnic University. Users of library services must follow the guidelines, relevant rules and regulations of Macao Polytechnic University.

4. Rules for Readers

- 1) MPU full-time staff, current students (including students in bachelor’s, master’s, and doctoral degree programs offered or organized by the University), Seniors Academy students, holders of a valid Macao Academic Libraries Consortium Institutional Card, and holders of a valid Reader’s Card or Borrower’s Card (referred to as “Readers”) may access the library resources under the rules and regulations.
- 2) Readers must comply with the following rules in the library. Violators will be advised to leave to protect the rights of other readers:
 - a) Items that may affect the library environment are prohibited from entering the library (determined by library staff);
 - b) Remain quiet and refrain from making loud noises, play or sleep;
 - c) Refrain from any inappropriate conduct that annoys or affects others;
 - d) Devices must be muted before entering into the library;
 - e) Photographing, video and audio recording are prohibited unless approved in advance.
 - f) Smoking, eating and drinking are prohibited.
 - g) Any damage of library materials (such as by writing on, scratching, folding, tearing pages, and removing library labels or records, etc.) are prohibited. Violators are subject to pay the service fees stipulated by the University.
 - h) The use of computers and other electronic equipment in the library is limited to the purposes of learning and searching for information. Playing games or browsing violent, indecent or pornographic websites is prohibited;
 - i) Pets are prohibited from entering into the library;
 - j) Readers are required to comply with the regulations on the use of library facilities, equipment and other relevant rules and regulations of the University.
- 3) Readers should promptly notify library staff if they find any damage to materials or items while reading.



- 4) Readers should take care of their own personal belongings or may temporarily store their personal belongings in lockers. The library is not responsible for the custody or loss compensation of personal belongings carried by readers or stored in lockers.
- 5) Before the borrowing procedures have been completed, any materials or items belonging to the library cannot be taken out from the library; otherwise, it will be treated as theft.
- 6) When the fire alarm sounds, all the library materials or items must be put down. Readers must follow the instructions of staff and escape through designated emergency exits.

5. Borrowing Rules

- 1) Holders of valid MPU staff cards, student cards (including current students in bachelor's, master's, and doctoral degree programs offered or organized by the University), holders of a valid Macau Academic Libraries Consortium Institutional Card, and holders of a valid Borrower's Card can use the borrowing services of the library.
- 2) Non-circulating materials, including reference books (such as dictionaries, encyclopedias, etc.), periodicals (such as magazines, newspapers, etc.), rare, special books, thread-bound books, special collection materials, other items restricted from being borrowed and the materials that have not been recorded or processed by the library cannot be borrowed.
- 3) Any material which has been borrowed or is still being cataloged is available for reservation. When it is available for borrowing, the library will notify the reservation holder. If the reservation holder cannot complete the borrowing procedures within three working days starting from the first issue day of the reservation notice, the application will be considered as a waiver and the library will notify other reservation holders in sequence.
- 4) If borrowers need to renew their borrowed materials, the following rules must be complied with:
 - a) Renewal procedures must be completed on or before the due date either in person at the library counter or online via the library website. Renewal procedures by other methods such as phone calls or emails are not accepted.
 - b) Borrowed material which has been reserved by others cannot be renewed.
- 5) Borrowers are responsible for taking good care of the borrowed materials and should return them on time. If any borrowed material is overdue, the borrowing privileges of the borrower's account will be suspended.
- 6) Any borrowed material which is overdue for 31 days or more, the borrower must pay the handling charges stipulated by MPU. Any borrowed material overdue for more than 60 days will be regarded as lost.



- 7) If the borrowed material or item is damaged or lost, the borrower is subject to pay the relevant service fees stipulated by Macao Polytechnic University. The borrower's borrowing privileges will be suspended until the relevant service fees are paid off. Even after the service fees have been paid, the damaged or lost material or item still belongs to Macao Polytechnic University.
- 8) MPU full-time staff and academic service providers must return all their borrowed materials and pay off the relevant service fees before leaving; current students before withdrawing, suspension or graduation; holders with Borrower's Card before cancelling their library cards.
- 9) The library director reserves the right to decide whether the library materials and items can be borrowed, reserved or renewed.

6. Applications for Reader's and Borrower's Cards

- 1) External user who is over the age of 18 holding a valid Macao ID Card may apply for a Reader's Card with limited expiration and /or a Borrower's Card with unlimited expiration. Holders of Reader's Cards can enjoy the library services of reading the collection materials. Holders of Borrower's Cards can enjoy the library services of reading and borrowing the collection materials.
- 2) Applicants for Reader's Card must submit the following documents at the same time:
 - a) A completed application form;
 - b) Two recent photos;
 - c) A photocopy of a valid identification document.
- 3) Applicants for a Borrower's Card must submit the following documents and fees at the same time:
 - a) A completed application form;
 - b) Two recent photos;
 - c) A photocopy of a valid Macao resident ID card;
 - d) The deposit stipulated by Macao Polytechnic University. If the applicant is an academic service provider, a valid notification from the University (the service period must be one semester or more) is required to be presented. The Borrower's Card of the academic service provider is valid until the end of his/her service contract period. A valid notification is required to be presented again upon its renewal.
 - e) If the applicant is a member of the Macao Polytechnic University Alumni Association, he/she may submit a photocopy of the valid Alumni Association membership card in the application procedure for a Borrower's Card with better borrowing privileges.
- 4) The deposit paid by the applicant of the Borrower's Card will be used as a deduction for the service fees due but not paid. The holder of Borrower's Card must pay the relevant service fees before resuming his/her borrowing privileges.



- 5) If the holders lose their Reader's Card/Borrower's Card, they must report the loss in person at the library and apply again.
- 6) If the Borrower's Card is cancelled, the deposit will be refunded to the applicant after deducting any service fees.

7. Photocopying/Printing/Scanning Services in the Library

- 1) The photocopying/printing/scanning services provided in the library are self-service and users must pay for them at their own expense.
- 2) The photocopying/printing/scanning services provided in the library are for study and research purposes only. Users must comply with the relevant regulations regarding intellectual property rights. Violators will be responsible for the consequences at their own risk.
- 3) The library makes no guarantee as to the provision of photocopying/printing/scanning services, which must be determined based on the actual situation.

8. Visiting/Using the Library

- 1) Visits to the library should be applied in group application with reasons in advance.
- 2) The use of library facilities should be preceded by an application with details of the proposed activity.
- 3) The library director or the head librarian of branch libraries reserves the right to make decisions on the above applications.

9. Purchase Recommendations

Readers may recommend the library to purchase additional materials through a dedicated platform on the MPU library website. The library director reserves the right to make decisions on the purchase suggestions according to the actual situations and the needs of collection development.

10. Inventory Collection Management

- 1) When the library conducts an inventory of collection materials, borrowers should return their borrowed materials within the designated period announced by the library.
- 2) During the inventory period, the library will suspend opening and cease providing the services of borrowing, returning, reservation and renewal.

11. Theft

Once the theft of any library material or item is discovered, the library can report to the police. The violator is subject to criminal responsibility and disciplinary liability.



12. Compliance with Regulations and Consequences of Violations

Library users are required to comply with these guidelines and other relevant rules and regulations of the University. Violators will be subject to disciplinary and/or criminal liability, if any. The library director can suspend the violators' rights to use library services.

13. Effectiveness

These guidelines are effective starting from 1st September 2024.