



No.02R/CG/2014

Macao Polytechnic Institute Library Regulations

1.Objective

This provision aims to stipulate the general regulations governing the operation of Macao Polytechnic Institute (MPI) Library.

2.Macao Polytechnic Institute Library

The Macao Polytechnic Institute Library includes:

- 1) Main Library in the MPI Complex;
- 2) Gaming Teaching and Research Centre Library;
- 3) Lam Kan Special Collection.

3. Opening Hours

The opening hours of MPI Library are determined by the Institute according to its actual situation and announced by the Library in due time.

4. Applying for a Reader's Card and Borrower's Card

- 1) External users aged 18 or over and holding valid identity documents may apply for a Reader's Card with limited term and/or a Borrower's Card with unlimited term (with the exception of part-time MPI academic staff). The Librarian has the right and discretion to determine whether to grant approval of such application.
- 2) Applicants for the Reader's Card should supply the following documents to the Library:
 - a) Completed Library Reader's Card Application Form;



- b) Two recent photos;
 - c) Photocopy of valid identity document;
- 3) Applicants for a Borrower's Card should supply the following documents to the Library:
- a) Completed Library Borrower's Application Form;
 - b) Two recent photos;
 - c) Photocopy of valid Macao Resident Identity Card; valid contract with MPI with a term no less than one semester for part-time MPI academic staff;
 - d) Photocopy of valid MPI Alumni Card issued by MPI Alumni Association (if any);
 - e) The amount of a deposit as set out in the "Table of Fees of Macao Polytechnic Institute";
 - f) The Borrower's Card for part-time MPI academic staff is valid until the last lecture day of the semester, and may be renewed upon presentation of valid contract.
- 4) The Library will make deductions from the deposit for any unpaid fees past the due date. Users can only restore his or her borrowing privileges until the difference in the deposit amount is made up. If the deposit amount is insufficient to cover the fees or the deposit has been waived, MPI reserve the right to collect the overdue amounts via legal proceedings.
- 5) The Librarian may decide, at his sole discretion, to unilaterally cancel an external user's Reader's Card or Borrower's Card.
- 6) When the Reader's Card is canceled, either upon the request of the holder or unilateral decision of the Library, the deposit will be returned to the card holder after deductions are made for relevant fees.

5. Rules for reading in the Library

- 1) Pursuant to this provision, the following individuals are entitled to access the Library resources in the Library (hereinafter called the Reader): MPI full-time academic staff, administrative staff and current students (including students who have matriculated for degree courses or diploma, for joint master and doctorate programmes, for non-degree courses of the Gaming Teaching and Research Centre, and for courses of the Seniors Academy); holders of the "Macao Academic Libraries



Consortium Institutional Card”; and holders of valid Library Reader’s Card or Library Borrower’s Card.

2) Readers should observe the following rules in the Library; persons in breach of these rules may be required by Library staff to leave the Library premises:

- a) No bags, umbrellas, or non-educative items, and/or any other items that may in any way disturb the Library environment are allowed in the Library. The Library staffs have the power to decide whether certain items will be allowed into the library. Readers are recommended to store their personal belongings in the lockers at the entrance, but the Library shall not be held responsible for the stored items;
- b) Personal belongings are the sole responsibility of the readers, and the library shall not assume any responsibility for their safe keeping, nor shall the Library be held responsible for any damage or loss of the same;
- c) Readers should keep quiet in the Library and do not make noise or act in any way that may disturb other people in the Library;
- d) Use of any audible electronic devices, especially mobile phones is prohibited in the Library;
- e) No photography or filming or sound recording be allowed unless with proper authorization;
- f) Smoking, drinking and eating are prohibited in the Library;
- g) Moving desks and chairs from their original locations is prohibited;
- h) Readers should treasure Library resources. No writing or graffiti is allowed in or on the books or on the paper that is placed above the books. Do not fold the pages or remove marks and references labels or damage book in any way. Readers should immediately report to the Library staff any defects of or damage to a library items discovered before or during the reading process;
- i) Books and other Library materials must be placed back in their original locations or left on the desk after use;
- j) No library items shall be taken out from the Library until the relevant borrowing procedures have been properly cleared. Any infringement of this clause may be considered a theft;
- k) When a fire alarm is sounded in the Library, all readers are required to lay down the Library materials and follow the Library staff’s instruction to evacuate the Library through the emergency exits.



3) Only the Library's multimedia materials can be used in the Multimedia Room, unless prior approval for use of other multimedia materials has been granted.

4) Books and other library items that the Library holds must not be mutilated or defaced. Violators of this clause are subject to a fine as set out in the "Table of fees of MPI". If any user refuses to settle the debt, MPI reserves the right to collect the amount via legal proceedings. The damaged books or other items remain the property of the Library, regardless of payment of such fees.

6. Rules for Borrowing

1) The following users are entitled to borrow books from the MPI Library upon presentation of valid Library cards: MPI teachers, staff and students (limited to students who are currently matriculated for a MPI degree or diploma programme or joint master's and doctorate degree); holders of "Macau Academic Libraries Consortium Institutional Card"; and holders of valid Library Borrower's Card.

2) All circulation services, including borrowing, returning, reservation and renewal of loan items will be suspended 15 minutes before the closing of the Library.

3) The following materials cannot be taken out from the Library:

- Reference materials, including dictionaries, encyclopedias, etc;
- Magazines, newspapers and periodicals;
- Rare, extra binding or traditional thread binding books;
- Materials stored in Lam Kan Special Collection;
- Special items, such as teachers' books, textbooks or answer books;
- Materials not catalogued and processed by the Library.

4) Loan items cannot be lent to a third party.

5) Users may reserve Library items lent out or being catalogued. When these items are available, the Library will give the user due notice; if the user who reserves the library item does not come to the circulation counter to get the book three working days after he or she receives the notice from the Library, the Library will assume that



the reservation has been forfeited, and will notify other users who have reserved the same item.

6) The loan periods, loan quotas and limits for renewal are set out according to different reader categories in the table below:

		Loan	Reservation	General Collection		Multimedia Collection (not renewable)
				Loan Period	Renewal	Loan Period
Full-time MPI staff holding valid ID	Academic Staff	20	20	90	✓	7
	Administrative Staff	10	10	30	✓	X
MPI students holding valid ID	Students(Bachelor Degree/Higher Diploma)	5	5	21	1	X
	Students (Master / Doctorate Degree)	15	15	30	1	X
External Users (Borrowing Card)	Part-time academic staff	12	12	90	✓	7
	Alumni	3	3	21	X	X
	Others	3	3	15	X	X
Holders of "Macau Academic Libraries Consortium Institutional Card"		3	3	15	X	X

7) The following rules must be observed for renewal and return of loan items:

- a) Loan items should be returned to the Library before or on the due date. A person in breach of this clause will be subject to the fine prescribed in the "Table of Fees of MPI". MPI will collect overdue amounts via legal proceedings if the user refuses to pay such fees;
- b) Renewal of loan items can be handled in person at the Circulation Counter of the Library or by using the Online Catalogue on the Library website on or before the due date; the Library will not accept any renewal requests made via telephone or email, or submitted after the due date, and/or for items under reservation;



- c) When the loan items are not returned on or before the due date and/or the required overdue fees are not paid, the Library will suspend the user's borrowing privileges;
- d) Loan items that are not returned 50 days after the due date will be assumed as having been lost;
- e) All outstanding Library loan items and overdue fees should be settled for full-time MPI staff who resigns from the Institute or current MPI students who leaves school for reasons of dropout, deferred study, or graduation.

8) Loan items should be kept with due care by the users; In case of any damage or loss, the user is subject to the fines set out in "Table of Fees of MPI"; MPI will collect the overdue amounts via legal proceedings if the user refuses to settle any fines. The damaged or lost loan items remain the property of the Library regardless of payment of the relevant fees.

9) The Librarian has the right and discretion to determine whether library materials can be borrowed, reserved, or renewed, in accordance with the actual situation.

7. Inventory management

1) All loans are subject to the recall by the Library for inventory management purposes. Recalled items must be returned to the Library on the specified date.

2) During the period of inventory management, the Circulation Services of the Library, including borrowing, returning, reservation and renewal of loan items will be temporarily suspended.

8. Photocopying/printing/scanning in the Library

1) Self-service photocopying/printing/scanning in Library is provided; users must bear the relevant fees for using the above services;

2) The Library does not guarantee that photocopying/printing/scanning services are always available;

3) All photocopies/printing/scanning from the Library resources should solely be used



for academic and research purposes. All users, when reproducing library materials, should strictly observe copyright laws. Users are fully responsible for any legal consequences arising from infringement of applicable copyright law.

9. Theft

When theft of Library property is detected, the offender shall be subject to criminal charges apart from disciplinary action (if any).

10. Acquisitions Suggestions

Patrons can recommend new titles to the Library by submitting the request forms that are provided by the Library. The Library will consider the requests according to the need and the development of the Library. However, the Library has the final discretion as to whether to accept such suggestions.

11. Visits to /Borrowing library facilities

- 1) Groups that intend to visit the Library should apply in advance and clearly explain the purpose.
- 2) Those who intend to borrow the library spaces must apply to the Library for permission and clearly explain the purposes.
- 3) The Librarian or other personnel in charge of Library facilities shall have discretion to approve the above applications.

12. Rules for use of Library space, equipment and other services

The rules for using Library space (including study rooms, study cubicles, and the multi-media room, etc), equipment (including desktop and laptop computers, the Automated Book Return system, etc), and other services (including the document delivery service) are set out in separate documents.



13. Penalties for violation of regulations

Any violation of these Regulations shall be subject to disciplinary or criminal action; moreover, the Librarian has the right to decide as circumstances warrant whether to suspend the offender's borrowing privileges and the duration of such suspension.

14. Power of Interpretation

Any doubts and omissions arising out of the interpretation and application of these Regulations shall be resolved by the Management Board.

15. Entry into force

These Regulations was approved by the MPI Management Board on 18 August 2014 and enter into force on August 25, 2014.

The MPI Management Board

President, Lei Heong Iok	(Signature)
Vice-President, Yin Lei	(Signature)
Secretary-General, Chan Wai Cheong	(Signature)
Representative of the DSF, Tou Keong Chang Michel	(Signature)