Appendix 5  Regulations Governing the Use of Library

【Library Services】

Code of User Conduct
1. Students, teachers, staff of Macau University of Science and Technology with valid campus cards or visitors with valid institutional library cards are entitled to enter and use the resources and facilities of the Library.
2. Public order shall be observed at all times at the library to keep a comfortable environment for reading and study.
3. All library items on the open stacks are available for reading, and should be placed on the nearest book cart when used.
4. Users must not mark, annotate, deface, mutilate or damage library property.
5. All computers equipped in the Library are only for learning purposes. Users are not allowed to play games or to browse prohibited web pages.
6. No library items may be taken out from the Library until they have been properly checked out at the Circulation Services Counter or self-check kiosks. If the exit alarm is triggered, users should co-operate with the Library staff over inspection.
7. The Library is not liable for any loss or damage to personal property. Individuals are responsible for their personal property at all times and should not leave personal property unattended.

Circulation Service
- Borrowing -
8. The borrower must show his/her valid campus card or institutional library card at the Circulation Services Counter or self-check kiosks, in order to borrow library items. Freshmen and new borrowers need to set an initial pin for their own borrow accounts in person at the 1/F circulation counter before borrowing books.
9. General books and their attachments (such as CD-Roms, diskettes) are available for borrowing. Further, some of the other collections can also be borrowed for a stipulated temporary loan period. Please refer to the User Guide to the Temporary Loan Service for details.
10. Borrowing quotas and loan period for different borrowers are as follows:

<table>
<thead>
<tr>
<th>Borrowers</th>
<th>Borrowing Quotas</th>
<th>Loan Period (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>General Books</td>
</tr>
<tr>
<td>Pre-University Students</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Undergraduates</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Borrowers</td>
<td>Borrowing Quotas</td>
<td>Loan Period (Days)</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>General Books</td>
</tr>
<tr>
<td>Master’s Students</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Doctoral Students</td>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>Faculty</td>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>Staff</td>
<td>60</td>
<td>90</td>
</tr>
</tbody>
</table>

11. Borrowers must make sure that the library items on loan are in good condition before they leave the Circulation Counter.

- Requesting -
12. Borrowers may request a library item which is borrowed by another user. The Library will inform the user by his/her campus e-mail when the item is returned. The item will be reserved for three days from, and including, the first e-mail notice being sent out.
13. A first-come-first-served policy will be adopted in sending e-mail notices if very many borrowers request the same item.

- Renewing -
14. Borrowers may renew the library item on loan for unlimited number of times and the loan period remains the same.
15. No item on loan will be renewed if it has been requested or is overdue.

- Recalling -
16. Recalling only applies to the 90 days loan term items, and will be active only 60 days after being borrowed. Patron(s) can recall the checked-out item he/she needs urgently, and the current borrower may return the item at his/her first convenience.

- Returning -
17. The borrowed item(s) should be returned on or before the due date.
18. A fine will be levied for overdue items. If the item(s) is/are returned in 3 days after the due date, the fine may be waived; otherwise the fine will be accumulated on a daily basis from the first day overdue.
19. When a due date for returning falls on a public holiday or a university holiday, borrowers may return the library items on the first working day after the holiday.

**Inter-Library Loan**
20. The Library users may borrow books from the cooperating libraries of other institutions, with an institutional library card.
21. The institutional library card can be borrowed at the Circulation Counter.
22. Users must observe and comply with the rules and regulations of the cooperating libraries.

Reference and Instructional Services
23. Reference and instructional services are designed to assist library users in the successful retrieval of information for their curricular and research needs, and to prepare them to be effective, life-long users of information in its many forms and contexts. The services vary in different types as follows:

(1) General Reference Service
Librarians help the users to make effective use of the library's resources by advising them on the use of the reference tools and suggesting appropriate databases for specific subject area. The service will be conducted at the Reference Counter in person, or by e-mail, or over the telephone.

(2) Library Orientation Program
This program is designed to help students make effective use of the library resources, services and facilities by 'show and tell'. The freshmen library orientation will be offered at the beginning of every academic year. Users may also request to have a library orientation.

(3) Library Instruction Service
The Library provides seminars on the use of library resources to facilitate learning at different levels. Staff and students may make request to have such seminars.

Acquisition Recommendation
24. Users are welcome to give suggestions and recommendations to the Library on its collection development via library_acq@must.edu.mo.
25. Users may submit to the Library Acquisition Unit a duly completed “Library User Recommendation Form” which can be downloaded from the library web pages. The Library will evaluate and order the recommended titles according to the Library Collection Policy and comments from faculties.

Web page and online services
26. Electronic resources may be accessed via the library web page, whilst printed collections may be searched and requested via the Web Public Access Catalogue (WebPAC) of the Library. Users may also visit “My Library” to view personal records or renew books. The web pages are as follows:

<table>
<thead>
<tr>
<th>Web Pages</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Home page</td>
<td><a href="http://lib.must.edu.mo">http://lib.must.edu.mo</a></td>
</tr>
<tr>
<td>WebPAC</td>
<td><a href="http://library.must.edu.mo">http://library.must.edu.mo</a></td>
</tr>
</tbody>
</table>
27. The library subscribed databases are ONLY for the use of the university members. Users may access the databases via internet at home, on the campus or from any other places. The user account and password to the databases authentication are identical with those of his/her university e-mail account.

**Room Booking Service**

28. There are discussion rooms in the library available for free booking. Group discussion rooms and study rooms can hold 3-6 persons, while meeting rooms can hold 7 people or more. Thesis defense room is reserved for postgraduate oral defense only.

29. Users should make reservations at the Circulation Counter. For details, please refer to the *User Guide to the Discussion Room Service*.

**Other Services**

- **Access to the Internet** -

30. Free Internet access computers are provided at the Information Commons in the Library.

31. A Wi-Fi service is also available and free in the entire Library Building. Some of reading carrels are also installed with network cables and power sockets, with which users may use their own laptops.

- **Self-service Printing**-

32. Self-service printers are available at the Library and this printing service may be used after value has been added to personal printing accounts with the value-added vouchers purchased, or use Macau Pass (must more than MOP10) to print. Details about loading values to Macau Pass can be found at www.macaupass.com. Details of operation and regulations are subject to updates made by the University.

- **Self-served Photocopying**-

33. Self-service photocopiers are available at the Library. Details about operation and regulations are subject to updates by the University.

34. Users can use Macau Pass (must more than MOP10) to photocopy.

35. All users must observe strictly the copyright laws of Macao SAR when reproducing library materials. Violators are fully responsible for any legal consequences and prosecutions arising from infringement of applicable copyright law.
- **Self-served Scanning**-
  36. Self-service scanners are available at the Library. Details about the operation and regulations, please refer to the promotion materials at the Library.

**Copyright Statement**

37. Students should comply with the law of the Macao SAR regarding copyrights for any photocopying, scanning or duplicating resources from the Library.

38. Multi-media materials at the Library are all copyrighted edition, which can only be used for academic and research purposes rather than any profitable activities. Compact Disc materials without the label of “Publicized” cannot be used in public occasions after being borrowed.

39. Students will be liable for any legal consequences caused by their own actions.

**Infringement and Penalties**

40. For the rights of, and in the interests of, all the users, the rules and regulations of the library shall be observed. The Library will take action against offenders, based on its stipulations.

*The Library reserves the right to interpret the above regulations.*

University Library
Revised on: May 21, 2015
【Library Regulations】

1. All users of the Library shall observe and comply with this set of rules.

2. Public order shall be observed at all times in the library to keep a comfortable environment for reading and study.
   2.1. Users must keep the library clean at all times;
   2.2. Smoking, eating and drinking are strictly prohibited. No beverages or food, aside from water in sealed bottles, are allowed in the Library.
   2.3. Silence must be observed, so no user may talk aloud or roar in the Library. Mobile phones or other communication devices must be muted or switched off before entering the Library. Headsets must be used when listening to or watching audio-visual materials. Pets should not be brought to the Library.
   2.4. Illegal reservation of reading space or sleeping is prohibited in the Library.

3. Care must be taken of all library items and facilities in the Library.
   3.1. Users must not mark, annotate, deface, mutilate or damage any library items. Offenders are required to pay for the cost of replacing the items.
   3.2. Except for laptops, no plug-in electronic device is allowed in the library. Unauthorized use of electrical or network cables is strictly prohibited. Offenders are required to pay for the cost of replacing the property or equipment damaged or destroyed.
   3.3. Computers equipped in the Library or personal laptops are ONLY for learning purposes, and should not be used to play games or browse websites with violent, indecent or pornographic contents.
   3.4. Users must not take out any library item from of the Library without having it checked out.

4. The loan item should be returned to the Library before it is overdue, otherwise an accumulated fine will be calculated on a daily basis of MOP2.00. All items must be returned and overdue fines must be paid before graduation, or else the fines will be directly deducted from the caution fee without further notice. If the amount of fines exceeds the caution fees, students will be considered to be failing to pay outstanding fees. It may affect the student’s status or the issuance of degree / diploma certificate will be delayed.

5. If the item is overdue for 60 days, it will be assumed to be lost. The user shall pay for a replacement cost, as stipulated in article 6 as below.

6. If a loan item is damaged or lost, the user must pay for a replacement cost which will be calculated as follows:
   6.1. Replacement may be made by the user or through the Library:
         A) Through the Library. The user shall pay for all the replacement costs incurred (including the shipment fee) and a processing cost of MOP50
for each item.

B) By the user. The user shall purchase the library item in an identical version and return it to the Library within one month and present a valid invoice as proof. The replacement cost will be waived when the Library accepts the item. But the processing cost of MOP50 for each item will not be waived. If the user fails to replace the library item within one month, the overdue fine of this month will also be calculated, as stipulated in Article 4.

6.2. When the damaged or lost item is a part of a multi-volume work, the user shall pay for the cost of replacing the whole set. Both the replaced and original set will remain the property of the Library.

6.3. When the library item cannot be replaced, the user shall be liable to fines that are at least 2 times (evaluated by the Library) the original price or at least 3 times when the item is a course reserve or a non-circulation (i.e. reserve) material.

6.4. A minimum fee of MOP50 will be charged for any replacement cost.

6.5. When loss or damage is reported by the user after the due date, the overdue fine will be calculated, as stipulated in Article 4.

6.6. If the lost library item is found later, the user shall return it to the Library because the item continues to remain the property of the Library even if replacement costs have been paid. All sums paid are non-refundable.

7. In order to protect the rights and interests of all users, the borrowing privileges of the user whose fine(s) is/are not cleared will be suspended.

8. All library users should follow the instructions on the proper use of the Library as displayed in the Library or given verbally by the Library staff or security guards. The Library is empowered to record the violator’s name and campus card number, and to suspend his/her borrowing privileges for 30 days or more according to the gravity of the offence.

*The Library reserves the right to interpret the above regulations.*

University Library
Revised on: May 21, 2015