

RULES OF THE NATIONAL LIBRARY

The National Library is a state owned library organized to disperse knowledge to public in the most convenient manner.

The National Library is opened from Saturday to Thursday other than Government and public holidays.

1. a) Library service hours: 8:00 am to 9:00 pm
Ramazan hours: 9:00 am to 5:00 pm
- b) Circulations and cash counter hours: 8:15 am to 8:00 pm
Ramazan hours: 9:15 am to 4:00 pm

2. Membership:

Members is in 3 categories

- a) Children up to the age of 18 years and school students.
- b) People over the age of 18 years.
- c) Foreigners.

3. a) Membership procedure:

- ✓ To become a member, the person has to fill the application form available from the library counter for Mrf 1/- (one Rufiyaa). Any change in address should be acknowledged to the library counter within three days after becoming a member.
- ✓ Membership form is accepted within 5 days of issue with the following items.
 - ⇒ Two stamp-sized photographs
 - ⇒ Membership fee
 - ⇒ Library fee
 - ⇒ Identity card (if the number 2 (a) category does not possess an identity card, his/her parent/guardian should come with their identity card).
 - ⇒ If a foreigner, a deposit of Mrf 150/- (one hundred and fifty rufiyaa) along with the above 4 items.

b) Membership fee:

Membership fee is paid to become a member

Fee for children under 18 years and school students: 25/- (twenty five rufiyaa).

Fee for person over 18 years: 50/- (fifty rufiyaa).

c) Library fee:

Library fee could be paid annually (every 12 months) or biannually (every 06 months).

Annual fee is more advisable. The annual fee should be paid before 15th of December of the ongoing year. First installment of the six months fee should be paid by 15th of June and second installment should be paid by 15th of December.

The library fee should be paid according to the following scale:

Under 18 years and school children:

- 5/- (five rufiyaa) per month.
- 30/- (thirty rufiyaa) for six months.
- 60/- (sixty rufiyaa) per year

Over 18 years:

- 10/- (ten rufiyaa) per month.
- 60/- (sixty rufiyaa) for six months.
- 120/- (one hundred and twenty rufiyaa) per year.

4. Cancellations and renewal of membership:

- a) To cancel a membership, a written notice must be given to the library with the membership card and reader's tickets, any outstanding fee, fine or borrowed books.
- b) Pre-paid library fees are not refundable In connection with cancellation of a membership.
- c) Deposits could be refunded without any interest to the foreign members according to number 4 (a) and 3 days after the request is made to the library.
- d) The membership will be cancelled if the library fee is not paid within 2 months after the expiry date of the previous fee.
- e) If the membership is cancelled, membership could be renewed according to the number 3(a).

5. Books borrowed from the library:

- a) Books could be borrowed only by members and membership card should be produced at the counter to borrow books.
- b) Members may borrow 2 books at a time for a period of 2 weeks (14 days). If the books are not reformed within the period, the books are accepted with the fine.
- c) Books borrowed from the library could be renewed only once if the said books are not reserved by another member.
- d) Books borrowed from the library should not be lent to anyone as it's against the rules of the library. If such an act is noticed by the library, the library has the right to take action regarding lending books to the person who violated the rules.
- e) Members are responsible for the loss or damage of the borrowed library books by them and the member responsible should report the fact within 3 days and replace the book by any book of the same category.

6. Books lent to the government offices are exempted from rule no. 5 and are lent to a set date when an official letter is submitted indicating the person responsible for the item.

7. Fines:

- a) Books not returned within the loan period fines are subjected as follows:

- ⇒ Members aged under 18 years and school students are fined Mrf 1/- (one rufiyaa) per book per day.
- ⇒ Members above 18 years are fined Mrf 2/- (two rufiyaa) per book per day.

- b) If the loan period exceeds more than 2 weeks a notice will be sent to the borrower. Failing to return the borrowed book with fine after the notice. The offence will be broadcasted by media (radio).

8. Non-lending books, periodicals, articles, etc.

Reference books, newspapers, magazines, leaflets, pamphlets, charts. "Special books" categorized by the library are not lent to members without a special permission from the head of the library.

9. Internet services:

Library internet services are provided to library members for educational purposes only. Internet services will be available on the days library is open, from 9:00 am to 8:00 pm. This service is given free to members for 15 minutes per day. And after the said 15 minutes a fee is charged according to the following rate.

- Under 18 years and school students: .25 (twenty five laari) per minute.
- Above 18 years: .33 l (thirty three laari) per minute.

10. Photocopy service:

A photocopy service of items from books, newspapers and magazines etc. is available at the following charges. Photocopy service is not available for the documents brought from outside.

A4 page (one side):-	0.75 (seventy five laari)
A4 page (both sides):-	1/25 (one rufiyaa twenty five laari)
A3 page (one side):-	1/50 (one rufiyaa fifty laari)
A3 page (both sides):-	2/- (two rufiyaa)

11. Conduct of the library users:

- a) Library being a government office, library users should visit the library in clean and proper attire.
- b) Users of the library, (members and readers) should give due to the library staff and good conduct and quiet behaviour should be adopted in the library.
- c) Eating, drinking and smoking are strictly prohibited within the library premises.
- d) Items other than library belongings brought by customers from outside should be left in the pigeon hole.
- e) Members shall respect the rules and regulations set forth for borrowing and must not cause any damage to the items in the library. If not necessary action would be taken according to the seriousness of the matter.