General Rules cont

22. The library is not responsible for any property left unattended.

23. Patrons should not attempt to leave the library with an item that has not been checked into their account.

24. Any instance of theft or willful damage to library resources, equipment or furniture will be referred to the GMIT Disciplinary Committee. Anyone found defacing an item will be fined €25.00 and must also pay the cost of an acceptable replacement copy.

25. Items being taken out of the Library must be shown to staff if requested.

26. The Librarian may for good cause, and subject to appeal to the Library Committee, suspend any person from use of the library.

27. Fire exits must be kept clear at all times.

28. Patrons must vacate the Library and the building by the nearest emergency exit when the fire alarm sounds or when asked to do so because of an emergency or the threat of fire. The instructions of Fire Marshals must be followed.

29. Study room guidelines must be strictly adhered to as outlined in the online bookings procedure.

30. Silence is to be strictly observed in the Silent Study areas.

31. Anti-social behaviour will not be tolerated in the library premises.

32. Library staff to be treated with respect and dignity at all times.
Welcome to GMIT Library

The purpose of the Library’s Code of Conduct is to ensure that all GMIT staff and students are provided with an efficient service and a safe and pleasant study environment.

As a courtesy to your fellow library users, please remember the following...

- Maintain silence in study areas
- Set your phone to silent. Please leave the library to make and receive calls
- No food or drink apart from bottled water

Admittance

1. (a) All staff and registered students of the Institute are entitled to library membership.

   (b) Members of the public may apply for library membership, with borrowing privileges, through the external membership scheme.

2. ID cards must be shown to library staff on request.

Borrowing

3. A GMIT ID must be presented at the Circulation Desk for each transaction.

4. Patrons must notify the library of any change of address, email or phone number.

5. A student may borrow up to five items at any one time and must return or renew them by the date due.

6. The patron is responsible for the safekeeping of an item until it has been returned and the loan record cancelled. Patrons may not transfer an item they have borrowed to another person.

7. A fine will be charged on each overdue item. 20c per day for standard loans. 50c per hour for short (3 hour) loans.

8. Items may be renewed if not requested by other patrons. Upon receipt of an urgent recall notice, an item must be returned within 48 hours. A €10 fine may be imposed on patrons who fail to return recalled items.

9. A patron who damages or loses an item belonging to the Library must provide the library with an acceptable replacement copy or pay a replacement fee.

10. Patrons with overdue items on their library accounts will be blocked from accessing exam results online. Final year students will be blocked from graduating.

11. Borrowing privileges may be withdrawn on infringement of these regulations.

Library IT Regulations

12. Users are not permitted to create, store or transmit defamatory material, or material which infringes copyright or intellectual property rights, or discriminates in any way, or is offensive, obscene or abusive, or which contravenes the law of the state (in particular the Data Protection Act and the Child Trafficking and Pornography Act 1998).


13. Patrons are not permitted to make any unauthorised adjustments to any Library IT equipment, settings or software.

14. Access to the internet is for research and educational purposes only.

15. Using library computers for recreational activities is prohibited.

General Rules

16. Silence must be observed at all times.

17. Mobile phones must be set to silent. Patrons must leave the library to make or receive calls.

   A €10 fine may be imposed for breach of this rule.

18. Headphones that ‘leak’ noise must be turned off.

19. Eating and drinking (except for bottled water) are prohibited in the library.

20. Chewing gum is strictly prohibited.

21. Seats may be reserved for thirty minutes only by leaving a note stating time of departure. Any place left unattended for longer may be cleared by library staff.