



Library Statement

This regulation shall apply to all constituent parts of the library at the University of Saint Joseph (hereafter “library”), unless specific provisions to the contrary are included within it, in official library policy statements, or published in the particular library concerned.

Hours of opening

The opening hours of the library and its associated facilities shall be displayed at the entrance to the libraries, and posted on the library website.

Access to the library

1. The library is open for the purpose of study and research to (the 'patrons'):
 - 1) Current USJ cardholders;
 - 2) Graduates and retired staff members of USJ;
 - 3) Members of institutions affiliated with the USJ, as from time to time agreed by the Head Librarian;
 - 4) The cardholder of Macau Academic Library Alliances;
 - 5) Guest readers have been granted authority to use the USJ library.
2. All patrons must possess a valid university card (for both staff and students), or approved identity document, and are required to show it on request. Use of library facilities and borrowing rights are personal to the cardholder and are not transferable.
3. If patrons lose their card, they must report this to the library office without delay. Charges may count on the patrons without an official report.

Policies and Procedures

The library has the authority to issue and, from time to time, to review policy statements and procedures, which shall be deemed to be part of this statement, in respect of the following:

- 1) The use of library materials;
- 2) The use of allocated special study areas;
- 3) Loan procedures and loan periods;
- 4) Lost items of library materials;
- 5) The conduct of patrons in the library.

Infringement and enforcement

1. All members of the library staff are authorized to require compliance with the provisions of this regulation on request, in particular those relating to conduct within the library. Failure by a patron to comply with such a request shall normally be reported to the librarian or an authorized deputy, who, subject to the laws of the university, shall determine the action to be taken.
2. Where there is a formal agreement between the USJ and other institutions whereby a patron of either institution may use the library facilities of the other, the library patron may be subject to penalties set out hereunder, or elsewhere in the laws of the university, for a serious breach of the regulations of the other institution (provided that the patron is not penalized twice for the same breach).



3. Failure to observe any of the foregoing provisions by any patron who is not subject to the laws of the university, or to formal institutional agreements with the library, may result in the patron being excluded by the librarian from using the library's facilities and services on a temporary or a permanent basis.
4. Subject to the laws of the university, fines will be levied for failure to return books or other library materials either by the due date or when recalled for the use of another patron. The librarian may also levy a fine on any patron who fails to comply with other provisions of this regulation, up to a maximum amount determined from time to time by the board, according to the seriousness of the offense. Failure to pay fines levied as above may result in the patron being excluded by the librarian from using the library's facilities and services on a temporary or permanent basis.
5. Pursuant to the provisions of academic regulations, the assessment result for any student may be withheld if he or she, on completion of his or her program of study, fails to return all items borrowed from the library, or fails to pay all outstanding charges or fines.
6. A clearance procedure for university staff (including academic and administrative staff) must be signed by the **Full Time Library Staff** during office hours. Reserving the time taken to process the clearance is recommended.
7. Any patron to whom such penalties as provided above have been applied may appeal to the Head Librarian.