



Regulation of Library Loans

The University of Saint Joseph library (“library”) lends books and other materials for educational and research purposes. For eco-friendly reasons, USJ Library issues all the notifications through university email for dialogues and records only. This regulation should be applied to all branches.

Borrowing Privileges

1. No books or other library materials may be removed from the library prior to the loan being recorded. Unauthorized access to library materials without following the proper check-out procedure is a serious offense.
2. The borrower must present his / her valid identification at the reference desk for checkout. It is not allowed to checkout for others.
3. The borrower is responsible for the safekeeping and return of library materials issued in their name.
4. The standard loan period for library materials is listed in the **Loan Quota**, but different loan periods may be established for various types of materials or for special purposes (e.g., reserved for the module).
5. Prior to, or on, the due date, items must be renewed through the library's website or at the reference desk.
6. Borrowed library materials must be returned on or before the due date.
7. Any item not returned by the due date is considered overdue, and the borrower is subject to a MOP 5.00 per day late fee. Before they can be checked out again, overdue items must be returned to the library and fines settled.
8. Any overdue item not returned to the library after three notification emails is deemed lost, and the borrower is subject to a MOP 100.00 administrative fee and item replacement price.
9. The borrower’s obligation to return library materials by the due date remains unaffected if the borrower does not receive any email reminders.
10. Before completing the clearance procedure, students and staff must pay any outstanding fees.
11. Library materials are specifically intended for educational use. The borrower may be permanently terminated if any commercial infraction (such as photocopying the book) is found.



Loan Quota

A valid identification document (USJ student or staff card) must be presented when borrowing an item. The librarian reserves the right to deny book loans to those who do not possess an ID card.

	Patrons type	Quotas	Loan Period	Renewal
A	University Staff			
1	Academic staff	25 Items	45 Days	1 time for 45 days
2	Administrative Staff / Research Staff / Visiting Academic	10 Items	15 days	1 time for 15 days
3	Emeritus Professor / Retired administrative staff	5 Items	15 days	
B	Student			
1	Pre-University / Bachelor Programme / Post-Graduate Diploma	10 Items	15 days	1 time for 15 days
2	Master and Doctoral Programme	25 Items	45 days	1 time for 45 days
3	Exchange Students	5 Items	15 days	1 time for 15 days
C	Guest Reader			
1	Guest Reader Program / Alumni and MALA Users	3 Items	14 days	1 time for 14 days