



MUNI UNIVERSITY

LIBRARY SERVICES

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1. PURPOSE

To ensure that the University Library Tablets are used effectively and efficiently to support the learning, teaching and research endeavours of the Students and Staff members of the University and that Library materials, services and facilities are used equitably and appropriately.

2. APPLICATION

This policy is applicable to all Muni University Library Users.

3. DEFINITIONS

Tablets

Tablets currently are limited to Kindle Fires or eBook readers.

Library

Means any university library site which provides Library Materials, Library Services and Library Facilities to support the learning, teaching and research endeavours of the students and staff of the university and which is under the management control of the University Librarian.

Library Material

Includes all resources held or provided by the Library, regardless of format, including but not limited to books, journals, papers, audio-visual and electronic resources

Library Services

Are those services provided to users by Library Staff; e.g., Reference, Loans and Document Delivery.

User

Means a user authorised by the University Librarian to use Library Materials, Library Services and Library Facilities.

4. RULES OF USE

- a) The Tablets are for use by current Muni University students, and staff excluding Continuing Education students.
- b) To borrow a tablet, you must have proof of current enrollment at Muni University, a valid current Muni University Library card/Student Identity Card, and must read and sign the rules of use.
- c) The person who checked out the tablet is responsible for returning the tablet in good condition. In case of damage, theft or loss, the user will be charged the cost of full replacement. ***Do not under any circumstances leave a tablet unattended.***

- d)** The tablet should be returned to a library staff member at the Circulation Desk during working hours by the date issued.
- e)** An overdue charge per day is levied when a tablet is overdue
- f)** Replacement fees are also applicable as indicated in the Library Manual
- g)** If you have outstanding Library fines or charges that prevent you from checking out other Library or Learning materials, you will not be allowed to check out tablets.
- h)** There is a 3 day circulation period. You must return the tablet to the circulation desk in 3 days. At that time, you may renew for an additional 3 days. After 6 days, you must wait 24 hours before the tablet can be checked out again.
- i)** Advance reservations are not accepted for loaner tablets. Tablets are lent on a first-come, first serve basis. Users are not allowed borrow more than 1 tablet at a time.