

RULES OF THE CHILDREN'S MULTIMEDIA LIBRARY

The library was opened with the aim of dispersing knowledge in the most convenient manner through print, non print media and educational activities to children under 13 years of age.

1. Opening hours:

(a) Library is open from:

Saturday to Thursday **09:00 pm to 17:00 pm**

Library is closed on fridays and other government and public holidays.

During the month of Ramadan from:

Saturday to Thursday **10:00 am to 02:30 pm**

Library will be close on Fridays and other government and public holidays.

(b) Circulation and cash counter hours from:

Saturday to Thursday **09:15 pm to 16:30 pm**

During the month of Ramadan) from:

Saturday to Thursday **10:15 am to 02:00 pm**

2. Members

Children under 13 years of age.

3. Membership procedure:

To become a member, the person has to fill in an application form which is available from the library counter or our website www.nlm.gov.mv/main/downloads.php. The completed membership form has to be handed in along with the following:

(a) Two stamp-sized photographs.

(b) Membership fee

(c) Library fee

(d) Identity card of the parent/guardian

(e) A deposit of MRf 150/= (One hundred and fifty rufiyaa) if a foreigner

Any change of address has to be informed to the library with in 3 days after you join the library as a member.

4. Membership fee:

A membership fee must be paid in order to become a member:

Fee is 25/= MRf (Twenty five rufiyaa)

5. Library fee:

The Library fee must be paid annually (every 12 months). The annual fee for the following year has to be paid before the 15th of December of the current year.

Library fee is 60/- MRf (Sixty rufiyaa) per year.

6. Cancellations 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. Deposits can be refunded without any interest to the foreign members according to number 6 (a) and 3 days after the request is made to the library in writing along with the receipt.

(c) The membership will be cancelled if:

1. The library fee is not paid within 2 months after the expiry date of the current library fee.

2. There is an outstanding fine (2 months after notification)

If the membership is cancelled due to the above mentioned reasons it can be renewed if conditions stated under Point 3 a, b and c are fulfilled.

7. Lending materials

(a) Materials can be borrowed by members and proxies appointed by the member. Membership card should be produced at the counter to borrow items.

(b) Members may borrow 3 books at a time for a period of 3 weeks (21 days). If the books are not returned within the period, the books are accepted with a fine.

(c) Members may borrow non book materials (Audio video tape, CD etc.) for a period of 1 week (7 days). If the item is not returned within this period, it will be accepted with a fine. Any borrowed item from the library can be renewed only once that item is not reserved by another member.

(d) Materials borrowed from the library shall not be lent to anyone as it is against the rules of the library. Parents/ guardians have to be responsible for any material borrowed.

(e) Parents/ guardians are responsible for the loss or damage of any borrowed library material by the member and the Parents/ guardians responsible should report the fact within 3 days and replace it by any material of the similar category.

8. Lending for proxies.

Arrangements are made for those members who can not be present to borrow materials due to valid reasons. He/she can appoint another person on behalf of them, by filling in an agreement available at the counter or on our website www.nlm.gov.mv titled "Agreement on lending materials for proxies"

9. Fines:

(a) For materials not returned within the loan period fines are subjected as follows:

Per book MRf 1/- (one rufiyaa) per day.

Per any non book material MRf 3/- (three rufiyaa) per day.

(b) A notice will be sent to the parent/guardian if materials are not returned 2 weeks past the return date.

(c) Items will be lent only after settling any outstanding fines.

10. Non-lending materials.

Reference books, newspapers, magazines, leaflets, pamphlets, toys, charts and materials available at the parent's corner are for use in the library only and cannot be taken out.

11. Internet and audio visual services:

Internet and audio visual services are given free to members for only 60 minutes per day.

12. Photocopy service:

Charges for the photocopy service of information are:

A4 page (one side):- 0.50 (Fifty laari)

A4 page (both sides):- 0/75 (Seventy five laari)

A3 page (one side):- 1/00 (One rufiyaa)

A3 page (both sides):- 1/50 (One rufiyaa fifty laari)

13. Conduct of the library users:

(a) Should visit the library in clean and proper attire suitable for an educational institute. Eating, drinking and smoking are strictly prohibited within the library premises.

(d) Items other than library belongings brought are requested to be left in the pigeon hole.

(e) Should 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.

(f) Users are kindly requested to adopt a quiet behavior and to give due respect to the staff.