



Library Regulations

• 2019/2020
Defence Academy Library

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1. General

1.1 Admission to the Library is conditional on observance of its regulations. All readers are presumed to know these regulations, which may be viewed via the **MINDEF Library home page** on the Web and of which copies may be obtained at the library counters.

1.2 All members of the Library and Academy Security staffs are empowered to enforce the regulations.

1.3 In these regulations the word "book" is deemed to cover all kinds of Library material, unless the context specifically limits the meaning to a particular type of material.

2. Operating Hours

2.1 The standard opening hours shall be as approved by the **Defence Academy Management**, and shall be prominently displayed at each Library and on the Web. These may be temporarily varied by the Librarian in exceptional circumstances.



3. Admission

3.1 Persons in the following categories are entitled to the use of the Library for reference and study purposes:

3.1.1 Members of the Defence Academy **staff**;

3.1.2 Students registered for **courses** within the Defence Academy;

3.1.3 Members of the **Royal Brunei Armed Forces**.

3.2 Other persons not mentioned in 3.1 above may be granted permission to use one or more of the libraries constituting the Defence Academy Library for **reference and study purposes** for the period of the current academic year or part thereof at the discretion of the Librarian.

3.3 Students of the Defence Academy will receive a library card on registration with the Defence Academy. Other persons must complete a Library Registration Form and provide proof of identity. Take note that the library card is **issued by MINDEF Library** and allows the same card to be use in **all library branches**.

3.4 All external readers making regular use of the Library for reference and study purposes are issued with a Library card. The card will carry a photograph of the card holder.

3.5 All readers **must carry the Library card at all times** when using the Library. Library staff and Security staff have the right to inspect the Library card in order to verify the identity of the card bearer. Entry control is in operation at the Defence Academy library and admission may be refused without it. **The card is not transferable.**

3.6 Subject to these Regulations, all readers are entitled to unrestricted access to general reading and study areas, and open book stack areas. Permission to use collections in closed areas (except in the case of theses) must be obtained from the Librarian.

3.7 **External readers** are not entitled to access **electronic information services** whose usage is limited to members of the Defence Academy.

4. Borrowing

4.1 Readers may borrow books as follows:

- 4.1.1 Members of the **Defence Academy during their term of office, visiting academic staff**: - to hold not more than **10 books** from the open shelves at one time.
- 4.1.2 Students of **Command and Staff Course**: - to hold not more than **20 books** from the open shelves at one time.
- 4.1.3 Students of the **Officer Cadet School**: - to hold not more than **10 books** from the open shelves at one time.
- 4.1.4 **Members of the RBAF**: - to hold not more than **10 books** from the open shelves at one time.
- 4.1.5 Other readers not listed in 4.1.1., 4.1.2., 4.1.3., or 4.1.4 above, who may, at the discretion of the Librarian, have been granted permission to borrow: – to hold not more than **5 books** at one time. In such cases no reservations will be accepted for books on loan.



4.2 The Librarian is empowered to grant additional special facilities for a limited period in cases of extraordinary need.

4.3 No book may be removed from the Library unless it has been correctly issued.

4.4 Books in the following categories **may not be removed** from the Library:

- 4.4.1 Books marked "For Reference Only";
- 4.4.2 Abstracting and bibliographical periodicals;
- 4.4.3 Past examination essays from all courses (other than for purpose of loan to Directing Staff members)

4.5 Other books may be borrowed as detailed below:



4.5.1 The normal loan period is **five weeks**, except for books in heavy demand, which are limited to one week or less. Special restrictions may be placed on the loan of any book.



4.5.2 Books available on one-day loan may be issued from any time on one day, during the normal opening hours of the Library, to any time on the next day on which the Library is open.

4.6 Books are to be returned on time unless in special cases agreed by both the library management and user. **24/7 book-drop service** is available at **MINDEF Library**.



4.7 The loan of most books may normally be renewed, unless the book has been requested by another reader. One-day loans are renewable except during the last week of the course term when they are neither renewable nor reservable.

Renewals may be made through telephone for the first renewal process and by presenting the book at the Counter for the second time.



4.8 Books on issue may be recalled at the discretion of the Librarian and must then be returned within the period specified.



4.9 Books *may not be transferred* from one reader to another without being returned to the Library for re-issue. If any such unofficial transfer takes place, the original borrower will be held responsible for the books in question.



4.10 Readers may be held responsible for all books on loan to them for as long as the issue record remains un-cancelled.

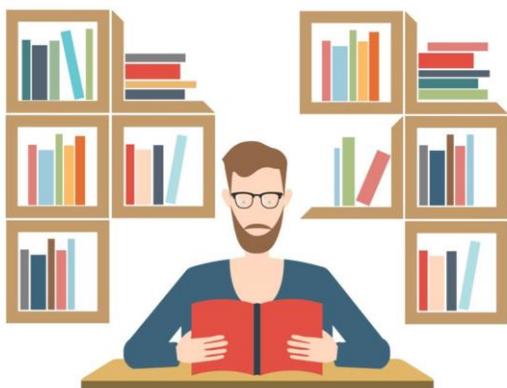
5. Inter-Library Loans

5.1 Books borrowed from other libraries in the RBAF are made available subject to the conditions imposed by the lending library.

5.2 Only categories of reader listed in 4.1 above are entitled to use this service for academic and professional purposes. Other readers may be permitted to use the service at the discretion of the Librarian and the MINDEF Library.



6. Discipline



6.1 All readers must use the prescribed entrance and exit, unless otherwise directed by a member of Library or Security staff.

6.2 Chairs, tables, shelves and other **Library furniture** must not be encumbered with personal property. Cases larger than a briefcase may not normally be brought into the Library.

6.3 No reader may reserve any place in the Library except in accordance with any authorized booking system that may be in operation for group study rooms or other rooms.

6.4 Persons using the Library must conduct themselves in a manner that will not give offence to other Library users or to members of the Library staff.

6.5 Persons using the Library must not cause any **unnecessary noise or disturbance**. The use of mobile telephones is discouraged. When used, such use must be in accordance with published guidelines. In particular, use of mobile telephones for making and receiving calls in areas designated as “Silent Areas”, the making of calls in unauthorized areas and the use of mobile telephones in such a way as to cause unnecessary noise or disturbance in any other part of the libraries, will be deemed a breach of this Regulation.



6.6 The consumption of **food or drink** (other than in *no-spill bottles*) is forbidden in all parts of the Library open to readers.



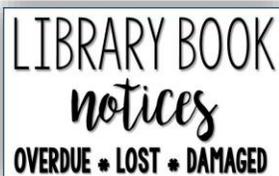
6.7 **Smoking is forbidden** in all parts of the Library.

6.8 Readers must not write in or otherwise mark or damage books belonging to the Library. **Damage to books** must be paid for as detailed in **7.4 below**.

6.3 No reader may reserve any place in the Library except in accordance with any authorized booking system that may be in operation for group study rooms or other rooms.

6.4 Persons using the Library must conduct themselves in a manner that will not give offence to other Library users or to members of the Library staff.

6.9 All books taken out of the Library are liable to be checked by a member of the Library or Security staff at the exit. The contents of bags or cases must be made available for inspection at the exit control on request.



6.10 **Library notices** will be sent by e-mail to students, and to any other reader who requests notification by e-mail. Printed notices will be sent otherwise to the last address registered with the Library or notified to Registry. Failure to receive e-mail or printed notices will not invalidate any subsequent proceedings or action.

6.11 A charge to be determined by the Librarian may be made for the replacement of a Library Card. The loss of a Library Card must be reported immediately to the Library; readers will be responsible for any books borrowed on a lost card before such notification is made.

6.12 The Defence Academy Library may not be used for the distribution or display of pamphlets, broadsheets, newsheets or any other similar type of material without special permission. Any such material distributed or displayed without permission will be removed.

6.13 Readers must abide by all **photocopying legislation** and licensing regulations currently in force.

6.14 Animals may not be brought into the Library.

7. Penalties

7.1 Borrowers who fail to return books by the due date will be **charged fines**. The level of fines will be those approved by the Defence Academy from time to time and will be displayed in the Library. Borrowers who owe fines will not be allowed further borrowing until the fine is paid.

7.2 **Fines** are levied for the period Monday to Sunday inclusive (including vacations / course breaks or statutory holidays).

7.3 The **due date** is the date stamped in the book or any other date subsequently notified to the reader by the Librarian. Due date may also be checked in user's library account.

7.4 Any reader may be required to pay for the **replacement of any book**, or for the work of which it forms part, which is lost or damaged beyond repair while on loan or being used by the reader, or which is not returned after being recalled by the Librarian (see Regulation 4.9 above) and to pay such compensation as shall be fixed by the Librarian for any damage or defacement sustained by a book while on loan or being used by the reader. The replacement charge will be approved by the Defence Academy and will include an element to cover administrative costs.



7.5 The award of a qualification of the Defence Academy or an academic qualification from any University affiliated to the Defence Academy may be withheld from a student who has outstanding debts with the Library, until such debts are cleared.

7.6 Fines or charges may be waived or varied at the Librarian's discretion if the circumstances warrant such action.

7.7 Any infringement of the Library Regulations by a reader may lead to the temporary suspension of Library facilities for that reader or other penalties as approved by the Defence Academy.

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The Defence Academy Library welcomes feedback on its documentation.

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