

MARS LIBRARY REGULATIONS

1.0 Persons Entitled to Use the Library

1.1 All members of MARS are entitled to borrow books and other library materials from the MARS Library in accordance with these regulations.

2.0 Hours of Opening

2.1 The hours of opening of the MARS Library shall be as the MARS Executive, on the advice of the MARS Librarian shall determine. The hours of opening shall be posted in the MARS clubroom and on the MARS website.

3.0 Borrowing of Library Materials

3.1 All library materials, other than those designated as house items, may be borrowed; items from the general section for an loan period of 8 weeks; and items from the board games library for a loan period of 2 weeks. The MARS Librarian shall have the power to allow the recall of an item at any time, including before the expiration of the normal period of loan.

3.2 There are limits on the number of items of library material which may be borrowed. MARS members can borrow up to 4 items from the MARS Library.

3.3 No person shall remove a book or any other library material from the MARS Room without a proper record having first been made.

3.4 Borrowers shall present their MARS membership card on each occasion of borrowing.

4.0 Renewals

4.1 The loan period on a borrowed item may be extended upon application to the MARS Librarian. Items can be renewed, unless requested by another borrower, to a maximum of 4 times.

5.0 Recalled Items

5.1 All items borrowed are subject to recall to allow everyone access to library collections. A borrower will be notified by email if an item is recalled and they will have 7 days to return it.

6.0 Requesting Items - Recalling items on loan

6.1 MARS Members may recall up to 2 items at any one time. To recall an item contact the MARS Librarian. Members will be notified by email when the recalled item is available.

7.0 Responsibility of Care

7.1 In the event of loss, damage or non-return of any borrowed item, the borrower may be required to pay the full cost of repair or replacement of the item, in addition to a fine determined by the MARS Librarian. The borrower is still liable for fine if the item is returned after an invoice has been raised.

7.1.1 If borrowed items are not returned within 6 weeks of the due date, the borrower will be billed for the cost of replacement.

8.0 Fines And Penalties

8.1 A borrower failing to return an item within the allowed period of loan for that item, or within seven days of the date of recall of that item, shall accumulate fines at the rate of 10c per day overdue for general loans, and \$1 per day overdue from the due date for recalled loans.

8.2.1 The borrowing rights of a borrower who accumulates fines, shall be suspended.

8.2.2 The borrowing rights of a borrower who does not return recalled items within seven days of the date of the recall may be suspended by the MARS Librarian or by the MARS Executive committee.

8.2.3 The borrowing rights of a library user who fails to make good the full cost of replacement or repair of an item damaged or not returned, including any fine, may be suspended by the MARS Librarian or a MARS Executive member authorised by the MARS Librarian until the costs have been paid.

8.2.4 The borrowing rights of a borrower who does not return any item within 10 days of the date due for return or within a time determined by the MARS Librarian may be suspended by the MARS Librarian or by the MARS Executive until the item is returned or declared lost.

8.3 A borrower whose borrowing rights are suspended may apply to the MARS Librarian or to the MARS Executive committee for restoration of borrowing rights.

8.3.1 The borrowing rights of a borrower who fails to make good the full cost of replacement or repair of an item, damaged or not returned including any fine, may be suspended by the MARS Librarian or a MARS Executive member authorised by the MARS Librarian until the costs have been paid.

8.3.2 Suspension of borrowing rights shall not bar the borrower from browsing the MARS Library or using library materials within the MARS Room.

8.4 Subject to return of all overdue or recalled items, and payment of any charges imposed under these regulations, all suspensions shall be lifted at the end of each calendar year.

8.5 Any penalty imposed by this Regulation may be waived or altered at the discretion of the MARS Executive committee.

9.0 Purple Fluffy Dragon

9.1 The Purple Fluffy Dragon shall guard the library at its discretion.