



**St Helena
Government**



PUBLIC LIBRARY SERVICE

USE OF RULES AND REGULATIONS FOR PUBLIC LIBRARY

1. When visiting the library, please do not take anything in, which staff believes might prejudice the service or the convenience of other users. Smoking, eating or drinking is not permitted. We would like to ask persons to behave in an acceptable manner whilst using the library and to consider other users.

Membership

2. (a) All adults over the age of 16 years must apply for membership to entitle them to borrow books, DVD's, magazines and videos membership is free.
(b) Children's membership is free, under the age of 16 years they may apply for membership from the age of 3 years and will only be granted if the form is countersigned by a parent/guardian.
3. To make application you must complete and sign the appropriate form, which signifies your agreement to comply with Library Rules and Regulations
4. Adults may borrow up to 8 books at one time
Children may borrow up to 3 books at one time

Transit Membership

5. Visitors' membership fee cost £5.00 for a maximum period of 6 months and an additional deposit of £20 for borrowing up to 4 books. On the return of the books the deposit will be refunded.

Period of loan for books

6. When a book is issued to you it is stamped with the date by which it must be returned to the library or a request can be for the loan to be extended. The period of loan is normally 21 days although this may be varied to allow for days when the library is closed. For each overdue day a charge of 10p per book per day will be made with a 7 day grace period. If overdue charges exceed the cost price of the book, it will then be charged at the book value.

Renewing of books

7. Two extensions of a book on loan can be granted provided that the book in question has not been requested by another member. This can be done by telephone or email but you must return the book to the library if a third extension is required. Extensions may be refused on specific categories of stock at the Librarian's discretion. When renewing by phone you will be required to provide the details of the book, for example the author, title and date due which is stamped in the book.

Professional loan

Books borrowed on professional loan are borrowed for 6 weeks. Again these books may be renewed if not requested by another reader. If the book is kept beyond the stamped or extended date a charge of 10p will be made for each day that the library is open and the book retained by the borrower, though members will be given a 7 day grace period.

Cancelling a loan

8. To cancel the loan, books must be returned to the library and handed to the staff at the counter. Please ensure that your membership card is handed back to you. It is your responsibility. If lost a charge of £1.00 will be made for re-issuing.

Borrowing videos and DVD's

9. A total of three (3) DVD's may be borrowed for one (1) week only free of charge. Late items will incur a fine of 10p per day per item.

Borrowing magazines

10. Three (3) magazines may be borrowed for a period of one (1) week only.

Loss or damage

11. You will be held responsible for loss or damage to any book or DVD whilst it is on loan to you and you will be charged the cost replacement of the item. Such charges will be a debt due from you and non-payment may result in action by the Director of Education & Employment.

Computer Service

11. This service can only be use for typing and formatting of documents only. Users can print a document at a cost of 20p per sheet for black and £1.00 per sheet for coloured.

Photocopying Service

12. Photocopying service cost 20p for A4 and 50p for A3 size.
13. The Librarian and Assistant Librarian can refuse the use of the library to any borrower infringing these rules.

PUBLIC LIBRARY SERVICE

TEL: 22580

Email: Publiclibrary@helenta.co.sh

OPENING HOURS**MONDAY, TUESDAY, THURSDAY & FRIDAY**

9.30am – 1.30 pm

2 pm - 5 pm

WEDNESDAY

9.30 am – 1.30 pm

2 pm – 4 pm

SATURDAY

10 am – 1 pm

6 pm – 8 pm

