

JAMAICA LIBRARY SERVICE

Rules and Regulations

1. INTRODUCTION

The **Jamaica Library Service (JLS)** an agency of the Ministry of Education provides library and information as well as recreational and educational services through an island-wide network of public and school libraries.

As an integral part of the nation's educational and cultural life the organization provides a range of resources, a tailored menu of programmes and services, free public access to print and non-print material including the electronic resources of the world-wide web, thereby facilitating free public access to information for education, community development and opportunities for entertainment and wholesome interaction.

The Public Library Network provides services through main libraries located in the capital of each Parish, branch libraries in sub-urban and rural areas, Mobile Library Service and Postal Readers Service to communities that have no fixed library facility and through library provision to special categories of users – the visually impaired, persons in hospitals, infirmaries, correctional institutions, homes for children in State care and places of safety.

The School Library Network equips government operated school libraries to be central to the education process enabling them to act as vital catalysts for learning by giving assistance to students, teachers, administrative and support staff in teaching institutions.

2. INTERPRETATION

- 2.1** The 'Board' means the Jamaica Library Board constituted under the Jamaica Library Service Act, Cap. 175. or any statutory modification thereof.
- 2.2** The 'Committee' means the Parish Library Committee constituted under the Jamaica Library Service Act, Cap. 175. or any statutory modification thereof.
- 2.3** 'Library' means any library including mobile unit for the time being belonging to or under the control of the Board.
- 2.4** 'Officer in charge' means Librarian or any other officer appointed by the Board or by the Committee.
- 2.5** 'Child' means a person under the age of eighteen years
- 2.6** 'Library material' refers to print and non-print formats, including any book, newspaper, magazine, periodical, pamphlet, map, chart, plan, objects of art, artifacts, photograph, negative, slide, compact disc, digital video disc (DVD),

video and audio cassette, diskette or other items forming part of the library collection.

3. GENERAL

The Jamaica Library Service is committed to providing freedom of access to information and knowledge through public libraries islandwide for all members of the community regardless of race, nationality, age, gender, religion, disability, economic and employment status and educational attainment. The Jamaica Library Board is responsible for establishing rules of conduct to protect the rights and safety of users, visitors and staff and for preserving and protecting the library's material, equipment, facilities and premises. The library staff and/or security personnel may ask persons who are exhibiting inappropriate behaviour to conform to the rules. Violation of the rules, regulations and policies may result in the application of appropriate sanctions which may include restriction/ loss of library privileges or court action before a Resident Magistrate. When necessary the police will be called in to assist with the enforcement of rules.

The officer-in-charge has overall responsibility of the library and shall be responsible for the safe-keeping of library material and property.

3.1 HOURS OF OPENING

- 3.1.1 The library shall open for such periods, as the Board shall from time to time decide.
- 3.1.2 The Library shall be closed on public holidays and on such other days as the Board shall decide.
- 3.1.3 A notice stating the hours of opening shall be prominently displayed inside and outside the library.

3.2 REGISTRATION OF USERS - GENERAL

- 3.2.1 All users of the library are encouraged to register as members. Membership is free of charge. Registered members must complete and sign the prescribed form provided for the purpose.
- 3.2.1 Readers must be registered at one library only, but may be allowed to borrow material from any of the other libraries within the Public Library Network by presenting the reader's ticket(s) issued at registration.
- 3.2.2 Membership shall remain in force for a period of two (2) years from the date of registration after which it can be renewed unless previously cancelled.

3.2.3 Children under 15 years of age may become registered members of the Junior Library as long as they are able to sign their names. They will be transferred to the Adult Library at age 15.

3.2.4 Persons over the age of 15 years are registered as Adult members.

3.3 VISITORS TO JAMAICA

3.3.1 Visitors may register as temporary members on presentation of acceptable, valid photo identification, completion of the registration form and payment of prescribed deposit.

3.3.2 Visitor's deposit will be refunded on the return of library material, reader's ticket and the receipt that was issued. Any deposit remaining unclaimed for one year after the date of receipt will be regarded as a donation to the library and entered as such in the library's accounts.

3.4 CHANGE OF PERSONAL INFORMATION

3.4.1 Members should immediately notify the library at which they are registered of any change in address and personal information.

3.4.2 Parents/guardians should inform the library of any change of address or other personal information pertaining to the child in order to update the records

3.5 MISUSE OF READER'S TICKET

3.5.1 Borrowing privileges are not transferable to other persons. The member (or parent/guardian for Juniors) will be held responsible for any material borrowed on his/her reader's ticket.

3.6 CONDITIONS OF LOAN

3.6.1 Material from the lending collection is issued on the reader's ticket(s) and is generally loaned for two weeks. This may vary for items issued through the post or mobile service. Users will be advised of the date of return.

3.6.2 Material on loan may be renewed twice after the first date of issue at the discretion of the officer in charge. The material may be recalled within the additional period if it is in demand.

3.6.3 Adult members may borrow three (3) items from the lending collection. Additional material may be borrowed at the discretion of the officer in charge.

- 3.6.4 Junior members are allowed one (1) item from the lending collection. Additional material may be borrowed at the discretion of the officer in charge.
- 3.6.5 Material to be borrowed or returned should be presented to staff at the circulation desk. Where provided, returned books may be placed in the book drop.
- 3.6.6 Material not returned by the due date without being renewed will attract a fine.
- 3.6.7 Reference material is strictly for consultation in the library.

4. RESERVATION OF MATERIAL

- 4.1 A member may request that material be reserved using the prescribed form. Material reserved will be retained at the Library for seven (7) days from the date the member is notified.

5. CARE OF MATERIAL

- 5.1 Library material should not be defaced or damaged. Markings or highlights, removal of pages or pictures are prohibited. Any official numbers, date or other mark on the material should not be removed or tampered with or removed.
- 5.2 Library material should always be kept under clean, dry, safe conditions free from germs or viruses.
- 5.3 Library material should not be repaired by users.

6. RECOVERY OF LOSSES

- 6.1 If on return an item is found to be damaged, the user will be required to pay the prescribed fee towards replacement or to replace the item with a similar copy or another of equal value agreed on at the discretion of the officer in charge. Users are advised to examine material and point out any visible damage before taking them out of the library.
- 6.2 If a user retains an item beyond the stipulated period or refuses or neglects to pay on demand any fine or the value of any damage or loss or to procure another copy or series, then such fine or value of the damage or the cost of the item or series, shall be a debt recoverable at Law.
- 6.3 Users of the library (or parents/guardians of children) will be held responsible for any cost incurred in the use or misuse of the library's service and facilities as appropriate.

7. USE OF PERIODICALS

- 7.1** Newspapers or periodicals must be used only in the area in which they are displayed.
- 7.2** Users must have only one newspaper or periodical in their possession at a time.
- 7.3** Users should return any newspaper or periodical in their possession no later than ten minutes after a request for its use has been made by a member of staff.

8. PHOTOCOPYING

Photocopying of material will be done in keeping with the provision of the Jamaica Copyright Act.

9. UNATTENDED CHILDREN

The Jamaica Library Service is committed to providing a welcoming environment that encourages children to visit the library, use the collection and services, and participate in activities. Staff is available to assist and support children with their use of library resources. The library is not responsible for children who are left unattended on library premises before opening hours. Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver.

Parents, guardians and/or caregivers are solely responsible for the safety and behaviour of their children. They are advised that children, like all library users, are expected to comply with all rules and regulations. A child who violates the rules may be asked to leave the premises. The child however will not be placed at risk and the parents/guardians will be contacted and advised.

Parents, guardians and/or caregivers must inform themselves of scheduled opening hours and be aware that a library facility sometimes may have to close unexpectedly due to emergencies or safety issues. Under the circumstances, the library staff will contact the parent/guardian as a first option. If these efforts fail, then contact will be made with the police or other appropriate agency if it appears that the child is at risk. Parents, guardians and/or caregivers must inform their children about what they should do in the event this occurs.

Children eight (8) years and under must be accompanied in the library by a parent/guardian or any other responsible adult who can adequately supervise the child. The library will not be held responsible for the care and supervision of unattended/unaccompanied children.

10. PERSONAL ITEMS

The library is not responsible for personal items that are lost, stolen or damaged on library premises except where staff or its agent is negligent. Where available lockers, bags and books areas must be utilized to store personal items.

11. RULES OF CONDUCT

N.B. ANY ACT THAT VIOLATES THE LAWS OF JAMAICA IS PROHIBITED

The following actions are examples of conduct not allowed on library property:

Category A: (Library Specific Violation)

1. Soliciting money, petitioning, canvassing and vending
2. Gambling, extortion and other illegal activities
3. Unlawful photocopying material
4. Disorderly conduct for example running, shouting, jumping kicking and skipping
5. Eating and drinking in the library except in a designated area
6. Leaving bags, packages, luggage or any other personal items
7. Entering the library with very large bundles, parcels, bags, suitcases, carts or other wheeled conveyances.
8. Disruptive behaviour, such as creating loud noises, loud talking, screaming, or banging on computer keyboards.
9. Entering into the library barefoot or without a shirt or removing one's footwear or shirt while in the library, or being otherwise attired so as to be disruptive to the library environment.
10. Having offensive body odour or personal hygiene so as to unreasonably interfere with other users' ability to use the library and its facilities.
11. Refusing to leave handbags in the bags' area.
12. Refusing to open bags for inspection when required.
13. Taking the library material into the restroom.
14. Bringing pets or animal, other than service animals necessary for disabilities, into the library.
15. Moving library furniture from where it is placed by library staff.
16. Littering
17. Engaging in any activity in violation of the library policy.
18. Using cellular phones or other electronic devices and personal equipment in a manner that may be disruptive, noisy or unsafe **N.B.** Cellular phones should be placed on vibrate/silent. Speaking loudly on cellular phone is prohibited.
19. Placing feet on the library furniture.
20. Blocking aisles, exits or entrances.
21. Violating the library's dress code
22. Distributing or posting of material without approval from an authorized officer.
23. Photographing, filming or video-recording on or of the library's property without prior permission from the officer in charge.
24. Using bicycles, skateboards or similar items except for wheeled conveyances used by persons with disability and baby strollers as can be accommodated.
25. Camping on library grounds.
26. Lying down and sleeping.
27. Conducting any type of business inside the library or library grounds for personal gain or any service for a fee.

Category B: (Serious Library Violation)

1. Unreasonable use of the restrooms such as laundering clothes, washing of hair and bathing.
2. Verbally or physically harassing, intimidating other users, volunteers, or staff, this includes stalking, staring or lurking.
3. Entering the library or library grounds during a period of exclusion.

Category C: (Drug or Alcohol Possession or Use)

1. Being under the influence of alcohol or illegal drugs.
2. Smoking and the distribution and use of drugs and alcohol.

Category D: (Violation Toward Person (s) or Property)

1. Damaging or mutilating library material and property including graffiti and affixing gums.
2. Inappropriate use of library property in library facilities or on library grounds, including computer hardware and software, printers (Jamaica Library Service Computer Guidelines, public use of the internet), copiers, phones, and other equipment.

Category E: (Serious Violation Toward Person (s) or Property)

1. Possession, display or use of any other weapons.
2. Fighting: challenging library users to fight, use of expletives and abusive language.
3. Refusing to leave library property after being issued a Notice of Exclusion.
4. Offensive touching and obscene acts such as sex acts, and indecent exposure
5. Verbally or physically threatening or other act of violence against library users, volunteers or staff.

12. Users must comply with all other guidelines/rules instituted for the use of specific services namely:

- **Computer/Internet Guidelines**
- **Wireless Access Guidelines for Users**
- **Dress Code for Users**

13. ATTENDANCE AT LIBRARY PROGRAMMES

- Persons attending programmes hosted by the library or by other organizations on the library's premises must comply with the rules and regulations.
- Actions that would disrupt the programme will not be permitted.
- Failure to comply will result in expulsion from the venue.

14. USERS ARE EXPECTED TO COMPLY WITH ANY OTHER RULES AND REGULATION WHICH MAY BE INSTITUTED FROM TIME TO TIME BY THE BOARD.

15. RIGHT OF APPEAL

Users may request an administrative review of an exclusion order for a period greater than seven (7) days by writing a letter of appeal to the Parish Library Committee/Jamaica Library Board. All such appeals must be made in writing.

16. ANY COMMENTS/SUGGESTIONS REGARDING THE RULES AND REGULATIONS MAY BE SUBMITTED TO THE DIRECTOR GENERAL.

The Rules and Regulations have been approved by the Jamaica Library Board in accordance with Section 16 sub section 2 of Cap. 175. of the Jamaica Library Service Act.

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