

RULES OF THE NATIONAL LIBRARY

The National Library is a state owned library organized to disperse knowledge to public in the most convenient manner.

The National Library is opened from Saturday to Thursday other than Government and public holidays.

1. **a) Library service hours:** 8:00 am to 9:00 pm
Ramazan hours: 9:15 am to 5:00 pm
- b) Circulation and cash counter hours:** 8:15 am to 8:00 pm
Ramazan hours: 9:15 am to 4:00 pm

2. **Membership:**

Membership is in three categories

- a) Children up to the age of 18 year and Junior, Adult Students.
- b) People over the age of 18 years / Permanent.
- c) Foreigners

3. **a) Membership procedure:**

- To become a member, the person has to fill the application form available from the library counter and our website www.nlm.gov.mv . Any change of address has to be informed to the library within 3 days after you join the library as a member.
- Membership form is accepted with the following items.
 - (a) Two stamp-sized photographs.
 - (b) Membership fee
 - (c) Library fee
 - (d) Deposit 150/- (for foreigners only)
 - (e) Identity card (if the number 2 (a) category does not possess an identity card, her/ his parent/ guardian should come with their identity card.)

b) Membership Fee:

Membership fee is paid to become a member.

Fee for children under 18 years and school students: 25/- (twenty five Rufiya)

Fee for person over 18 years: 50/- (fifty Rufiya)

c) Library Fee:

Library Fee could be paid annually (every 12 months) or by annually (every 06 months). Annual fee is more advisable. The annual fee should be paid before 15th of December or the ongoing year. First installment of the 6 months fee should be paid by June 15th and second Installment should be paid by 15th December.

The Library fee should be paid according to the following scale:

Under 18 years and school children:

5/- (five rufiyaa) per month.

30/- (thirty rufiyaa) for six months.

60/- (sixty rufiyaa) per year.

Over 18 years:

10/- (ten rufiyaa) per month.

60/- (sixty rufiyaa) for six months.

120/- (one hundred and twenty rufiyaa) per year.

4. Cancellations and renewal of membership:

- a) To cancel a membership, a written notice must be given to the Library with the membership card and readers' tickets, any outstanding fee, fine or borrowed books.
- b) Pre paid library fees are not refundable in connection with cancellation of membership.
- c) Deposits could be refunded without any interests to the foreign members according to the number 4 (a) and 3 days after the request is made to the library.
- d) The membership will be cancelled if the library fee is not paid within two months after the expiry date of the previous fee.
- e) If the membership is cancelled, membership could be renewed according to the number 3 (a).

5. Books borrowed from the library:

- a) Books could be borrowed only by members and membership card should be produced at the counter to borrow books.
- b) Members may borrow 2 books at a time for a period of 3 weeks. If the books are not returned within the period, the books are accepted with the fine.
- c) Books borrowed from the library could be renewed only if the said books are not reserved by another member.
- d) Books borrowed from the library should not be lent to anyone as it is against the rules of the library. If such an act is noticed by the library, the library has the right to take action regarding lending books to the person who violated the rules.
- e) Members are responsible for the loss or damage of borrowed library books by them and the member responsible should report the fact within 3 days and replace the book by any book of the same category.

6. Books lent to the Government offices are exempted from rule no.5 and are lent to a set date when an official letter is submitted indicating the person responsible for the items.

7. Fines:

- (a) Books not returned within the loan period fines are subjected as follows:
 - Members aged under 18 years and school students are fined Mrf 1/- (one rufiyaa) per book.
 - Members aged above 18 years are fined Mrf 2/- (two rufiyaa) per book.
- (b) If the loan period exceeds more than two weeks a notice will be sent to the borrower. Failing to return the borrowed book with fine after the notice. The offence will be broadcasted by the media (radio).

8. Non-Lending books, periodicals, articles, etc.

Reference books, news papers, magazines, leaflets, pamphlets, charts, "special books" categorized by the library are not lent to the members without a special permission from the head of the library.

9. Internet Services:

Library internet services are provided to the library members for educational purposes only. Internet services will be available on the days library is open, from 9:00 am to 8:00 pm. This service is given free to members for 01 hour per day and exceeding this duration a fee is charged according to the following rate.

10. Photocopy service:

A Photocopy service of items from books, news papers and magazines etc. is available at the following charges.

Photocopy service is not available for the documents from outside.

Following charges will be taken for the photocopy service of information available at the library.

A4 page (one side):- 0/50laari (Fifty laari)

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

A3 page (one side):- MRF1/- (One rufiyaa)

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

The amount for photocopying of books been rendered are:

Non-fiction book: maximum 10%

Reference book: maximum 20%

Under no circumstance would a whole book be photocopied.

11. Conduct of the library users:

- (a) Library being a government office, library users should visit the library in clean and proper attire.
- (b) Users of the library, (members and readers) should give due to the library staff and good conduct and quiet behavior should be adopted in the library.
- (c) Eating, drinking and smoking is strictly prohibited within the library premises.
- (d) Items other than library belongings brought by customers from outside should be left in the pigeon hole.
- (e) Members shall respect the rules and regulations set fourth 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.
