



Library Regulations

General Loan Rules

1. Only USJ staff members and students may borrow library materials.
2. No books or any library material may be brought out of the library until the loan has been recorded. Unauthorized removal of library material without proper check-out procedure is regarded as a serious offence.
3. Library materials borrowed must be returned on or before the due date.
4. The normal loan period is two weeks. However, the Library may fix varying loans periods for different types of materials or users as it deems fit.
5. Any borrowed item not returned by the due date is considered overdue and the borrower is subject to an overdue fine of 5MOP/day. Borrowers must settle overdue loans and fines before they are permitted to borrow again.
6. To renew the loan period for borrowed items, it is sufficient to inform the library by email: library@usj.edu.mo. Students must include their student number. Note that renewal can be processed only before or on the due date (stamped on the last page of the book). Overdue items must be returned to the library and charges settled before they can be checked out again.
7. Any overdue item not returned to the library within three months from the due date is deemed lost and the borrower will be subject to an additional processing fee of 100MOP and replacement costs.

USJ staff and students enjoy borrowing privileges as follows:

Status	Type of Material	Loan Period (day)	Check out limit (item)
Student – Pre U	Book	14	3
Student - Licentiate	Book	14	3
Student - Masters	Book	14	5
Student - Doctorate	Book	14	5
Staff	Book	14	3
	Audiovisual material	14	3
Professors	Book	30	6
	Audiovisual material	14	3

Interlibrary loans

USJ staff and students may borrow books from the University of Macau Library. Anyone interested can come to USJ library to pick up a University of Macau borrower's card, with which a maximum of three books can be borrowed each time for 21 days. The card should be returned to USJ library within 48 hours. Failure to return the card within the stipulated time means the user will automatically lose the privilege of future use and will require special permission to regain that privilege. Users are responsible for returning borrowed books directly to the University of Macau Library and for the payment of any overdue fine. Returning book does not require the "borrower's card", and

Document delivery

If a journal article is required and cannot be found in the library collection, the reference (article title, author, journal name, etc.) can be sent to the library library@usj.edu.mo . The library will try to obtain the article, from within its network.

Cyberspace Rules

1. Do not use the library computers to play games or watch movies.
2. Do not install or uninstall any programme on any computer. Only IT staff may do so.
3. If any device of the computer is not working, do not fix it rather kindly report the fact to the help-desk.
4. USJ library users can photocopy and print on library equipment. A photocopier voucher that costs 20MOP for 40 prints/photocopies is required. It is available from the Main Office during office hours and from the library information desk after office hours. All photocopying and printing must comply with the Copyright Law and Guidelines.

Book donations

The University of Saint Joseph Library welcomes gifts of books and other materials. Gifts are accepted with the understanding that, once received, they are owned by the University. The library reserves the right to determine their retention and processing, or, when a title is a duplicate or inappropriate for its needs, their disposition in appropriate manner. The library does not keep personal collections for subsequent retrieval, unless the request has been made and

approved by the University Executive Council. In that case, a proper inventory (with author, title and relevant details) should be submitted both in print and electronically.

General Rules

1. Silence must be observed strictly in the library.
2. Consumption of food, beverages and smoking is not allowed in the library.
3. On leaving the library, all users are required to produce for inspection all books and items taken out of the Library.
4. Books removed from the shelves should be left on the table or returned to the help-desk after use.
5. Users must be decently dressed and conduct themselves properly in the Library.
6. Library staff on duty have the right to require that a user leave the premises if he/she is found to be violating any of the Library rules.
7. The Library will not accept responsibility for the loss or misplacement of personal belongings.
8. Library 2 is sometimes closed for special use. However, permission should be sought and approved and the Library notified prior to use of the room.
9. Request to acquire material (Staff only) - The acquisition form is on the library site. Download this form, fill in the required information form and send it to the appropriate Programme Coordinator to be acknowledged and then emailed to the library. The library will process the request and inform you when the material is available or whether your request has not been approved.