

Library Policies and Regulations

These Regulations govern the use of all MIUC Library facilities and resources by staff, students and those authorised to use them.

1. Library Services User Charter

1.1. Mission

The mission of the Marbella International University Centre Library (MIUC Library) is to manage the information resources to satisfy the academic and research activities of our faculty and students. The main purpose of the library is to provide access to information resources and dissemination thereof.

The MIUC Library is the main learning centre for research and bibliographical resources.

1.2. Services

1. Borrowing

Borrowing from our MIUC Library collection.
Renewing loans.
Reserving loaned items.

2. Information and Reference

Providing information about the MIUC Library.
Providing personalised guidance on the correct use of the information resources in each field of knowledge.
Advising on searching and finding suitable resources in MIUC Library.

3. Instruction

Training the MIUC community in the information skills required.

4. Research support

Providing advice and support for undergraduate and postgraduate students, professors and staff, to develop research skills.

5. Copying and printing services

Reproducing items comprised in the library collection, according to current legislation.

6. Acquisition service

Guaranteeing the acquisition of new items.

Complying with acquisition suggestions.

1.3. Your rights

- To be treated with respect, courtesy and fairness at all times.
- To obtain accurate advice and guidance on library services and resources.
- To receive personalized on-site and on-line (email) attention.
- To undergo training sessions to develop research skills
- To stay informed about changes and improvements to library services and facilities.
- To have ease of access to computer, Wi-Fi, printing and copying facilities.
- To submit complaints, suggestions and opinions about what we do and how we can improve our services. You can do this at any time by speaking to the Librarian or by emailing library@miuc.org. If you are not satisfied that the matter has been resolved within Library Services, you should follow the University Students Complaints procedure.

1.4. Your duties

- To treat the entire MIUC community, both staff and students, with respect and courtesy at all times.
- To properly use the buildings, equipment, systems and resources.
- To abide by the Library Policies and Regulations. As well as these Regulations, users must abide by all other MIUC policies and/or codes as relevant.
- To have your MIUC ID card available and be ready to show it to any member of staff upon request.
- To look after your personal property and keep valuable items with you. Under no circumstance can the library be held responsible for any loss, theft or damage of property.
- Overdue notices from the Librarians are sent by electronic mail. Email notices are sent to the University email address of staff and students, who are responsible for forwarding correspondence to any other email address. Email notices are sent to the email addresses provided by registered visitors and external users. Billing notices are normally sent by email. Any notice sent by the Librarians to the last reported email address of a user will be deemed to have been received by the user.
- Users must comply with the provisions of any relevant legislation, for example, laws relating to a) data protection and b) intellectual property rights including copyright. In relation to b), users must comply with the terms of any license agreement between MIUC and a third party which governs photocopying, photography, and the use of software and access to data.
- Staff and students are responsible for keeping their current contact details up to date. Registered Visitors and external users are responsible for informing the Librarians of any changes to their current contact details.

2. Circulation Policy

Users may not take any item out of the Library without completing the appropriate borrowing procedures.

Only MIUC students, faculty and staff members can use the facilities of the library and circulate materials. An ID card has to be presented every time library material is checked out, and the cardholder will be held responsible for any materials checked out on the card.

Items that are not allowed to circulate include magazines, newspapers and some reference materials, such as dictionaries or encyclopaedias (these will be marked with a red sticker).

National and International Press are available for use within the Library.

Undergraduates may check out up to 2 books and 1 audio-visual, Graduate Students may take up to 3 books and 1 audio-visual and faculty may take a maximum of 5 books and 2 audio-visuals at any one time, except by special permission of the Library staff.

All books are loaned for a period of 15 days. All books can be renewed twice for the same length of the original loan if they have not been required. E-books are checked out for 4 days and can be renewed twice. Audio-visuals are limited to 5-day loan and can be renewed twice too.

Any item on loan may be recalled at any time, e.g. if required by another user; if required for teaching purposes; or if requested by the Librarians. Recalled items will normally be requested to be returned to the Library from which they were borrowed within 7 days of the recall being placed by the Library. Where the loan time left is less than 7 days, the recall return time will be shortened correspondingly. It is the responsibility of the borrower to ensure that items on loan can be returned on demand at any time in the semester or vacation.

All items must be returned to the Library Site from which they were borrowed by the date and time specified. During the first 5 days of delay, the penalty per item per each day overdue will be one day of suspension in the student borrowing privileges. From the 6th day, the fine will be 2€/day, starting from an initial charge of 10€.

If the required book is not available, a reserve may be placed. The reserve period can be expanded to 2 days following the arrival of the item. In case it is not checked out, the item will continue through the reserve list or be placed back into the shelf.

Lost or damaged material

All items borrowed by a user are deemed to be the responsibility of that user while on loan.

Care must be taken of all Library items. No user may mark, mutilate, annotate or damage items, and any marking or damage found must be reported to the Librarian.

Notification of any loss or damage of the library collection must be made to the library staff as soon as possible. The borrower will be charged a replacement fee, which reflects the average book purchase price paid by the library.

Any library item will be declared lost 90 days after its due date and the borrower will have to make a payment of the costs of the new acquisition plus the corresponding fine. Refusal to replace the item will be communicated to Administration in order to take action against the borrower.

Users shall normally be required to make good in whole or in part any damage caused to Library items, equipment, furniture or premises.

3. Course Reserve

Faculty can ask for a selection of items to be removed from the general collection and placed in a Course Reserve. That means priority access will be given to students enrolled in the subject for which the reserve has been created. Items will remain in the Course Reserve until the end of the course or until the Professor changes the authorization.

Only one book (which shall be added to the usual count) can be taken from Course Reserve at a time.

4. Library Services Donations Policy

MIUC Library is very grateful for donations received from the MIUC community and those with association with the University. Donated items must be in good physical condition.

Donated items should always be consistent with the teaching and research interests of the University, and the library services resources development policy. However, in all cases the value of any donation will be balanced against current space constraints and the cost of checking, cataloguing, processing and preserving the material.

Donations of current journals cannot generally be accepted if the title is available to institutions by subscription.

Other types of material (DVDs or CDs) will be considered on a case-by-case basis. As the library has no closed storage or archival facilities, we can only consider such donations with prior notice and agreement, and these should be referred to the Head of the Library in order to discuss and address any implications relating to the acceptance of the donation.

The Library reserves the right to refuse donated material if additional space or staffing requirements cannot be met or diverted without impairing our normal service, or to withdraw the donated material to its collections if no longer required or relevant.

Any donation accepted will become the exclusive property of the Library, and will be made available to all Library customers.

5. Conduct Policies

5.1. Alcohol and Illegal Substances

We adhere to MIUC University's Student Code of Conduct. All MIUC installations and facilities are alcohol and drug-free.

5.2. Animals in the Library

Animals are not allowed in the library, with the exception of service animals for people with disabilities.

5.3. Food and Drinks

Library users who consume food or drinks in the library must do so in a manner that maintains a clean library and that minimizes the risk of damage to library books, equipment and other property.

We allow beverage consumption in the library so long as beverages are in containers.

We allow “judicious” food consumption in the library. Please use good judgment and be respectful and considerate of other patrons when consuming food in the library. Patrons may not consume hot, noisy, strong-smelling, or messy foods in any area of the library; such items should be taken to the MIUC Cafeteria.

The library staff reserves the right to require that a patron consume food outside of the library if that patron's food consumption is disturbing the study environment of other library patrons. Failure to comply may result in loss of library privileges or other disciplinary action.

Please discard all wrappers and empty containers, clean up after yourself in order to leave seat as you found it. Please report any food or beverage spills to library staff so that we can alert our maintenance crew.

5.4. Noise and Cell phone Use

MIUC Library seeks to provide a quiet workspace and room appropriate for group study and collaboration. Use of personal audio players, mobile phones, laptops, tablets and other portable devices must avoid disturbing other users. The library is a quiet space and we ask patrons to keep noise to a minimum to facilitate studying. Cell phone conversations must be conducted away from the library and ringers must be turned off while in the library.



5.5. Security

MIUC Library is open to the MIUC community. Please do not leave materials unattended while in the library. Report thefts or other crimes to campus security or to the circulation desk. Users must leave Library premises immediately in emergencies, and when requested to do so by the Librarians.

5.6. Smoking

Smoking (including e-cigarettes) and the use of matches or lighters are strictly prohibited in any part of the Library premises.

5.7. Unattended Items/Seat Reservations

Personal belongings should not be left unattended or used to reserve seats. The Librarians may remove unattended items. Removed items may be reclaimed from library staff between 9am and 5.30pm from Monday to Friday.