

## Beniamino Rossi Resource Centre

### Access and usage policy

#### Library hours

The library operates by appointment only; visits can be scheduled MON-FRI from 10:00-12:00 and 13:30-15:00. For any request you can contact: 021 4614741 or [admin@sihma.org.za](mailto:admin@sihma.org.za)

#### Staff and external users borrowing of books

- Scalabrini Centre and SIHMA staff members are allowed to borrow books upon registration in the Library database;
  - The borrowing of books is reserved for SIHMA and Scalabrini staff members only. There is no limitation on the number of books that can be borrowed by SIHMA and Scalabrini staff members or on the loan period;
  - Casual/public users are only allowed to consult books in the Library upon registration in the Library database. Loans are not allowed
1. Responsibility of borrower:
    - a. A borrower will be held responsible for all material that is taken out in his or her name, and may not lend such material to other people.
    - b. Borrower privileges are not transferable.
    - c. Borrowers are also responsible for updating their contact details at the Libraries

#### Maintaining a Scholarly Environment in the Library

All Library users and staff share in the responsibility for creating and sustaining an environment supportive of scholarship. These responsibilities include the following:

1. Exhibiting conduct appropriate to research and study by
  - a. maintaining quiet in all individual study areas;
  - b. conducting group study and quiet conversations only in Library-designated areas;
  - c. refraining from loud or boisterous behaviour;
  - d. silencing cell phones, laptops, and electronic devices when in Library;
  - e. restricting cell phone conversations, with care taken to avoid disturbing others;
2. Helping to preserve library collections by
  - a. not eating/drinking in the library
  - b. not writing in, underlining, highlighting or otherwise damaging library materials
3. Creating a comfortable and supportive environment for other Library users and staff by
  - a. using Library spaces only for the purposes for which they are intended

4. Complying with Library and Scalabrini policies, which ensure a safe and respectful community for all by
  - a. presenting appropriate identification when asked to do so by Library staff or Scalabrini officials who have also identified themselves
  - b. leaving Library spaces at closing
  - c. closely supervising children brought with you to the Library
  - d. not taking photographs of an individual or group without permission of the individual(s), or photographs for commercial purposes of library spaces without permission of Library administration
  - e. not soliciting or conducting surveys without advance approval
  
5. PCs, scanners, AV viewing and all other electronic equipment are for academic use ONLY.
  
6. Prohibited actions that are illegal, endanger safety or are considered serious violations include:
  - a. Engaging in criminal activity, including theft, battery, or assault
  - b. Vandalizing or defacing of Library material, equipment, collections, furniture, or facilities (including creating graffiti)
  - c. Bringing firearms of any kind, explosives, or other dangerous objects or materials into the Library

*The above lists of responsibilities and prohibited actions are not to be taken as exhaustive.*

Any person infringing the rules of conduct may be required to leave the library and/or have library privileges suspended or withdrawn.