

Procedure 5.5 Library procedures					
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The library collection has expanded immensely over the past years as a result of donations and acquisition of books to support almost all the programmes taught in the Academy.

The library is located on the second floor and has two partitions which give access to readers separated by soundproof partition. It has been designed to offer a comfortable workspace for learners. The library can only be used by the Academy students and staff, except when special permission is given to external visitors by the Reception.

Opening times

The library is open during term time every day from 08.30 to 17.30. It is closed during evenings. Efforts have been made to ensure that as much material as possible is on open access; however, it is necessary to keep some secured in the closed stacks. However, requests may be made to view all material.

Loan arrangements

Students of the Academy in academic residence have borrowing privileges and are required to present their ID card to be able to do so. Up to two items may be borrowed for up to 2 weeks. Borrowers may reserve items already out on loan to someone else and will be informed by email when they are ready for collection.

All items must be returned by the due date. Fines may be applied per item for each day overdue as well as replacement and administration costs of damaged, defaced or lost books will be charged to the person responsible.

Renewals are allowed as many times as required so long as items have not been requested by other readers.

Computers

There are seven PCs in the library. These can be used to access and undertake research for assignments and to access e-journals and the internet. Wireless connection is available in the library.

Covid-19 update

Social distance measures have been implemented in the library following outbreak of Covid-19. Library books need to be returned to the reception or the book return box in the library where they will be sanitised and put back on the shelves after 72 hours for the use of the learners.