

## THE STATE LIBRARY REGULATIONS, 1988

In exercise of the powers conferred by section 6 of the State Library Enactment, 1988 [En. No. 9 of 1988.], the Minister of Social Services hereby makes the following regulations: -

### **Citation and commencement**

1. These Regulations may be cited as the State Library Regulations, 1988, and shall come into force on 1st October, 1988.

### **Interpretation.**

2. In these Regulations, unless the context otherwise requires –

"Enactment" means the State Library Enactment 1988;

"Director" means the Director of the State Library appointed under section 4(1) of the Enactment;

"Library" means the State Library established pursuant to section 3 of the Enactment;

"library building" shall have the same meaning as that given to it in the Enactment;

"library resources" shall have the same meaning as that given to it in the Enactment;

"library staff" means the officers and staff of the State Library;

"reader" means a person who comes to the Library to refer to or use any library resources;

"reader's card" means a form of identification issued to a reader upon registration enabling him to borrow specified library resources or use audio visual materials;

"registered reader" means a person duly registered for the purpose of borrowing library resources, and who holds valid reader's card issued under Regulation 7 of these Regulations;

"sponsor" means a parent, guardian, teacher or anyone who shall be responsible for the library resources borrowed by any person he sponsors.

**Use of the Library.**

3. (1) The resources and services of the Library may be made available to the general public.
- (2) Lending services may be made available to –
  - (a) persons ordinarily resident, working or attending schools or educational institutions in the State of Sabah; and
  - (b) such other category or class of persons as the Director may from time to time determine.

**Opening hours.**

4. The Library shall be open to the general public on such days and during such hours as the Director may from time to time determine.

**Registration.**

5. (1) A reader shall register for the purpose of borrowing library resources by completing and signing the appropriate form, provided that –
  - (a) all persons aged twelve years and above produce their identity cards or passports on application;
  - (b) a person between two to twelve years old shall have his application signed by a sponsor;
  - (c) a person attending school or an educational institution shall have his application signed by the principal or his authorised representative.

(2) At the end of two years from the date of registration each registered reader shall receive a notification for re-registration.

(3) A registered reader who fails to re-register on receiving such notification is deemed to have ceased being a registered reader and shall no longer be permitted to borrow library resources.

(4) A registered reader shall notify the Director of any change of address. Notwithstanding this, the registration files shall be updated once every two years.

**On ceasing to be a registered reader.**

6. A registered reader, on ceasing to use the lending facilities of the library, shall return all library resources, reader's cards and pay all outstanding fines or other charges incurred by the non-return, loss, defacement or damage to library resources in his possession.

**Reader's card.**

7. (1) A registered reader shall be issued with a specified number of reader's card as the Director may from time to time determine.

(2) Each reader's card shall be used for borrowing a specified item of library resources at a time.

(3) Reader's card is not transferable.

(4) Reader's card is valid for a period of two years from the date of issue, unless previously surrendered or cancelled.

(5) A registered reader shall immediately notify the Director of any loss, defacement or damage of a reader's card. On such notification, the Director may charge the registered reader such sum as may from time to time be prescribed for the issue of a new reader's card to replace the one reported lost, defaced or damaged.

**Surrender of defaced reader's card.**

8. (1) A reader's card which is defaced or damaged shall be surrendered to the Library in exchange for a replacement.
- (2) A reader's card reported lost and subsequently found is invalid and shall also be surrendered to the Library.

**Loan service.**

9. (1) A registered reader shall be held responsible for library resources borrowed on his readers' card.
- (2) Library resources found to be damaged or defaced before borrowing shall be reported. Failure to do so may result in the registered reader being held responsible for such defacement or damage.
- (3) A registered reader shall produce his reader's card whenever he borrows library resources.
- (4) Library resources are issued for such period of time as the Director may from time to time determine.
- (5) No library resources shall be removed from the library building unless issued on loan to the registered reader.
- (6) Library resources on loan from the library shall be presented for inspection by the library staff on duty at the exit.

**Renewals.**

10. (1) Library resources on loan to a registered reader, if not required by other registered reader, may be renewed once for a further period, subject to the payment of any fines due.
- (2) Renewals shall be made personally at the Library.

**Overdues.**

11. (1) A registered reader retaining library resources beyond the specified period of loan allowed shall pay such fine as may be prescribed for the period overdue and, until such fine is paid, he shall not be allowed to borrow other library resources.

(2) Habitual retention of library resources beyond the date due by a registered reader may lead to the suspension of loan privileges for an indefinite period, or cancellation of his reader's card the discretion of the Director.

(3) The Director shall make a written demand for the return, within a specified period from the date of the demand, of any library resources retained by a registered reader beyond the specified period of loan. On the failure of the registered reader to comply with the said demand within the period specified, the Director may thereupon and without further notice institute legal action for the recovery of the said library resources. All expenses incurred shall be payable by the registered reader.

**Reservation of library resources.**

12. (1) Library resources available for loan may be reserved.

(2) The number of reservations to be made at any time by a registered reader shall be at the discretion of the Director.

(3) The director may at his discretion cancel any reservation without prior notification.

(4) After the date of notification of the reservation to the registered reader, no library resources which has been reserved will be kept for longer than such period of time as the Director may from time to time determine.

**Reference service.**

13. (1) The Adult Reference Division is open to any person aged 12 years and above who wishes to consult reference resources.

(2) The Juvenile Reference Division is open to all children below the age of 12 years.

(3) Reference enquires may be made in person, by letter, telephone, by telex, facsimile or videotext communication system.

(4) Reference resources are not available on loan and shall not be removed from the Reference Divisions without the permission of the Director.

**Special collection.**

14. (1) Library resources maintained in special collections shall be used within the library building only.

(2) Special collections maintained on open access may be consulted directly by the general public while those in closed or controlled access may be requested for by filling in the appropriate request form.

(3) "Special collections" include the Malaysiana, local collection, serials, Government publications, audio visual resources or other collections which may be developed from time to time.

**Interlibrary loan service.**

15. (1) The Director may at his discretion lend library resources to other libraries or institutions, local or overseas, for such period of time as he may from time to time determine, and on such conditions as he may impose. Any expenses incurred from such loan shall be borne by the borrowing library or institutions.

(2) The Director may at his discretion borrow library resources from other libraries or institutions, local or overseas, if the library resources requested are not available in the Library. When lending such library resources to a reader, he may impose such conditions as he deems fit.

**Copying service.**

16. Subject to any law relating to copyrights, photocopies, photographs or micrographic copies of library resources may be made and supplied on payment of such fees as may be prescribed.

**Reader's articles.**

17. (1) Bags, umbrellas, crash helmets and other personal belongings shall not be brought into the library building unless the same are deposited at the counter provided for this purpose.

(2) Any article deposited at the counter shall be entirely at the owner's risk and no responsibility shall be accepted by the Director or the library staff for its safe custody.

**Use of library building.**

18. The Director may at his discretion permit any part of the library building to be used by persons or organisations, subject to such conditions as he may think fit and proper to impose.

**Loss, defacement or damage of library resources and library building.**

19. Any person responsible for the loss, defacement or damage of library resources, fittings or equipment shall be required to make good such loss, defacement or damage by indemnifying the Library the cost of its replacement or repair.

**Search on reasonable suspicion.**

20. (1) Where there is a reasonable suspicion that a person within the library building has any library resources concealed on his person with the intention of removing such library resources from the library building without authority, the Director or any library staff authorised may cause such person to be searched bodily provided that –

- (a) such search is conducted in a private place;
- (b) such search is carried out in the presence of one other library staff; and

- (c) any female person shall be searched by a female library staff in the presence of one other female library staff only.

(2) No action taken under this Regulation shall render the Director or the library staff concerned to any legal action.

**Withholding of privileges.**

21. The Director may refuse to allow any person to borrow or use library resources from the Library or be registered as a reader or enjoy other privileges unless such person complies with the provisions of these Regulations.

**Recovery of library fines and payments.**

22. All sums and penalties that are payable under these Regulations may be recovered by the Library in any court of competent jurisdiction.

**Prohibitions.**

23. (1) (a) No person shall engage in audible conversation to the annoyance of other readers or make any outcry, noise or disturbance, or use violent, abusive or obscene language in any part of the library building or compound.

- (b) No person who is offensively unclean in person or in dress or who appears to be intoxicated, under the influence of drugs or of unsound mind, or who is suffering from a contagious disease shall be permitted to enter the library building.

- (c) No person shall in any manner of conduct or activity do or cause to be done anything which is likely to endanger the safety of the library staff and the property of the library.

- (d) No person other than the library staff shall enter or remain in any part of the library building not set apart for the use of the public.

- (e) No person shall –



- (i) eat, drink, smoke, spit or sleep in any part of the library building set apart for the use of the public;
  - (ii) bring or cause to bring any pet belonging to him or under his control into the library building;
  - (iii) bring any article which is likely to cause annoyance to other persons in the library building;
- (f) No person shall without the consent of the Director –
- (i) bring or sell any food or drink in any part of the library building or compound;
  - (ii) offer anything for sale in the library building;
  - (iii) take any photograph within the library building;
  - (iv) undertake any interview of any kind in the library building; or
  - (v) display, distribute, affix or post any bill, placard, notice or advertisement in, to or upon any part of the library building or compound.
- (g) No person shall wilfully obstruct the Director or the library staff in the execution of their duties.
- (2) (a) Any person who contravenes any of the provisions of this Regulation may be asked by the Director, the library staff on duty, the security personnel or a police officer acting under the direction of the Director to leave the library building.
- (b) Any person who refuses to leave may be forcibly removed from the library building provided that no more force than is necessary is used in removing him from the same.
- (c) The Director or library staff may refuse admission into the library building any person who contravenes any of the provisions of these Regulations.

**Offence.**

**24.** Any person who, in any part of the library building to the annoyance or disturbance of any person using the same –

- (a) behaves in a disorderly manner;
- (b) causes a nuisance; or
- (c) uses violent, abusive or obscene language,

commits an offence and shall be liable, on conviction, to a fine not exceeding five hundred ringgit or two months imprisonment.

**Power to compound offences.**

**25.** The Director or any officer of the library being duly authorised in writing in that behalf by the Director may compound an offence under these Regulations by accepting from any person reasonably suspected of having committed such offence a sum of money not exceeding three hundred ringgit.

Made this 19th day of September, 1988.

DATUK ARIAH TENGKU AHMAD,  
*Minister of Social Services.*